

Okanagan Senate

THE FIRST REGULAR MEETING OF THE OKANAGAN SENATE FOR THE 2016/2017 ACADEMIC YEAR

THURSDAY, 29 SEPTEMBER 2016

3:30 PM | ASC 130

1. Senate Membership– Prof. Deborah Buszard and Dr Kate Ross (docket page 4)

a. New Members

- Dr Santa J Ono to replace Dr Martha C Piper, President & Vice-Chancellor
- Dr. Francisco Peña to replace Dr Jodey Castricano, Representative for the Faculty of Creative & Critical Studies (resigned)

b. Declaration of Vacancy

- Dr David Koslowsky, Representative of the Faculty of Management (eligibility)

c. Vice-Chair of Senate

Dr Cynthia Mathieson's term as Vice-Chair of Senate has expired. Pursuant to Rule 7 of the Senate, Dr Deborah Buszard is nominated as Vice-Chair; however, any other Senator has until 3 pm on 29 September 2016 to nominate him or herself for the position by sending an email to that effect to christopher.eaton@ubc.ca. Should a second or further nominations be received, an election shall occur at 3:25 pm on 29 September 2016 at ASC 130 to determine the Vice-Chair of Senate until 19 May 2017.

d. Nominating Committee

Due to the resignation of Dr Castricano from Senate, a vacancy exists on the Senate Nominating Committee. Nominations may be made to christopher.eaton@ubc.ca by 13 October 2016. Pursuant to Rule 24 (e) of the Senate, if more than one person is nominated, an election shall occur at the next meeting of Senate.

2. Minutes of the Meeting of 19 May 2016 – Prof. Santa Ono

(approval) (docket pages 5-20)

3. Business Arising from the Minutes – Prof. Santa Ono

4. Remarks from the Chair and Related Questions –Prof. Santa Ono (information)

5. Remarks from the Deputy Vice-Chancellor and Related Questions – Prof. Deborah Buszard

- a. Activity Report for 1 May to 31 August 2016 (information) (docket pages 21-23)

- b. General Remarks (information)
- c. Consultation on Proposed Policy 131: Sexual Assault – with Associate Vice-President Sara-Jane Finlay (information)

6. From the Board of Governors - Prof. Santa Ono

Confirmation that material from the following meetings as approved by Senate were subsequently approved by the Board of Governors as required under the *University Act* (information):

31 March 2016

Curriculum proposals from the Faculties of Applied Science, Arts & Sciences, and Education

New Programs; BSC Major in Data Science, BSc Honours in Data Science

New Awards

28 April 2016

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

New Programs: Pre-Med Alternative Path, Minor in Computer Science, Co-operative Education programs for BFA and BHK.

New Award

19 May 2016

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

New Program: Bachelor of Media Studies.

New Awards

7. Candidates for Degrees – Prof. Santa Ono

The list as approved by the faculties and College of Graduate Studies is available for advance inspection at Enrolment Services, and will also be available at the meeting.

The Chair of Senate calls for the following motion:

That the candidates for degrees, as recommended by the faculties and College be granted the degrees for which they were recommended, effective September 2016, and that a committee comprised of the Registrar, the relevant deans, and the Chair of the Senate be empowered to make any necessary adjustments. (approval)

(2/3 majority required).

8. Admission & Awards Committee – Dr Marianne Legault

- a. Change in General Undergraduate Admission Application Deadline (approval)(docket page 24, 26-27)
- b. Early Offers of Admission on Grade 11 Grades (information) (docket pages 24-49)

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- c. New and Revised Awards (approval) (docket pages 50-58)

9. Curriculum Committee – Dr Peter Arthur

Curriculum Proposals from the Faculty of Education (approval) (docket pages 59-66)

10. Learning & Research Committee – Dr Peter Arthur

Enhanced Learning Record (discussion) (docket pages 67-78) – with Dr Kate Ross

11. Nominating Committee – Dr Daniel Keyes

- a. Adjustments to Committee Assignments (approval) (docket page 79)
- b. President’s Advisory Committee for the Consideration of the Extension of the Appointment of the Vice-President Academic & Research (information) (docket page 79)
- c. Presidential Search Committee – Principles for Future Searches (discussion) (docket pages 80-103)

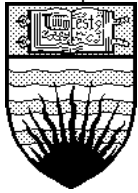
12. Report from the Provost – Dr Cynthia Mathieson

Academic Initiatives for 2016-2017 (information)

13. Other Business

The Rules and Procedures of the Okanagan Senate states that meetings will adjourn no later than 5:30 p.m. Regrets: Telephone 604.822.5239 or e-mail: facsec@mail.ubc.ca

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



The University of British Columbia – Okanagan Senate

Members of Senate

Effective 1 September 2016

EX OFFICIO

Chancellor	Mr J. Lindsay Gordon
President (Chair)	Dr. Santa J. Ono
Academic Vice-President	Prof. Deborah Buszard
Chief Librarian's Designate	Ms Heather Berringer
Director of Continuing Education's Designate	Mr Ian Cull

DEANS OF FACULTIES

Applied Science	Dr Mark Parlange
Arts & Sciences	Dr Wisdom Tettey
Creative & Critical Studies	Dr Robert Egelston (<i>pro tem</i>)
Education	Dr Gordon Binsted (<i>pro tem</i>)
Health & Social Development	Dr Gordon Binsted
Management	Dr Roger Sugden

ADDED BY THE SENATE

Provost (Okanagan)	Dr Cynthia Mathieson
Dean of the College of Graduate Studies	Dr Miriam Grant
Vice-Principal Research	Dr Philip Barker

ELECTED BY THE FACULTIES

Applied Science	Dr. Stephen O'Leary Dr Rehan Sadiq
Arts & Sciences	Dr Robert Lalonde Dr Yves Lucet
Creative & Critical Studies	Ms Anne Fleming Dr Francisco Pena
Education	Dr Robert Campbell Dr Greg Wetterstrand
Health & Social Development	Dr. Jennifer Jakobi Ms Janette Vinek
Management	Vacant Dr David Walker

ELECTED BY THE JOINT FACULTIES

Ms Linda Allan	Dr Carolyn Labun
Dr Peter Arthur	Dr Ramon Lawrence
Dr Lawrence Berg	Dr Sean Lawrence
Dr Diana Carter	Dr Marianne Legault
Dr Jon Corbett	Dr Virginie Magnat
Dr Michael Evans	Dr Stephen McNeil
Dr James Johnson	Dr Jessica Stites Mor
Dr Daniel Keyes	Dr Peter Wylie

ELECTED BY THE CONVOCATION

Ms Catherine Comben
Mr Jamie McEwan

ELECTED BY THE STUDENTS

(Term from April 1, 2015 to March 31, 2016)

Applied Science	Mr. Jason Lammars
Arts & Sciences	Ms Shira Sneg
Creative & Critical Studies	Vacant
Education	Vacant
Health & Social Development	Vacant
Management	Vacant
Graduate Student Representatives	Ms. Katarina Trapara Vacant Vacant Vacant Vacant Vacant
Members At-large	Vacant Vacant Vacant Vacant

Officers (Non-Members)

Secretary	Dr Kate Ross
Acting Secretary	Mr Christopher Eaton



OKANAGAN SENATE

MINUTES OF 19 MAY 2016

DRAFT

Attendance

Present: Dr M. Piper (Chair), Dr K. Ross (Secretary), Dr P. Arthur, Dr P. Barker, Dr L. Berg, Ms H. Berringer, Dr D. Buszard, Dr D. Carter, Mr I. Cull, Dean Pro Tem. R. Eggleston, Dr J. Johnson, Dr D. Keyes, Dr D. Koslowsky, Dr C. Labun, Dr R. Lalonde, Dr R. Lawrence, Dr S. Lawrence, Dr Y. Lucet, Dr C. Mathieson, Dr S. McNeil, Dr R. Sadiq, Ms S. Sneg, Dr J. Stites Mor, Dean R. Sudgen, Dean W. Tettey, Dr D. Walker, Dr G. Wetterstand

Regrets: Ms L. Alan, Dean Pro Tem. G. Binsted, Dr R. Campbell, Dr J. Castricano, Ms C. Comben, Dr J. Corbett, Dr M. Evans, Ms A. Fleming, Chancellor L. Gordon, Dean M. Grant, Dr J. Jakobi, Mr J Lammers, Dr R. Lawrence, Dr M. Legault, Dr V. Magnat, Dr S. O’Leary, Mr J. McEwan, Dean M. Parlange, Ms K. Trapara, Ms J. Vinek, Dr P. Wylie,

Guests: Dr K. Carter, Dr T. Hilke, Dr B. Marcolin, Dr H. Rosengarten

Clerk: Mr C. Eaton

Call to Order

The Chair of Senate, Dr Martha C. Piper called the ninth regular meeting of the Okanagan Senate for the 2015/2016 academic year to order at 3:06 pm.

Senate Membership

New Members

The Registrar welcomed the following new student members to Senate:

- Mr Jason Lammers, Student Representative for the Faculty of Applied Science
- Ms Shira Sneg, Student Representative for the Faculty of Arts & Sciences
- Ms Katarina Trapara, Graduate Student Representative

Minutes of the Previous Meeting

Peter Arthur	}	<i>That the Minutes of the Meeting of 28 April 2016 be adopted as presented.</i>
Ian Cull		

Approved

Business Arising

As requested at the last meeting, the Associate Registrar informed Senate that there were 149 applications with 87 offers and 65 acceptances for the 2016 Summer Session for the Bachelor of Education (Secondary program) and 97 applications with 42 offers and 32 acceptances for the 2016 Winter Session for the Bachelor of Education (Elementary program)

Registrar agreed that we would verify if any of the students not admitted may have been admissible under the minimum requirements, but advised that she did not believe this to be the case.

Remarks from the Chair

On the occasion of her last Senate meeting, the President reminded Senators to attend graduation ceremonies next month, noting that 1400 graduands were to receive their degrees including 11 doctorates.

SEXUAL ASSAULT POLICY DEVELOPMENT

The President introduced Dr Sara-Jane Finlay, Associate Vice-President Equity & Inclusion.

Dr Finlay advised that the draft policy would be going to the Board for a first reading in June. There is a committee of 12 members – faculty, staff, and students from both campuses that is developing the policy. She explained that the rationale for having such a policy was three fold: American Association of University Professors principles on safe and hospitable environment, differing standards from criminal processes used in civil consideration of matters, and a desire to not limit the possibility of police or criminal justice action,

Dr Finlay noted that two processes were being undertaken in parallel, development of a sexual assault policy, as well as establishment of a University panel on sexual assault to lay the groundwork for a UBC-wide action plan.

Dr Finlay outlined a number of key principles in the policy:

- a survivor-driven process
- clarity around procedures to ensure timely and consistent responses
- informing, educating, and equipping our community to respond to disclosures of assault
- fairness and natural justice
- confidentiality and privacy.

Dr Finlay then went over the scope and jurisdiction of the policy. The scope will be the students, staff, and faculty of UBC, but the existing Policy 14 allows non-UBC people to be banned from campus if necessary.

Dr Finlay advised that the draft policy will go to the Board in June for first reading, and then an extended consultation process will be undertaken over the summer and early fall, with a final draft going to the Board on December 6th .

President Piper advised that a bill is pending before the legislature that will require all post-secondary institutions to have a sexual assault policy within the next year. President Piper suggested that this matter come back to Senate in the fall for further consultation.

Senator Sneg asked if the Okanagan sexual assault and rape awareness group was consulted.

Associate Vice-President Finlay replied that Jenica Frisque from the Equity and Inclusion Office at the Okanagan was involved in the policy development.

A senator asked about the concept of campus community. He suggested that one thing being changed on campus is who we engage and how those people are involved campus. He asked how the policy can encompass that group.

Dr Finlay replied that the scope really is whoever we have a contractual relationship with. For people not in that kind of relationship with UBC we do have policy 14 that would allow us to put restriction on campus access for such people.

Senator Wetterstrand noted that at present we have methodology for both academic and non-academic misconduct and asked how we would deal with misconduct that may have criminal aspects – how do we know when the policy should be involved?

Dr Finlay replied that our survivor driven approach would give the individual that option. There are some very rare instances where UBC may decide that we need to refer something to the police ourselves, but the policy goal is to give the survivor that decision.

Senator Berg noted that in the past one issue has been preventing someone from re-offending. Is there some way to intervene to prevent recidivism without further harming survivors?

Dr Finlay replied that there is a distinction being made in the policy between disclosure and moving into an investigatory process.

Deputy Vice-Chancellor's Remarks

Professor Buszard advised that several reviews were presently being taken or completed; as the Okanagan campus has to, in a way, be a start-up, we have made a lot of organic rather than planned growth and as such at this point in our development it was good to verify how our needs were being met. As an example of this she cited the recent HR review.

Also recently, the Okanagan campus renewed its agreement with MITACS which provides, in part, for a business development officer on campus: Jennifer Tedman-Jones's appointment has been extended for 3 years. This year we have had 105 MITACS funded internships at UBCO, which represents a 4-fold increase from 2013. Further, this year we have over 500 industry partners. Dr Buszard described this as an extraordinary achievement for a campus that is only 10 years old.

Senator Keyes noted that the Faculty of Creative & Critical Studies has had an acting dean for 10 months and the notion of a merger between FCCS and the Faculty of Arts and Sciences had been formally rejected by the FAS.

At the request of the Deputy Vice-Chancellor, the Provost advised that we will need to consider over next year what the implications would be of any outcome. Currently, we hope that the Dean Pro Tem will continue for a short period further while the campus considers its options, and it was her intent as Provost to come back to speak with the Faculty before articulating a plan to move forward.

Candidates for degrees

Shira Sneg Yves Lucet	}	<i>That the candidates for degrees, as recommended by the faculties and the College of Graduate Studies, be granted the degrees for which they were recommended, effective June 2016, and that a committee composed of the registrar, the appropriate Dean(s) or their appointed designates, and the Chair of the Okanagan Senate, be empowered to make any necessary adjustments. (2/3 majority required)</i>
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Approved

Admission & Awards and Curriculum Committees

Dr Peter Arthur, Chair of the Senate Curriculum Committee, presented on behalf of the committees.

NEW PROGRAM: BACHELOR OF MEDIA STUDIES

See Appendix A: Bachelor of Media Studies

Peter Arthur Yves Lucet	}	<i>That Senate approve the admissions and degree requirements, academic regulations, new subject code, associated minor, and Co-operative Education program for the new Bachelor of Media Studies (BMS) program and associated new courses brought forward from the Faculty of Arts & Sciences and the Faculty of Creative & Critical Studies, effective for the 2016 Winter Session.</i>
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Senator S. Lawrence raised a concern with the amount of time given to review the proposal.

The Provost noted the amount of time devoted to considering the proposal at Committee was extensive.

The President asked if any senators felt that they did not have sufficient time to review the proposal. No reply was given.

Approved

Admission & Awards Committee

Dr Rehan Sadiq presented on behalf of Dr Marianne Legault for the Senate Admission & Awards Committee.

INTERDISCIPLINARY GRADUATE STUDIES – CHANGES IN ADMISSION REQUIREMENTS

Rehan Sadiq } *That Senate approve changes to admission*
Peter Arthur } *requirements for applicants to the*
Interdisciplinary Graduate Studies program
effective for admission to the 2016 Summer
Session and thereafter.

Approved

BACHELOR OF MANAGEMENT (2016-2017) – CHANGES TO ADMISSION REQUIREMENTS

BACHELOR OF MANAGEMENT (2017-2018) – CHANGES TO ADMISSION REQUIREMENTS

Rehan Sadiq } *That Senate approve the admission proposal for*
Cynthia Mathieson } *changes to the current Bachelor of Management*
Admission Requirements Calendar page, effective
for admission to the 2016 Winter Session; and

That Senate approve changes to admission
requirements for applicants to the Bachelor of
Management program, effective for admission to
the 2017 Winter Session and thereafter.

Approved

MASTER OF MANAGEMENT – SUSPENSION OF ADMISSION 2016 SUMMER

Rehan Sadiq } *That Senate approve suspension of admission to*
Greg Wetterstand } *the Master of Management program, effective for*
the 2016 Summer Session only.

Senator Johnson asked why we were suspending admission.

Dean Sugden replied that the MM was a cohort based program that relies on student diversity; with only 7 potential students we do not believe that we have a blend of students that would be successful in our learning environment. We envisioned a larger cohort, and an effective platform to deliver the MM. As we have developed the curriculum we have had concerns regarding the availability of an appropriate learning platform that would have a sufficient amount of engagement.

Senator Johnson expressed his concern regarding the viability of the program. He was hopeful that the Faculty was working to solve its problems.

Dean Sugden replied that there were two sources of difficulty – recruitment for programs like this are a responsibility of the Faculty, and this is a challenge for a very small faculty. We are investing in a recruiter position and learning more about the market. We have also been engaging in discussions with the International Student Initiative, although this program does not fall within their usual remit. Secondly, we are working without sufficient faculties and the learning platform we need is not very well developed. We are putting additional faculty resources towards those issues. That said, Dean Sugden advised that underpinning all of that, we have had positive feedback from potential students and acknowledgement of its distinctions and that is consistent with our original vision. The Dean advised that with time and revisions, the program could succeed.

Approved

NEW AWARDS

See Appendix B: New Awards

Rehan Sadiq } *That Senate accept the new awards as listed and
Wisdom Tettey } forward them to the Board of Governors for
approval; and that letters of thanks be sent to the
donors.*

Approved

ANNUAL REPORT

Dr Sadiq reported on matters where the Senate Admission & awards Committee had been delegated power to act on Senate's behalf.

APPEALS

Between May 1, 2015 and April 30, 2016, the Admissions and Awards Committee heard 18 student appeals for admission to a degree program (compared to 11 in 2015/16, 12 in 2013/14, 13 in

2012/13, 14 in 2011/12 and 17 in 2010/11). Appeals can be allowed (and the applicant admitted) or dismissed. Of the appeals heard by the Committee, 7 were allowed and 11 were dismissed.

In brief:

- 6 to the Bachelor of Arts (3 allowed)
- 4 to the Bachelor of Sciences (1 allowed)
- 2 to the Bachelor of Human Kinetics (1 allowed)
- 4 to the Bachelor of Management (0 allowed)
- 1 to the Bachelor of Applied Science (1 allowed)
- 1 to the Bachelor of Fine Arts (1 allowed)

A senator asked if those who were successful in their appeals were generally successful at UBC.

Associate Registrar Eaton replied that the admissions office did have this data, but it was difficult to glean information for the Okanagan campus because of the small amount of data. More data was available for Vancouver and we would be happy to share that with the Committee.

NON-SUBSTANTIVE OR EDITORIAL CHANGES TO EXISTING ADMISSION REQUIREMENTS

In January 2016, Senate delegated to the Committee final right of approval over non-substantive and editorial changes to existing admission requirements. From February until April 2016, the Committee has approved six proposals under delegated authority.

STUDENT MOBILITY AGREEMENTS APPROVED UNDER COUNCIL OF SENATES POLICY C-2: AFFILIATIONS WITH OTHER INSTITUTIONS OF LEARNING

Under Policy C-2: *Affiliations with Other Institutions of Learning*, the Council of Senates has delegated to the Admissions & Awards Committee the authority to approve on its behalf, terms of student mobility agreements for students going to or coming from UBC Okanagan programs. In 2015-2016, the Admissions Committee has approved a student mobility agreement with the following institution:

- Universitat de Barcelona (UBC Okanagan Faculty of Management)

Agenda Committee

Senator Daniel Keyes, Chair of the Senate Agenda Committee, presented.

At Senator Lawrence's request, a comment is entered into the minutes regarding hasty pudding and Senator Keyes.

AMENDMENT TO RULES AND PROCEDURES OF SENATE

Daniel Keyes	}	<i>That Senate amend the Rules and Procedures of Senate by striking and replacing Section 19 (a) as follows:</i>
Sean Lawrence		

“The agenda for regular meetings of Senate shall normally be set by the Agenda Committee at least 8 days prior to the scheduled meeting date of the Senate, and the agenda shall be made available to senators at least three (3) days before the meeting”

Approved

Appeals Committee

Senator Diana Carter presented on behalf of the Committee. In the past year, the committee had heard or was in the course of hearing 1 academic standing appeal, 4 academic misconduct appeals and 1 non-academic misconduct appeal.

Senator S. Lawrence expressed concern with the difficulty in scheduling any appeals over the summer months.

Associate Registrar Eaton agreed, noting that it was a concern for his office as well. He opined that the Okanagan campus has been very successful in drawing people from outside of the Okanagan Valley to teach and study, but that meant that many left the area for extended periods and weren't available. He agreed to review scheduling possibilities with the relevant committees to ensure timely decisions could still be made.

Dr Buszard noted that 60% of our students were not from the Okanagan valley, so she questioned the logic in trying to have processes in the summer months when many were not available

Mr Eaton replied that we did give persons the option to participate via telephone or video; however, many appellants feel that this would put them at a disadvantage. That said, appellants also object to waiting until September or October since they view that a delay in justice.

Senator Berg noted that as committee member he was often away doing research when the Committee was trying to meet; he asked if another way to consider these matters could be found.

Mr Eaton suggested that smaller panels may be an option; and offered to take this matter up further with the Committee.

Senator Sneg asked for further consultation with students if the appeals process was substantially changed.

Curriculum Committee

See Appendix C: Curriculum Report

The Chair of the Senate Curriculum Committee, Dr Peter Arthur presented.

Peter Arthur	}	<i>That Senate approve and recommend to the Board of Governors for approval the new courses and revised program brought forward from the Faculty of Applied Sciences, the new courses and revised programs brought forward from the Faculty of Creative & Critical Studies, the new courses and discontinued course brought forward from the Faculty of Health & Social Development, and the new courses brought forward from the Faculty of Arts & Sciences.</i>
Yves Lucet	}	

A senator asked why ENGR 482 didn't have vectors.

Senator Arthur agreed to follow up on this and consider a category 2 change if needed for a correction.

Approved

Learning & Research Committee

See Appendix D: Emeritus Report

EMERITUS REPORT

Peter Arthur	}	<i>That the attached list of individuals for emeritus status be approved and that, pursuant to section 9(2) of the University Act, that they be added to the Roll of Convocation.</i>
Cynthia Mathieson	}	

Approved

Nominating Committee

The Chair of the Senate Nominating Committee, Dr Daniel Keyes, presented.

COMMITTEE ADJUSTMENTS

Daniel Keyes	}	<i>That Ms Shira Sneg be appointed to the Senate Admission & Awards Committee until 31 March</i>
Yves Lucet	}	

2017 and thereafter until replaced;

That Mr Jason Lammars be appointed to the Senate Committee on Appeals of Standing and Discipline until 31 March 2017 and thereafter until replaced; and

That Ms Katarina Trapara be appointed to the Council Elections Committee until 31 March 2017 and thereafter until replaced.

Approved

VICE-CHAIR OF SENATE

Daniel Keyes
Wisdom Tettey

}

That Dr Cynthia Mathieson be elected as Vice-Chair of Senate until 31 August 2016.

Approved

From the Faculty of Arts & Sciences

REVIEW PROCEDURES

Wisdom Tettey
Greg Wetterstand

}

That Senate approve the Irving K. Barber School of Arts and Sciences “Statement of Principles, Procedures, and Guidelines for External Review of Units.

Senator Lalonde noted that the regular cycle for reviews have yet to occur on the Okanagan campus.

With consent of Senate, Dr Herbert Rosengarten, Executive Director of the President’s Office and frequent UBC External Review coordinator replied that some reviews have occurred and we intended to follow a cyclical pattern.

Senator Johnson asked if faculties were included or not in the guidelines

Dean Tettey replied that the remit for reviewing faculties is with the Provost, while the remit for reviewing units within the faculty are with the faculty.

The Provost replied that we have been using the institutional policies for the faculties. We are trying to start a culture of reviews.

Senator Johnson noted that the Faculty of Arts and Sciences has asked for a review and asked when this would happen.

The Provost replied that her hope was that we would have this when a dean re-appointment is considered, but her hope was that we could have unit reviews completed first to inform that and have a sense of what is happening in barber units.

Senator Berg asked if this policy would work given the structure of the Barber School with academic unit and programming being split across faculties.

Dean Tettey replied that when we had cross unit programming we would do that with both units. We also have had subject area reviews independent of units.

Approved

Report from the Provost

Vice-Principal Barker presented, outlining the activities of:

- The Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services (BRAES);
- The Institute for Health Living and Chronic Disease Prevention;
- The Institute for Community Engage Research (ICER); and
- Regional Socio-Economic Development Institute of Canada (RSEDIC)

Senator Keyes asked why the full reports weren't provided.

The Provost advised that this was an error and agreed to post all 4 reports to the internet.

The Deputy Vice-Chancellor agreed, noting how impressed she was by their activities just from the summaries. She suggested that we send a broadcast email to the entire campus with links to the reports.

Other Business

Professor Buszard thanked Dr Piper for the extraordinary gift of her time over the past year, opining that she did not think of anyone else who could have helped UBC through the past difficult year. It has been an unexpected privilege to work with her and behalf of everyone she thanked Martha for her leadership and for continuing to believe in UBC's work.

The President replied that it has been an honour and privilege to be a part of UBC again. She noted that the problems had not changed, but what is different is that UBC is so much stronger than it was in 2006, and a large part of that was this campus. She noted that by any indicator, this place has grown tremendously and made UBC so much

stronger. She suggested that UBC could in the next decade be the top university in Canada and in the top 10 of the world.

Adjournment

There being no further business, the meeting was adjourned at 4:57 pm.

Appendix A: Bachelor of Media Studies

NEW PROGRAM:

Bachelor of Media Studies, faculties of Arts & Sciences and Creative & Critical Studies

NEW COURSES

COSC 223 (3) Principle of Computing: Logic, Discrete Structure, and Data Structure

COSC 247 (3) Networks and Social Media

COSC 264 (3) Introduction to Web Development and Databases

DIHU 210 (3) Digital Detection

DIHU 320 (3) Digital Archives, Cultural Heritage, and Public History

HIST 380 (3) Digital Archives, Cultural Heritage, and Public History

MDST Subject Code (Media Studies)

MDST 101 (3) Digital Media Theory

MDST 310 (3) Mobile Application Design

MDST 320 (3) Creative Coding

MDST 330 (3) Immersive Installation

MDST 490 (3) Seminar Series

MDST 499 (9) Capstone Media Project

VISA 206 (3) Sound Art

Appendix B: Awards Report

New Awards

Urban Development Institute Okanagan Engineering & Business Scholarship

A \$1,500 scholarship is offered by Urban Development Institute Okanagan to a third-year student in the School of Engineering or the Faculty of Management at the University of British Columbia, Okanagan campus. Preference will be given to a student with an interest in construction and real estate development. The award is made on the recommendation of the School of Engineering for odd numbered years and the Faculty of Management for even numbered years. (First award available for the 2016 Winter Session)

Sharron Simpson Family Community Impact Award

Awards totalling \$12,500 are offered by Sharron Simpson to students engaged in experiential-learning opportunities at the University of British Columbia, Okanagan campus. Awards are available to students in any year of study and are made on the recommendation of the Advising and Involvement Centre. (First awards available for the 2016 Winter Session)

Theresa Arsenault Aboriginal Access Studies Award

Awards totalling \$1,000 have been endowed by Theresa Arsenault to support Aboriginal students enrolled in the Aboriginal Access Studies Program, a university entrance program offered at the University of British Columbia, Okanagan campus, which prepares Aboriginal students for the transition to post-secondary studies. Awards are made on the recommendation of Aboriginal Programs & Services. (First awards available for the 2016 Winter Session)

Appendix C: Curriculum Report

FACULTY OF APPLIED SCIENCE

ENGR 331 (3) Infrastructure Management I (new course)

Civil Engineering Degree Requirements (Yr. 3) (revise program)

ENGR 482 (3) Biomedical Engineering I (new course)

ENGR 504 (3) Microfabrication Technology (new course)

ENGR 566 (3) Advanced Communication Networks (new course)

FACULTY OF CREATIVE & CRITICAL STUDIES

THTR 303 (3) Narrative Film Production (new course)

CULT 499 (3) Community-Engaged Research in Cultural Studies (new course)

CCS 150 (3) Creative and Critical Art Theory I (new course)

CCS 250 (3) Creative and Critical Art Theory II (new course)

VISA Major (revise program)

VISA Minor (revise program)

FACULTY OF HEALTH & SOCIAL DEVELOPMENT

HMKN 404 (3) Concussion (new course)

HMKN 406 (3) Pediatric Exercise Physiology (new course)

HMKN 408 (3) Knowledge Translation in Health and Exercise Sciences (new course)

HMKN 409 (3) Advanced Training Methods (new course)

HINT 331 (3) Nutrition for Health Sciences (new course)

FACULTY OF ARTS & SCIENCES AND THE FACULTY OF HEALTH & SOCIAL DEVELOPMENT

BIOL 232 (3) Human Infectious Disease (new course)

NRSG 311 (3) Human Infectious Disease (discontinued course)

FACULTY OF ARTS & SCIENCES

EESC 429 (3) Contaminant Transport (new course)

Appendix D: Emeritus Report

Dr	Esterby,Sylvia	Associate Professor Emeritua	Statistics, Environmetrics & Ecological Statistics
Dr	Tomic,Patricia	Associate Professor Emerita	Sociology, Latin America
Dr	Trumper,Ricardo	Associate Professor Emeritus	Sociology, Latin America



Memorandum

Date 21 September 2016

To UBC Okanagan Senate

From Deborah Buszard, Deputy Vice-Chancellor & Principal

Subject Deputy Vice-Chancellor & Principal's Activity Report

The following Deputy Vice-Chancellor & Principal's activity report summarizes the externally focused meetings and events that Professor Deborah Buszard attended from May 1, 2016 - August 31, 2016.

Record of Deputy Vice Chancellor & Principal's Activities

Period of: May 1st to August 31st, 2016

External Group

09-May-16	Gordon Clark, Retired General Council, Crown Forest Industries
09-May-16	Alison Shaw, Principal, Flipside Sustainability
12-May-16	Ross Fitzpatrick, Retired Canadian Senator and wife, Linda
12-May-16	External Community Advisory Council
13-May-16	Brent Cameron, Managing Partner, Boyden
18-May-16	TRU-UNBC-UBCO Presidents
19-May-16	Jim Hamilton, President, Okanagan College
20-May-16	Ted Callahan, President and CEO, Argus Properties
20-May-16	Stuart MacKay & Treena Cook, MMK Consulting
27-May-16	Dave McAnerey, President and CEO, & Amanda Burns, CFO & VP Finance, SunRype
01-Jun-16	Malcolm Metcalfe, CTO & Founder, Enbala Power Networks
03-Jun-16	Randy Findlay, Corporate Director, Charger Energy, Summerland Energy, EllisDon
03-Jun-16	John Festival, President & CEO, BlackPearl Resources Inc.
16-Jun-16	Ibolja Cernak, Professor & Chair, Canadian Military & Veterans' Clinical Rehab, U of A
16-Jun-16	Jim Hamilton, President, Okanagan College
24-Jun-16	BC Wildlife Federation, Rick Simpson, Chair, Brent Froehlich, President, Region 8
28-Jun-16	Carey Bloomfield, Grenzebach Glier and Associates
29-Jun-16	Martin Cronin, CEO, Helios Global Technologies Ltd.
08-Jul-16	Chief Robert Louie, Westbank First Nations
14-Jul-16	Ross Fitzpatrick, Retired Canadian Senator and wife, Linda
28-Jul-16	Tamar Dubuc, PHD Candidate, U of Ottawa
28-Jul-16	Shawn Halter, BC Agri-Foods Business Development Specialist
29-Jul-16	Al Stober, Founder and CEO, Stober Construction
29-Jul-16	Erin Lynch, Senior Director, Policy Integration, Strategic Policy Sector, Innovation, Science & Economic Development Canada
03-Aug-16	Colin Pritchard, Founder, The Colin & Lois Pritchard Foundation
04-Aug-16	SunRype Tour with Dave McAnerey, President and CEO, & Amanda Burns, CFO & VP Finance
04-Aug-16	Marc Whitehead, COO, & Senior Strategist, Karo Group

Government

03-May-16	Cathy McLeod, MP, Kamloops, Thompson, Cariboo
03-May-16	Senator Nancy Greene Raine
06-May-16	Norm Letnick, MLA, Kelowna-Lake Country
06-May-16	Steve Thompson, MLA, Kelowna-Mission
11-May-16	Marc Fortin, ADM, Science & Technology, Department of National Defence
11-May-16	Greg Fergus, MP, Hull-Aylmer
25-May-16	Greg Caws, President & CEO, BC Innovation Council
20-Jun-16	Mark Williamson, Director General, Defence Research & Development Canada
30-Jun-16	Nigel Whittaker, Regional Liaison Officer, Pacific Region, Department of National Defence

07-Jul-16	Office of Protocol, BC and Dept of Canadian Heritage
08-Jul-16	Norm Letnick, MLA, Kelowna-Lake Country
14-Jul-16	Frances Gorman, Protocol Office, BC
14-Jul-16	Neil Frank R. Ferrer, Philippine Consulate General

Travel

01-04 May 2016	Ottawa - Killam Awards & Gov't meetings
10-11-May 2016	Ottawa - Mitacs Talent for Innovation: Harnessing Canada's Research Advantage
03-Jun-16	Calgary - Development meetings
12-13 Jul 2016	Farnborough, UK - Air show and Avcorp MOU signing

Speeches / Events

03-May-16	Killam Prizes - Ottawa
05-May-16	Teaching Awards Reception
11-May-16	Mitacs Talent for Innovation: Harnessing Canada's Research Advantage
18-May-16	Opening of Dr. Spiro Yannacopoulos Boardroom
19-May-16	Okanagan Senate Year-End Reception
25-May-16	St. John's College Hot Lunch Series
28-May-16	BC Dragoons Regimental Ball, Mission Hill Winery
06-Jun-16	8th Annual International School Counsellors' Tour - Indian Counsellors
09-Jun-16	Honorary Degree Dinner
15-Jun-16	DVC Community Summer Supper
16-Jun-16	STAR Intelligent materials Symposium
20-Jun-16	DVC Community Summer Supper
21-Jun-16	Composites Research Network Reception
22-Jun-16	Pushor Mitchel 2016 Scholarship Recipients
23-Jun-16	Heritage Circle Members
29-Jun-16	DVC Community Summer Supper
29-Jun-16	Innovation in Wellness Celebration
30-Jun-16	Third Space & FHSD partnership celebration
12-Jul-16	Avcorp MOU Signing
12-Jul-16	Regional Collaboration in Canada Networking Event

Student Events / Meetings

06-May-16	UBCSUO executive meeting
09&10 /06/2016	Convocation Ceremonies 2016
09-Jun-16	Aboriginal Graduation Reception
07-Jul-16	Mitacs Globalink research Interns
04-Aug-16	UBCSUO President

Media Interviews

10-Jun-16	Ubysey Interview re: UBCO Campus Plan
17-Jun-16	Kelowna Now - Women to Watch Interview



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Senate
University Centre | UNC 322
3333 University Way
Kelowna, BC Canada V1V 1V7

Phone 250 807 9619
Fax 250 807 8007
www.senate.ubc.ca/okanagan

19 September 2016

To: Okanagan Senate

From: Admissions and Awards Committee

Re: Admissions Proposals

- a) Change in General Undergraduate Admission Application Deadline (approval)
- b) Early Offers of Admission on Grade 11 Grades (information)

a) Change in General Undergraduate Admission Application Deadline (approval)(circulated)

The Admissions & Awards Committee has reviewed and recommends to Senate for approval a change to the general undergraduate application deadline, from 31 January to 15 January. The earlier deadline will enable sufficient time to process applications, render decisions in support of the University's yield activities, additional time to read and score personal profiles and allow for more accurate decisions in establishing competitive admission criteria.

***Motion:** That Senate approve a change to the Winter Session application deadline for undergraduate degree programs, from 31 January to 15 January, effective for admission to the 2017 Winter Session and thereafter.*

b) Early Offers of Admission on Grade 11 Grades (information)(circulated)

The Committee has reviewed and presents for information a change to the procedures associated with policies *J-51: Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula* and *J-52.1: Admission for Secondary School Applicants following the BC/Yukon Curriculum*. These policies were approved by Senate in March 2011 and February 2013 respectively. While revisions to the policies required Senate approval, right of approval over changes to the procedures associated with the policy has been delegated to the Committee. Under its delegated authority, the Committee has revised the procedures related to the timing of admission decisions to approve the inclusion of final course grades for Grade 11 courses in the calculation of an interim admission average for outstanding applicants, based upon data that is available/verifiable as of September 1 the year prior to admission. Applicants whose final course grades (for all applicable Grade 11 courses) are within the top 25% of admitted applicants to that program for the prior Winter Session will be offered admission on the basis of final Grade 11 grades.

Since 2009, following the lead of other Canadian universities, UBC approved a pilot project that allowed the substitution of a final course grade for a Grade 11 course for an unavailable interim course grade for a Grade 12 course for secondary school applicants following the Canadian extra-provincial curricula. In 2011, the outcomes of the pilot project were reviewed and it was determined that there was no significant variation in first-year performance between the students admitted on (a) final course grade(s) for Grade 11 course(s) and final course grades for Grade 12 courses, and (b) those admitted on interim and final course grades for Grade 12 courses only. As a result, Senate approved policies allowing for the ongoing use of final course grades for Grade 11 courses where an interim course grade for a Grade 12 course is not yet available.

The proposal to make early offers of admission on final Grade 11 grades will allow the University to meet student demand for earlier offers of admission, increase the proportion of admitted students who accept their offer of admission and will encourage applicants to apply earlier in order to start the admissions process sooner. The early admission program will be used to fill only a limited number of spaces in each direct entry program and will impact only the timing of the admission offer.

Respectfully submitted,

Dr. Marianne Legault
Chair, Admissions and Awards Committee



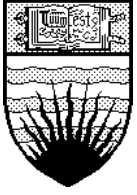
Admissions Proposal Form Okanagan Campus

Faculty/School: Undergraduate Admissions Dept./Unit: Faculty/School Approval Date: N/A Effective Session: admission to 2017W	Date: 15 June 2016 Contact Person: Andrew Arida Email: Andrew.arida@ubc.ca
Type of Action: Revision of Application deadlines for undergraduate degree programs	
Rationale: <ul style="list-style-type: none"> • To allow sufficient time to process applications and render decisions in support of UBC's yield activities (March/April). • To allow sufficient time to read and score personal profiles. • To allow for more accurate decisions in establishing competitive admission criteria. 	
<p>Proposed Academic Calendar Entry:</p> <p><i>Application Deadlines for Undergraduate Degree Programs</i></p> <p>[15622] The following deadlines pertain to new-to-UBC Okanagan campus applicants, applicants applying to change programs and/or campuses within UBC (Vancouver and Okanagan campuses), and applicants applying for <u>Readmission</u> to a UBC Okanagan campus program in which they have previously been enrolled but have discontinued their studies for any reason. If a deadline falls on the weekend, it will be extended to the next working day. For other important University dates see <u>Dates and Deadlines</u>.</p>	<p>Draft Academic Calendar URL:</p> <p>http://www.calendar.ubc.ca/okanagan/pr_oof/edit/index.cfm?tree=2,345,1055,0</p> <p>Present Academic Calendar Entry:</p> <p><i>Application Deadlines for Undergraduate Degree Programs</i></p> <p>[15622] The following deadlines pertain to new-to-UBC Okanagan campus applicants, applicants applying to change programs and/or campuses within UBC (Vancouver and Okanagan campuses), and applicants applying for <u>Readmission</u> to a UBC Okanagan campus program in which they have previously been enrolled but have discontinued their studies for any reason. If a deadline falls on the weekend, it will be extended to the next working day. For other important University dates see <u>Dates and Deadlines</u>.</p>



<p>[15623] Summer Session (beginning in May) application deadline: January 15</p> <p>[15625] Note: not all degree programs accept applications to the Summer Session.</p> <p>[15624] Winter Session (beginning in September) application deadline: January <u>15</u></p> <p>[15714] Applicants are strongly encouraged to apply by the application deadline as some programs will not accept applications beyond this date. Applications received after the deadline may be considered by some programs but will not be evaluated on the same basis or with the same priority as those received by the deadline.</p>	<p>[15623] Summer Session (beginning in May) application deadline: January 15</p> <p>[15625] Note: not all degree programs accept applications to the Summer Session.</p> <p>[15624] Winter Session (beginning in September) application deadline: January 31</p> <p>[15714] Applicants are strongly encouraged to apply by the application deadline as some programs will not accept applications beyond this date. Applications received after the deadline may be considered by some programs but will not be evaluated on the same basis or with the same priority as those received by the deadline.</p>
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THE UNIVERSITY OF BRITISH COLUMBIA

**SENATE POLICY:
J-51****Okanagan & Vancouver Senates**
Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1**Number & Title:**

J-51: *Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula*

Effective/Implementation Date:

Proposed for implementation 2 March 2011.

Approval Date:

Proposed for consideration by the *Okanagan Senate* on 2 March 2011 and the *Vancouver Senate* on 23 February 2011.

Review Date:

This policy shall be reviewed three (3) years after approval and thereafter as deemed necessary by the *responsible committees*.

Responsible Committees:

Admissions Committee of the Vancouver Senate and *Admissions & Awards Committee of the Okanagan Senate*.

Authority:

University Act:

S. 37(1)

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

(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;”

(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or any faculty,

and to determine which faculty the students pursuing a course of study must register.”

Purpose and Goals:

This policy is designed to provide a mechanism for an interim academic assessment of applicants from all Canadian extra-provincial educational jurisdictions to undergraduate direct-entry programs on the basis of *Grade 11 course* grades for in-progress *Grade 12 courses*.

Applicability:

This policy is applicable to secondary school applicants to direct-entry undergraduate programs at the *University* from all Canadian jurisdictions not following the *BC/Yukon Secondary School Curriculum*.

Exclusions:

Applicants following the Quebec Secondary School Curricula are excluded from this policy as they are considered for admission based upon admission averages calculated on Collège d'enseignement général et professionnel (CEGEP) courses.

Definitions:

Admission Average shall mean the academic average calculated by the *University* to determine the applicant's relative academic competitiveness.

BC/Yukon Secondary School Curriculum shall mean a secondary school program of study prescribed and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

Extra-Provincial Curriculum or *Extra-Provincial Curricula* shall mean any Canadian secondary school system not following the *BC/Yukon Secondary School Curriculum*.

Grade 12 Course shall mean a course normally taken by students in the last year of secondary schooling that is academic in nature and offered by a recognized institution following the relevant provincial or territorial curriculum.

Grade 11 Course shall mean a course normally taken by students in the penultimate year of secondary schooling.

Direct-entry undergraduate program shall mean a course of study offered by the *University* leading to a degree or diploma to which applicants are generally admitted based primarily upon their secondary school academic performance or transfer from a comparable program at another institution.

Final course grade shall mean the grade normally issued at the completion of the course.

Interim course grade shall mean the grade issued for a course that is still in progress at the time of UBC's academic assessment, provided that such a grade is issued after at least 50% of the course material is complete and evaluated.

Policy:

- 1) An *admission average* will be calculated where all courses required for admission have been completed or are in-progress.
- 2) Where available, *final* or *interim course grades* for *Grade 12 courses* shall be used in calculating an *admission average*; however, should one or more of the required *Grade 12 courses* not have a *final* or *interim course grade* at the time of academic assessment, the *final course grade* for a *Grade 11 course(s)* will be substituted into the calculation of the *admission average* as follows:
 - a. for specified *Grade 12 courses* (English for all programs, or pre-requisite mathematics or science courses for some programs), a *final course grade* for a *Grade 11 course* in the same subject-area shall be substituted
 - b. for other *Grade 12 courses*, a *final course grade* for a *Grade 11 course* may be substituted so long as the course meets the criteria for including secondary school courses in an admission average but is at the Grade 11 level, and is not in a subject area that is already being used in the calculation of the *admission average*.
- 3) Criteria for *Grade 11 courses* that may be substituted for *Grade 12 courses* shall be set out in the procedures to this policy by the *Responsible Committee*.
- 4) Offers of admission based on *admission averages* that include one or more *final course grades* for *grade 11 courses* and/or *interim course grades* for *grade 12 courses* are subject to satisfactory completion of all required courses and maintenance of the required academic threshold average as noted in the official offer of admission. Failure to do so may result in the withdrawal of admission.

Proposed Calendar Statement(s):

<p>Approval Date: Effective Session: Effective immediately Year for change: For publication as soon as possible Faculty/School: all</p>	<p>Date: January 19, 2011 Contact Person: Michael Bluhm, Associate Director, Undergraduate Admissions Phone: 604.822.9489 Email: michael.bluhm@ubc.ca</p>
<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,23,70,0</p> <p>http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,23,0,0</p> <p>Homepage > Admissions > (change 'Admission Based on Interim Grades' content and subcontent to 'Determining Admissibility')</p> <p>Proposed Calendar Entry:</p> <p>Homepage > Admissions > Applicants Following Secondary School Curricula in Canada, outside of BC/Yukon > Determining Admissibility</p> <p>Determining Admissibility</p> <p>Academic criteria are the primary basis for determining admissibility to UBC; however, many programs consider non-academic information as well. See Broad Based Admission for further information on non-academic admission criteria.</p> <p>Academic averages for the purpose of admission to UBC are primarily based on grade 12 final or in-progress course grades; however, an applicant's full academic history may be considered, particularly where sufficient grade 12 grade information is not yet available.</p> <p>Applicants must arrange for their high school grades to be submitted to UBC Admissions before the stated document deadline. The grade record must include all final grades to date and a list of courses in progress with interim grades where possible. All offers of admission are subject to satisfactory completion of secondary school graduation requirements, completion of all required courses, and maintenance of minimum university admission standards. Offers of admission may be withdrawn from students who do not satisfy these requirements.</p>	<p>Vancouver URL: www.calendar.ubc.ca/vancouver/index.cfm?tree=2,23,70,0</p> <p>Okanagan URL:: www.calendar.ubc.ca/okanagan/index.cfm?tree=2,23,70,0</p> <p>Current Calendar Entry:</p> <p>Homepage > Admissions > Applicants Following Secondary School Curricula in Canada, outside of BC/Yukon > Admission Based on Interim Grades</p> <p>Admission Based on Interim Grades</p> <p>Admission based on interim grades is possible for students with strong academic standing in the final year of secondary school. Applicants must arrange for their school to provide an official transcript to Admissions before the stated document deadline. The transcript must include any final grades for the current year and a list of courses in progress with interim grades. Offers of admission based on interim grades are subject to satisfactory completion of secondary school graduation requirements, completion of all required courses, and maintenance of the required threshold average as noted in the official offer of admission. Offers of admission may be withdrawn from students who do not satisfy these requirements.</p>

Consultations:

Enrolment Services
Undergraduate Admissions Office

History:

This is an amended version of the change initially approved for admission to the 2009 Winter Session, then extended for the 2010 and 2011 Winter Sessions and most recently recommended by the *Admissions Committee* of the *Vancouver Senate* and the *Admissions & Awards Committee* of the *Okanagan Senate* for normalization effective for the 2011 admissions cycle. Increased flexibility to allow for substitution of a final Grade 11 course for an unavailable Grade 12 course is proposed such that an acceptable Grade 11 course may be substituted for a non-required or elective Grade 12 course.

Related Policies:

Policy J-50 –Secondary School Grade Adjustments for Undergraduate Admission to the University

Appendix:

A. Criteria for Including Secondary School Courses in an Admission Average

Procedures:**1. Calculation of Interim Admission Averages**

The calculation of an interim admission average shall be based on the following, with province-specific details outlined below.

- applicant must have all required courses either in progress or completed;
- average is based on the required grade 12 (or equivalent) courses and appropriate number of elective courses as determined by province;
- if one or more of the approved required or elective Grade 12 (or equivalent) courses does not yet have a final or interim grade then a final Grade 11 (or equivalent) course grade(s) shall be substituted into the admission average as follows:
 - for required Grade 12 courses (English or a pre-requisite mathematics or science course), only a final grade in a Grade 11 course in the same subject-area (i.e., a course that is directly laddered to the Grade 12 course) shall be substituted;
 - for elective Grade 12 courses (i.e., course is UBC-approved as it meets the *Criteria for Including Secondary School Courses in an Admission*

Average), a final Grade 11 course grade may be substituted so long as the course is a) not in a subject area that has already been included at the Grade 12 level (e.g. Biology 12 already included, do not include Biology 11), and b) meets the UBC-approved criteria but is at the Grade 11 level. Province-specific examples are outlined, below.

- In all cases, an applicant's admission average will be optimized such that the highest possible average is calculated while adhering to the rules outlined above.

Any grade adjustments approved by the *responsible committees* as set out in the procedures of Policy J-50 shall be applied to the final admission average calculated by the University.

2. Timing of Admission Decisions

1. **The University will make initial admission decisions for *direct-entry undergraduate programs* based upon data that is available /verifiable as of 1 April each year for the following Winter Session; the *admission average* used for these decisions will be made based upon *final* or *interim course grades* for *Grade 12 courses* (or equivalent *final course grades* for *Grade 11 courses*).**

- 1.1 **Section 1 notwithstanding, the University may also calculate an *interim admissions average* using only *final course grades* for *grade 11 courses* for outstanding applicants based upon data that is available/verifiable as of September 1 the year prior to admission. For the purposes of this section, “outstanding applicants” will be taken to mean applicants whose *final course grades* for all applicable *grade 11 courses* are within the top 25% of admitted applicants to that program for the previous Winter Session. Applicants who wish to be considered for admission on the basis of *final course grades* for *Grade 11 courses* must submit an application for admission by 1 December each year for the following Winter Session.**

Examples of Grade 11 Grades Substitutions

Alberta

Admission average based on five 30-level courses, including required courses.

Grade substitutions for interim evaluations shall occur as follows:

30-level course with missing grade	20-level course that may be substituted
English 30 or English Language Arts 30-1	English 20 or English Language Arts 20-1
Pure Math 30	Pure Math 20
Chemistry 30 or 30X	Chemistry 20

Biology 30 or 30X	Biology 20
Approved elective 30-level course Examples: French Language and Culture 30-1, Physics 30, World Religions 30	Elective 20-level course in an approved subject area not already included at the 30-level Examples: French Language and Culture 20-1, Geography 20, Physics 20

Note that in Alberta, the coding of a course as “30” denotes a grade 12 course and as “20” denotes grade 11.

Ontario

Admission average based on six “4U” or “4M” courses, including required courses.

Grade substitutions for interim evaluations shall occur as follows:

4U or 4M course with missing grade	3U or 3M course that may be substituted
English 4U	English 3U
Advanced Functions 4U, or Advanced Functions and Introductory Calculus 4U	Mathematics 3U
Chemistry 4U	Chemistry 3U
Biology 4U	Biology 3U
Approved elective 4U or 4M course Examples: TEJ4M Computer Engineering, BBB4M (International Business), CGU4U World Geography	Elective 3U or 3M course in an approved subject area not already included at the 4U or 4M level Examples: TEJ3M Computer Engineering, SPH3U Physics, CGF3M Physical Geography

Note that in Ontario, the coding of a course as “4U” denotes university preparation and “4M” denotes university/college preparation at the grade 12 level. The coding of “3U” denotes grade 11 university preparatory and “3M” denotes grade 11 university/college preparation.

Courses from Ontario that are from the old Grade 13 system do not factor into interim evaluations for current high school applicants and are therefore not addressed in this procedure.

Quebec

Students attending secondary schools in Quebec are not directly admissible to UBC and, as a result, these procedures do not apply to this group.

Saskatchewan

Admission average based on five 30-level courses, including required courses.

30-level course with missing grade	20-level course that may be substituted
English Language Arts A30 or B30	English Language Arts 20
Mathematics A30, B30 or C30	Mathematics 20
Biology 30	Biology 20
Chemistry 30	Chemistry 20
Approved elective 30-level course Examples: Economics 30, History 30, Social Studies 30	Elective 20-level course in an approved subject area not already included at the 30-level Examples: Geography 20, History 20, French 20

Note that in Saskatchewan, the coding of a course as “30” denotes grade 12 level and “20” denotes grade 11.

Manitoba

Admission average based on five “40S” courses, including required courses

40S course with missing grade	30S course that may be substituted
English 40S	English 30S
Pre-Calculus Mathematics 40S	Pre-Calculus Mathematics 30S
Biology 40S	Biology 30S
Chemistry 40S	Chemistry 30S
Approved elective 40S course	Elective 30S course in an approved subject area not already included at the 40

Examples: French 40S, Physics 40S, World Issues 40S	level Examples: Physics 30S, Physical Geography 30S, Social Studies 30S
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New Brunswick

Admission average based on five “12X” courses, including required courses.

12X course with missing grade	11X level course that may be substituted
English Language Arts 122	English Language Arts 112
Advanced Math with Calculus 120	Functions and Relations 111
Biology 121	Biology 111
Chemistry 121	Chemistry 111
Approved elective 12X course Examples: Environmental Science 120, French 122, Music 121	Elective 11X course in an approved subject area not already included at the 120 level Examples: French 112, Music 111, Physical Geography 110

Note that grade 12 academic courses in New Brunswick are noted as either 120, 121 or 122 and grade 11 courses are 111 or 112.

Nova Scotia

Admission average based on five grade 12 courses, including required courses.

Grade 12 course with missing grade	Grade 11 level course that may be substituted
English 12	English 11
Pre-Calculus Math 12	Advanced Mathematics 11
Biology 12	Biology 11
Chemistry 12	Chemistry 11
Approved elective grade 12 course Examples:	Elective grade 11 course in an approved subject area not already included at the grade 12 level

Economics 12, French 12, History 12	Examples: Geography 11, History 11, Physics 11,
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Prince Edward Island

Admission average based on five 61X or 62X courses, including required courses.

61X or 62X course with missing grade	51X or 52X course that may be substituted
English 621A	English 521A
Mathematics 621A	Mathematics 521A
Biology 621A	Biology 521A
Chemistry 621A	Chemistry 521A
Approved elective 61X or 62X course Examples: French 621A, History 621A, Music 621A	Elective 51X or 52X course in an approved subject area not already included at the 600 level Examples: Geography 521A, Music 521A, Physics 521A

Newfoundland

Admission average based on five 320X courses, including required courses.

320X course with missing grade	220X course that may be substituted
English 3201	English 2201
Mathematics 3205	Mathematics 2205
Biology 3201	Biology 2201
Chemistry 3202	Chemistry 2202
Approved elective 320X course Examples: French 3201, Geography 3201, Physics 3201	Elective 220X course in an approved subject area not already included at the 3200 level Examples: French 2201, History 2201, Physics 2201

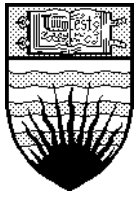
Appendix A: Criteria for Including Secondary School Courses in an Admission Average

Secondary school courses included in an admission average must meet all of the following criteria:

1. Offered by a recognized institution. Recognized institutions, for the purpose of UBC admission, include those that are approved by:
 - a. the Ministry of Education (or equivalent) in the relevant educational jurisdiction. Ministry-approved schools may offer both ministry developed courses and locally developed courses. Locally developed courses that are approved to satisfy graduation requirements may be included in admission averages if they meet the other criteria below or;
 - b. a UBC-recognized accrediting body or;
 - c. the Senate Admissions Committee or;
 - d. a Senate-approved designate (e.g., Deans in cases of admission from non-accredited institutions on 'Deans Discretion').
2. Delivered at the Grade 12 level (or equivalent) or approved for substitution into an admission average by the Senate Admissions Committee;
3. Subject matter is one of the following:
 - a. Academic in delivery;¹
 - b. Supportive of broad academic goals and objectives of the University (e.g., the selection of Aboriginal students);
 - c. Relevant to the selection of qualified students by a particular program or faculty. Inclusion of such courses in an admission average is subject to the approval of the Senate Admissions Committee on course-by-course basis.
4. Grades based on prior learning assessment and/or challenge exams are to be *excluded* from admission averages but may be used to satisfy program pre-requisites. For example, language course grades based on a challenge exam will not be included in admission averages; however, the same language courses may be used to satisfy the language requirements for a degree program at the University.

¹ Academic courses are typically those that involve critical or analytical thinking on the part of the student. Examples include mathematics, sciences, and most arts courses (e.g. history, psychology, or economics). Academic courses include some depth and prepare the scholar for further scholarly activities in the same or a related field. Academic courses that may be included in admission averages will often be associated with a particular discipline of study offered by UBC. Non-academic courses are typically those that are based in activities, vocations or applied skills. Non-academic courses also include those that are based in religious or social/political indoctrination (most often seen at religious schools or schools delivering a curriculum that is mandated by a non-democratic state), or activity courses such as physical education, military training, etc. Non-academic courses may sometimes be described as "terminal courses", those that do not prepare students for further scholarly activities in a related subject. Finally, non-academic courses may convey a lot of information but lack depth or the requirement for critical or analytical thinking.

THE UNIVERSITY OF BRITISH COLUMBIA

**SENATE POLICY:** **UBC SENATES**
J- 52.1 senate.ubc.ca**Number & Title:**

J-52.1: *Admission for Secondary School Applicants following the BC/Yukon Curriculum*

Effective Date:

For admission to the 2013 Winter Session and thereafter.

Approval Date:

Proposed for consideration by the *Okanagan Senate* on 27 February 2013 and the *Vancouver Senate* on 13 February 2013 .

Review Date:

This policy shall be reviewed three (3) years after approval and thereafter as deemed necessary by the *Responsible Committees*.

Responsible Committees:

Admissions and Awards Committee of the Okanagan Senate and *Admissions Committee of the Vancouver Senate*.

Authority:

University Act, S. 37(1)

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

(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;”

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

Purpose and Goals:

This policy is designed to provide a mechanism for more timely and accurate academic assessments of secondary school applicants from the BC/Yukon curriculum applying to *direct-entry undergraduate programs*, including a mechanism to use *final course grades* for *Grade 11 courses* when a *final course grade* for a required *Grade 12 course* is not yet available, and more effective incorporation of English 12/English 12 First Peoples provincial examination results into admissions decisions.

Applicability:

This policy is applicable to *BC/Yukon Secondary School Applicants* to *direct-entry undergraduate programs* offered by faculties of the *University*.

Exclusions:

This policy does not apply to applicants who have another basis of admission.

Definitions:

For the purposes of this policy:

Admission average shall mean the academic average calculated by the University to determine the applicant's relative academic competitiveness. The *admission average* is based upon at least four (4) completed *Grade 12 courses* as specified for the program to which they are applying.

BC/Yukon Secondary School Applicant shall mean an applicant following a secondary school program of study described and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

BC/Yukon Secondary School Curriculum shall mean a secondary school program of study described and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

Broad-Based Admission shall mean the consideration of non-academic and academic information (beyond the *admission average* and prerequisite courses) in undergraduate admission decisions.

Course grade shall mean the school-issued percentage grade for a course.

Examination grade shall mean the percentage grade result of the provincial examination.

Direct-entry undergraduate program shall mean a course of study offered by the University leading to a degree to which applicants are generally admitted upon

either their secondary school academic performance or transfer from a comparable program at another post-secondary institution.

Extra-Provincial Curriculum or *Extra-Provincial Curricula* shall mean any Canadian secondary school system not following the BC/Yukon Secondary School Curriculum.

Final course grade shall mean the grade issued after the completion of the course. In the case of English 12/English 12 First Peoples, the *final course grade* consists of a 60% weighting on the school-assigned course grade and 40% on the results of a mandatory provincial examination.

Grade 11 course shall mean a course designated by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon to be at the Grade 11 academic level.

Grade 12 course shall mean a course designated by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon to be at the Grade 12 academic level and on the list of approved courses for consideration in calculating an *admission average*.

Interim admission average shall mean an *admission average* that includes one or more *interim course grades* for *Grade 12 courses* or one or more *final course grades* for *Grade 11 course* equivalents under this policy.

Interim course grade shall mean the grade issued for a course that is still in progress at the time of UBC's academic assessment, provided that such a grade is issued after at least 50% of the course material is complete and evaluated.

Policy:

1. Academic criteria, generally as indicated by a calculated *admission average* and the completion of prerequisite courses, are the primary basis for determining admissibility to *direct-entry undergraduate programs*. However, with the approval of Senate, faculties and programs may elect to use *Broad-Based Admission* or other criteria to select from applicants whose *admission average* meets or exceeds faculty or program thresholds for admission which may vary from year to year.
2. An *admission average* or *interim admission average* will be calculated where all *Grade 12 courses* required for admission have been completed or are in-progress and all required verifiable or official *final* or *interim course grades* are available to the University.
3. *Admissions averages* or *interim admission averages* shall be based on at least four (4) *Grade 12 courses* (or the *Grade 11 course* equivalents under this policy) as specified for the program.
4. Where available, *final* or *interim course grades* for *Grade 12 courses* shall be used in calculating an *admission average* or an *interim admission average*;

however, notwithstanding point 2. above, should one or more of the required *Grade 12 courses* not have a *final* or *interim course grade* at the time of academic assessment, the *final course grade* for one or more appropriate *Grade 11 courses* will be substituted into the calculation of the *interim admission average* as follows:

- a. for specified *Grade 12 courses* (English 12/English 12 First Peoples for all programs, or prerequisite Mathematics or Science courses for some programs), a *final course grade* for a *Grade 11* course in the same subject-area shall be substituted; and,
 - b. for other *Grade 12 courses*, a *final course grade* for a *Grade 11* course may be substituted so long as the course meets the criteria for inclusion as a secondary school course in an *admission average* but is at the *Grade 11 level*, and is not in a subject area that is already being used in the calculation of the *admissions average*.
5. *Grade 11 courses* that may be substituted for *Grade 12 courses* shall be set out in the procedures to this policy by the *Responsible Committees*.
 6. Offers of admission based on *interim admission averages* that include one or more *final course grades* for *Grade 11 courses* and/or *interim course grades* for *Grade 12 courses* are conditional subject to the satisfactory completion of all required courses and the meeting of any requirements referenced in the letter of admission. Failure to meet any of the requirements referenced in the letter of admission may result in the withdrawal of the offer of admission.
 7. Conditions required to retain an offer of admission will be determined by individual faculties on a year-to-year basis, and faculty thresholds may be higher than the published University minima.
 8. Offers of admission for applicants who fail to meet the referenced conditions will be reviewed by the admitting faculty on a case-by-case basis.
 9. When English 12/English 12 First Peoples is in progress at the point of evaluation, an *interim course grade* shall be used in the calculation of the *interim admission average*.
 10. When English 12/English 12 First Peoples has been completed at point of evaluation, the *admission average* or *interim admission average* is calculated on whichever is the higher of the English 12/English 12 First Peoples *final grade* (weighted 60% *course grade* and 40% *examination grade*) or *course grade* alone.
 11. In cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, the University reserves the right to use the *examination grade* only. A significant discrepancy is determined by a difference of no less than 20% between the English 12/English 12 First Peoples *course grade* and the *examination grade*.
 12. The *Responsible Committees* shall set out the timing for admission decisions for admission to *direct-entry undergraduate programs* as a procedure to this policy.

Calendar Statements:**Okanagan URL:**

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,22,63,0>

[Homepage](#) [Admissions Applicants Following the BC/Yukon High School Curriculum](#) Admission Requirements

Admission Requirements

[...]

The admission average will be calculated on English 12 or English 12 First Peoples and the three additional UBC Okanagan campus-approved Grade 12 courses from the table below, or the equivalents. Should final or in-progress Grade 12 grades not be available at the time of evaluation, final Grade 11 grades may be used as appropriate.

[...]

Applicants are required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) that are required for graduation. For admission decisions, BC Provincial Examination results will be used if the examination result increases the applicant's admission average. However, in cases where a significant discrepancy exists between the course grade and the examination grade, UBC reserves the right to use the examination grade only.

[...]

Vancouver URL:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0>

[Homepage](#) [Admissions Applicants Following the BC/Yukon Secondary School Curriculum](#) Admission Requirements

Admission Requirements

The admission average will be calculated on English 12, or English 12 First Peoples, and the three additional approved Grade 12 courses. Should final or in-progress Grade 12 grades not be available at the time of evaluation, final Grade 11 grades may be used as appropriate.

[...]

Applicants are required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) that are required for graduation. For admission decisions, BC Provincial Examination results will be used if the examination result increases the applicant's admission average. However, in cases where a significant discrepancy exists between the course grade and the examination grade, UBC reserves the right to use the examination grade only.

[...]

Consultations:

Extensive consultation was undertaken outside of UBC: over 300 secondary school counselors from secondary schools on Vancouver Island, in the Lower Mainland, and in the Okanagan; and within UBC: Enrolment Services, Undergraduate Admissions, and UBC Okanagan and Vancouver Deans.

History:

The use of Grade 11 grades in calculating the *admission average*

Up until 1992, the University used both *Grade 11* and *Grade 12 course* grades to render admission decisions for *BC/Yukon Secondary School Applicants*. Following the lead of a number of other Canadian universities (UBC Vancouver Senate Minutes, April 22, 1992), the University Senate approved a revision of requirements for *BC/Yukon Secondary School Applicants* so that the *admission average* would be based solely upon grades in four *Grade 12 courses*. The Okanagan Senate was officially constituted in the fall of 2005.

In 2009, again following the lead of other Canadian universities, the UBC Vancouver and Okanagan Senates approved a pilot project that allowed the substitution of a *final course grade* for a *Grade 11 course* for an unavailable *interim course grade* for a *Grade 12 course* for secondary school applicants following Canadian *Extra-Provincial Curricula*. In 2011, the outcomes of the pilot project were reviewed and it was determined that there were not any significant differences in first-year performance between the students admitted on (a) *final course grade(s)* for *Grade 11 course(s)* and *final course grades* for *Grade 12 courses*, and (b) those admitted on *interim* and *final course grades* for *Grade 12 courses* only. As a result, policy J-51 was approved, allowing for the ongoing use of *final course grades* for *Grade 11 courses* for secondary school applicants from Canadian jurisdictions outside of BC when an *interim course grade* for a *Grade 12 course* is not yet available.

In March 2012, Policy J-52 was approved, allowing the use of BC secondary school *final course grades* for *Grade 11 courses* as substitutes for missing *interim course grades* for *Grade 12 courses*. Policy J-52 was put in place as a short-term measure to address issues related to *BC/Yukon Secondary School Applicants'* grade collection in light of the job action initiated by the BC Teachers' Federation.

While Policy J-52 was reviewed by both the Okanagan Senate Admissions and Awards Committee and the Vancouver Senate Admissions Committee and deemed appropriate for the extraordinary circumstances in which it was created, it was seen as insufficient as a long-term policy. As such, Policy J-52 was discontinued at the 19 December 2012 Okanagan Senate meeting and at the 19 September 2012 Vancouver Senate meeting. At the 19 December 2012 Okanagan Senate meeting and the 14 November 2012 Vancouver Senate, Policy O-52 and Policy V-52 (which are campus specific versions of this Policy J-52.1) respectively were approved. Due to the similarity of the policies, the Okanagan Senate Admissions and Awards Committee and the Vancouver Senate Admissions Committee decided to bring them together in this Policy J-52.1.

The use of English 12/English 12 First Peoples provincial examination results in the calculation of undergraduate *admission average*.

Up until 2008, if a BC secondary school applicant had already completed English 12 English/12 First Peoples at the point of evaluation for undergraduate admission, the University always used the *final course grade* (composed of 60% school-assigned course grade and 40% provincial examination score) in the calculation of the *admission average*.

In March 2008, the UBC Okanagan Senate decided that the policy requiring *BC/Yukon Secondary School Applicants* to write optional provincial examinations be discontinued. A similar decision was also reached by the UBC Vancouver Senate in May of the same year. Going forward, in cases where a *BC/Yukon Secondary School Applicant* had already completed an optional Grade 12 examination, the *final course grade* (including the examination grade) would be incorporated in the *admission average* in March/April, but only if advantageous to the applicant. Otherwise, the *admission average* would now be calculated on the *course grade* only and the *examination grades* were discarded.

Policy J-52 was silent on whether the same principle should apply when the provincial examination remained mandatory (as in the case of English 12/English 12 First Peoples). In the spirit of both Senates' decisions, it was decided that in practice, the *examination grade* in English 12/English 12 First Peoples would only be incorporated into the *admission average* if it proved beneficial to the applicant.

Related Policies:

J-51: *Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula*

J-53: *Course-specific Minima for Secondary School Applicants*

Appendix:

N/A

Procedures:

In all cases, a *BC/ Yukon Secondary School Applicant's admission average* or *interim admission average* will be optimized such that the highest possible average is calculated while adhering to the rules outlined below.

Part 1: Calculation of *Interim Admission Averages*

1. The calculation of an *interim admission average* shall be based on the following, with course-by-course substitutions outlined below:
 - the *BC/ Yukon Secondary School Applicant* must have all required courses either in progress, completed, or anticipated to be complete by the end of their ultimate year of secondary school;
 - if one or more of the required or elective *Grade 12 courses* does not yet have a *final* or *interim course grade* then (a) *final course grade(s)* for a *Grade 11 course* shall be substituted into the *admission average* as follows:
 - for required *Grade 12 courses* (English or a prerequisite Mathematics or Science course), only a *final course grade* in a *Grade 11 course* in the same subject-area (i.e., a course that is directly laddered to the *Grade 12 course*) shall be substituted;
 - for elective *Grade 12 courses* (i.e., a course that is UBC-approved as it meets the “Criteria for Including Secondary School Courses in an Admission Average”), a *final course grade* for a *Grade 11 course* may be substituted so long as the course is a) not in a subject area that has already been included at the Grade 12 level (e.g., Biology 12 already included, do not include Biology 11), and b) meets the UBC-approved criteria but is at the Grade 11 level.
2. The calculation of an *admission average* or an *interim admission average* shall be based on the following, with the use of the English 12/English 12 First Peoples examination grade incorporated as outlined below:
 - if the *BC/ Yukon Secondary School Applicant* presents an *interim course grade* for English 12/English 12 First Peoples, the *course grade* is used in the calculation of the *interim admission average*;
 - if the *BC/ Yukon Secondary School Applicant* has already completed English 12/English 12 First Peoples at point of evaluation, *examination grades* will be used if the *examination grade* increases the applicant's *admission average* or *interim admission average*;
 - in cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, UBC reserves the right to use the *examination grade* only. A significant discrepancy is determined by a difference of no less than 20% between the English 12/ English 12 First Peoples *course grade* and the *examination grade*.

Part 2: Calculation of *Admission Averages*

1. The calculation of an *admission average* shall be based upon the following:
 - the *BC/Yukon Secondary School Applicant* must have all required courses completed by the point of evaluation;
 - if the *BC/Yukon Secondary School Applicant* has not yet been admitted, the *admission average* is used to determine the applicant's relative competitiveness for admission;
 - if the *BC/Yukon Secondary School Applicant* has already been admitted (based upon their *interim admission average*), the *admission average* is used to determine whether the applicant meets the conditions of admission referenced with the initial offer of admission. This may include minimum thresholds in both the overall *admission average* and specific prerequisite Grade 12 courses;
 - if these conditions are not met, the original offer of admission may be revoked at the discretion of the Faculty on a case-by-case basis.

Part 3: Timing of Admission Decisions

1. The University will make initial admission decisions for *direct-entry undergraduate programs* based upon data that is available /verifiable as of 1 April each year for the following Winter Session; the *admission average* used for these decisions will be made based upon *final* or *interim course grades* for *Grade 12 courses* (or equivalent *final course grades* for *Grade 11 courses*).
 - 1.1 Section 1 notwithstanding, the University may also calculate an *interim admissions average* using only *final course grades* for *grade 11 courses* for outstanding applicants based upon data that is available/verifiable as of September 1 the year prior to admission. For the purposes of this section, “outstanding applicants” will be taken to mean applicants whose *final course grades* for all applicable *grade 11 courses* are within the top 25% of admitted applicants to that program for the previous Winter Session. Applicants who wish to be considered for admission on the basis of *final course grades* for *Grade 11 courses* must submit an application for admission by 1 December each year for the following Winter Session.**
2. An additional round of admission decisions for *BC/Yukon Secondary School applicants* may be made based upon data that is available as of 15 May each year if it is anticipated that space will remain in the program to which the applicant has applied. The *admission average* used for these decisions will be made based upon *final* or *interim courses* for *Grade 12 courses* only.

3. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), an additional round of admission decisions for *BC/Yukon Secondary School Applicants* may be made if it is anticipated that space will remain in the program to which the applicant has applied.
4. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), *BC/ Yukon Secondary School Applicants* who have already been admitted based upon an *interim admission average* will be evaluated to determine if all the conditions of admission (as referenced on the admission letter) have been met.
5. In all instances, if the *BC/ Yukon Secondary School Applicant* has already completed the English 12/English 12 First Peoples BC Provincial Examination, the results will be used as outlined above.

Part 4: Grade 11 Grade Substitutions

Specific substitutions

Viable grade 11 courses

BC/Yukon secondary school curriculum Grade 12 courses that may be used on the calculation of the admission average	BC/Yukon curriculum Grade 11 courses that may be used as a substitute
American Sign Language (ASL) 12	American Sign Language (ASL) 11
Arabic 12 ⁴	Arabic 11 ⁴
BC First Nations Studies 12	BC First Nations Studies 11
Biology 12 ¹	Biology 11
Calculus 12	N/A ³
Chemistry 12 ¹	Chemistry 11
Computer Information Systems 12 ⁴	Computer Information Systems 11 ⁴
Computer Programming 12 ⁴	Computer Programming 11 ⁴
Croatian 12 ⁴	Croatian 11 ⁴
Economics 12	N/A ³
English Literature 12	English Literature 11
English 12 ¹ or English 12 First Peoples ¹ (but not both)	English 11 or English 11 First Peoples (but not both)
Français Langue 12 or French 12 (but not both)	Français Langue 11 or French 11 (but not both)
Geography 12	Social Studies 11 ³
Geology 12 ¹	Earth Science 11
German 12	German 11
Halq'eméylem 12	Halq'eméylem 11

Heiltsuk 12	Heiltsuk 11
History 12	Social Studies 11 ³
Hul'q'umi'num' 12	Hul'q'umi'num' 11
Italian 12 ⁴	Italian 11 ⁴
Japanese 12	Japanese 11
Korean 12 ⁴	Korean 11 ⁴
Kwak'wala 12	Kwak'wala 11
Law 12	N/A ³
Liqwala/Kwakwala 12	Liqwala/Kwakwala 11
Mandarin 12	Mandarin 11
nsíylxcən (Okanagan Language) 12	nsíylxcən (Okanagan Language) 11
Nte?kepmxcin 12	Nte?kepmxcin 11
Nuu-chah-nulth 12	Nuu-chah-nulth 11
Principles of Mathematics 12 or Pre-Calculus 12 ¹	Principles of Mathematics 12 or Pre-Calculus 11
Physics 12 ¹	Physics 11
Punjabi 12	Punjabi 11
Russian 12 ⁴	Russian 11 ⁴
Secwepemctsin (Shuswap Language) 12	Secwepemctsin (Shuswap Language) 11
Shashishalhem (Sechelt Language) 12	Shashishalhem (Sechelt Language) 11
Sim'algaxhl Nisga'a 12	Sim'algaxhl Nisga'a 11
Sm'algyax 12	Sm'algyax 11
Social Justice 12 ⁴	N/A ^{3&4}
Spanish 12	Spanish 11
Sustainable Resources 12 ⁴	Sustainable Resources 11 ⁴
Tsek'ene 12	Tsek'ene 11
Upper St'at'imcets 12	Upper St'at'imcets 11

Notes:

1. Indicates a prerequisite course used by one or more direct-entry Faculties.
2. Social Studies 11 may not be double-counted if both Geography 12 and History 12 are in progress.
3. Course does not have a Grade 11 equivalent.
4. Indicates a course only applicable for UBC Okanagan programs



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Senate
University Centre | UNC 322
3333 University Way
Kelowna, BC Canada V1V 1V7

Phone 250 807 9619
Fax 250 807 8007
www.senate.ubc.ca/okanagan

19 September 2016

To: Okanagan Senate

From: Admissions and Awards Committee

Re: New and Revised Awards (approval)

- a) **Kohler Canada Scholarship in Engineering (new)**
- b) **S.D. Harold Pope Award in Civil Engineering (new)**
- c) **International Student Faculty Award (Okanagan) (revised)**
- d) **Dr. Spiro Yannacopoulos International Engineering Student Memorial Award (revised)**
- e) **Donald Wehrung International Student Award (revised)**
- f) **The International Leader of Tomorrow Bursary – tuition (revised)**
- g) **The International Leader of Tomorrow Bursary – living costs (revised)**
- h) **The Donald Wehrung International Student Bursary – tuition (revised)**
- i) **The Donald Wehrung International Student Bursary – living costs (revised)**

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

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

New Awards, from Development and Alumni Engagement:

a) Proposed Award Title: Kohler Canada Scholarship in Engineering

Two scholarships of \$1,000 are offered by Kohler Canada to third- or fourth-year students in the mechanical 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 assessed financial need. (First awards available for the 2016 Winter Session)

b) Proposed Award Title: S.D. Harold Pope Award in Civil Engineering

A \$1,000 award is offered by family in memory of Harold Pope to a third- or fourth-year student in the civil 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 who shows assessed financial need and great promise in the field of civil engineering. Harold Pope is remembered for his passion for engineering and groundbreaking work in road- and bridge-building across the province. The award is made on the recommendation of the School of Engineering. (First award available for the 2016 Winter Session)

Revised Awards, from the International Student Initiative office:

(Previously-approved awards with changes in terms or funding source):

c) Current Existing Description: International Student Faculty Award (Okanagan)

Awards of up to ~~\$5,000~~ **\$10,000** each are offered to continuing international undergraduate students at The University of British Columbia, Okanagan campus. Students selected for these awards must have completed 30 credits towards their bachelor degree or be entering the third year of their program. Students must demonstrate strong academic achievement and engagement in their faculty, as well as the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the faculty in which the student is registered.

Amended Description: International Student Faculty Award (Okanagan)

Awards of up to \$10,000 each are offered to continuing international undergraduate students at The University of British Columbia, Okanagan campus. Students selected for these awards must have completed 30 credits towards their bachelor degree or be entering the third year of their program. Students must demonstrate strong academic achievement and engagement in their faculty, as well as the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the faculty in which the student is registered.

d) Current Existing Description: Dr. Spiro Yannacopoulos International Engineering Student Memorial Award

Awards of up to ~~\$5,000~~ **\$10,000** each are offered to continuing international undergraduate students in the School of Engineering in the Faculty of Applied Science at the University of British Columbia, Okanagan campus. This award is offered in the memory of Dr. Spiro Yannacopoulos and his 10 years of service to the School on Engineering on UBC's Okanagan campus. International students selected for these awards must have completed 30 credits towards their bachelor degree or be entering the second year of their program. Students must demonstrate strong academic achievement and engagement in their faculty, as well as the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the School of Engineering within the Faculty of Applied Science.

Amended Description: Dr. Spiro Yannacopoulos International Engineering Student Memorial Award

Awards of up to \$10,000 each are offered to continuing international undergraduate students in the School of Engineering in the Faculty of Applied Science at the University of British Columbia, Okanagan campus. This award is offered in the memory of Dr. Spiro Yannacopoulos and his 10 years of service to the School on Engineering on UBC's Okanagan campus. International students selected for these awards must have completed 30 credits towards their bachelor degree or be entering the second year of their program. Students must demonstrate strong academic achievement and engagement in their faculty, as well as the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the School of Engineering within the Faculty of Applied Science.

Rationale, ISI Award Amendments to International Student Faculty Award (Okanagan) and Dr. Spiro Yannacopoulos International Engineering Student Memorial Award:

These awards were initially created in 2012, and the award amount has not changed since then. As international student tuition has increased and is likely to continue to do so, ISI would like to increase the award amount of the above awards to allow us the flexibility to increase our award offers in step with increasing tuition rates.

e) **Current Existing Description: Donald WEHRUNG International Student Award** ~~Awards totalling \$45,000 have been endowed~~ **Awards ranging in value up to the full cost of the student's program and living costs are offered to recognize outstanding international students from developing countries who have achieved academic excellence under exigent circumstances and would be unable to pursue post-secondary education without assistance. The award is named** in honour of Dr. Donald A. Wehrung on the occasion of his stepping down as the founding Executive Director of UBC's International Student Initiative, in which capacity he served from 1996 to 2008.

~~The awards recognize outstanding international students from developing countries who have achieved academic excellence under exigent circumstances and would be unable to pursue post-secondary education without assistance.~~ Candidates for the award are nominated by secondary schools, as well as by international, community-based and non-governmental organizations. The value of each award depends on the candidate's financial circumstances and the costs of their program. The awards are made to students entering the University directly from secondary school and may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient achieves satisfactory academic standing as determined by his or her Faculty, holds a valid Canadian Study Permit (student visa), and continues to demonstrate financial need. The awards are made on the recommendation of a selection committee comprised of faculty and staff from across the University, with input from members of the community.

Amended Description: Donald WEHRUNG International Student Award

Awards ranging in value up to the full cost of the student's program and living costs are offered to recognize outstanding international students from developing countries who have achieved academic excellence under exigent circumstances and would be unable to pursue post-secondary education without assistance. The award is named in honour of Dr. Donald A. Wehrung on the occasion of his stepping down as the founding Executive Director of UBC's International Student Initiative, in which capacity he served from 1996 to 2008.

Candidates for the award are nominated by secondary schools, as well as by international, community-based and non-governmental organizations. The value of each award depends on the candidate's financial circumstances and the costs of their program. The awards are made to students entering the University directly from secondary school and may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient achieves satisfactory academic standing as determined by his or her Faculty, holds a valid Canadian Study Permit (student visa), and continues to demonstrate financial need. The awards are made on the recommendation of a selection committee comprised of faculty and staff from across the University, with input from members of the community.

Rationale

We are recommending the removal of the stated \$45,000 from this award. As tuition fees increase for international students, award offers may need to reflect the total annual cost of the students' program and living costs. In addition, the funds for this award are not endowed but included within the 7.47% annual allocation to the ISI Student Financial Assistance program.

f) Current Existing description: International Leader of Tomorrow Bursary - tuition

Bursaries ranging in value up to the full annual cost of the student's academic program tuition and fees are offered *upon recommendation by the International Student Initiative* to continuing international undergraduate students who were previously awarded the International Leader of Tomorrow Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

Amended Description: International Leader of Tomorrow Bursary - tuition

Bursaries ranging in value up to the full annual cost of the student's academic program tuition and fees are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the International Leader of Tomorrow Award and continue to demonstrate financial need but

do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

g) Current Existing Description: International Leader of Tomorrow Bursary – living costs

Bursaries ranging in value up to the full cost of the student's living costs are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the International Leader of Tomorrow Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

Amended Description: International Leader of Tomorrow Bursary – living costs

Bursaries ranging in value up to the full cost of the student's living costs are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the International Leader of Tomorrow Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

h) Current Existing Description: Donald Wehrung International Student Bursary - tuition

Bursaries ranging in value up to the full annual cost of the student's academic program tuition and fees are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the Donald Wehrung International Student Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

Amended Description: Donald Wehrung International Student Bursary – tuition
Bursaries ranging in value up to the full annual cost of the student's academic program tuition and fees are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the Donald Wehrung International Student Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

i) Current Existing Description: Donald Wehrung International Student Bursary – living costs

Bursaries ranging in value up to the full annual cost of the student's living costs are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the Donald Wehrung International Student Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

Amended Description: Donald Wehrung International Student Bursary – living costs

Bursaries ranging in value up to the full annual cost of the student's living costs are offered upon recommendation by the International Student Initiative to continuing international undergraduate students who were previously awarded the Donald Wehrung International Student Award and continue to demonstrate financial need but do not meet the Senate's academic criteria for a continuing award. The value of each bursary will depend on the applicant's financial circumstances. The bursary may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient remains an international student on a valid Canadian study permit. Bursary recipients will have their situations reviewed annually by their Faculty as well as Enrolment Services regarding both academic progress and financial need.

Rationale

The International Student Initiative (ISI) requests amendments to the following bursaries, to be consistent with the bursary descriptions of the same bursaries offered at the Vancouver campus:

The International Leader of Tomorrow Bursary – tuition

The International Leader of Tomorrow Bursary – living costs
The Donald Wehrung International Student Bursary – tuition
The Donald Wehrung International Student Bursary – living costs

The clause ‘*upon recommendation by the International Student Initiative*’ had been inadvertently omitted from each bursary description when the bursaries were presented to and passed by Okanagan Senate in October 2015.

The bursaries provide continuing financial support to a student who was a recipient of either the International Leader of Tomorrow Award or the Donald Wehrung International Student Award in the previous academic year. While the student does not meet the academic criteria for a continuing award according to regulations governing university awards as approved by the University of British Columbia Senate, they remain in academic standing for their Faculty and/or program, continue to demonstrate financial need and meet the other non-academic criteria for the International Leader of Tomorrow Award or the Donald Wehrung International Student Award.

The International Leader of Tomorrow and the Donald Wehrung International Student Awards are hybrid awards, meaning they are given on the basis of both significant financial need and merit. The language in the current University regulations identifies a set of standards for academic awards as well as one for financial-need based awards. There are no regulations specifically governing hybrid awards; however, these particularly hybrid award students have historically been held to the academic award standards.

In 2004, three years after the establishment of the International Leader of Tomorrow Award, the ISI Steering Committee, in Vancouver, consisting of Deans and Vice Presidents requested that the ISI put in place a financial safety net for these hybrid award winners. A proposal outlining this very same bursary approach was submitted to the Senate Awards Committee in April 2004 and thereafter, with the assistance of the then Student Financial Assistance & Awards Office; the bursary approach was implemented as described in this submission. When the Donald Wehrung International Student Award was created in 2006 the same bursary approach was used as a safety net. After the establishment of the Okanagan campus, the bursary approach described above, was used as a safety net for recipients of these awards on the Okanagan campus as needed.

A recipient of either the ILOT or the DWISA award would not be able to continue their undergraduate studies at the university as they would be unable to afford their international undergraduate tuition and fees, and living costs, without the benefit of a bursary. The bursaries provide flexibility and also take into account the non-academic criteria of the original International Leader of Tomorrow Award and Donald Wehrung International Student Award. Academic results are not the only determining factor for both awards.

For the 2016 winter session, 12 registered international undergraduate students are recipients of the ILOT Award and 6 are recipients of the Donald Wehrung International Student Award at UBC's Okanagan campus.¹

Funding

On January 25, 1996, the UBC Board of Governors approved market-based tuition for international students in undergraduate programs and mandated that 6.7% of international undergraduate tuition revenues be allocated towards international undergraduate student awards and financial assistance. The percentage allocation by the university has since increased to 7.47%. These funds support, amongst other things, the International Leader of Tomorrow and Donald Wehrung International Student Awards.

APPENDIX

693 International Leader of Tomorrow Award

Awards ranging in value up to the full cost of the student's program and living costs are offered to outstanding international students who demonstrate financial need. The value of each award will depend on the applicant's financial circumstances. The awards are made to students entering the University directly from secondary school or from a post secondary institution to an undergraduate program of study. In addition to academic merit, consideration is given to qualities such as leadership skills, involvement in student affairs or contribution to community service, to recognized achievement in fields of endeavor such as performing arts, athletics, debating or creative writing, and to achievement on external math or science competitions or examinations such as the International Chemistry and Physics Olympiads. Consideration is restricted to students nominated by the educational institution they are attending. The awards will be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient stands in the top quartile of his or her program of study and maintains his/her status on a student authorization to study in Canada. Award winners will have their situations reviewed annually regarding both academic progress and financial need.

4632 Donald Wehrung International Student Award

Awards ranging in value up to the full cost of the student's program and living costs are offered to recognize outstanding international students from developing countries who have achieved academic excellence under exigent circumstances and would be unable to pursue post-secondary education without assistance. The award is named in honour of Dr. Donald A. Wehrung on the occasion of his stepping down as the founding Executive Director of UBC's International Student Initiative, in which capacity he served from 1996 to 2008.

¹ An ILOT Award recipient's annual financial need may be in the range from approximately \$15,000 CAD to \$45,000 CAD per year and a DWISA recipient's annual financial need is typically in the range of approximately \$35,000 CAD to \$47,000 CAD.

Candidates for the award are nominated by secondary schools, as well as by international, community-based and non-governmental organizations. The value of each award depends on the candidate's financial circumstances and the costs of their program. The awards are made to students entering the University directly from secondary school and may be renewed for up to three additional years of undergraduate study or to degree completion, whichever is less, provided the recipient achieves satisfactory academic standing as determined by his or her Faculty, holds a valid Canadian Study Permit (student visa), and continues to demonstrate financial need. The awards are made on the recommendation of a selection committee comprised of faculty and staff from across the University, with input from members of the community.

Respectfully submitted,

Dr. Marianne Legault
Chair, Admissions and Awards Committee



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THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Senate
University Centre | UNC 322
3333 University Way
Kelowna, BC Canada V1V 1V7

Phone 250.807.9619
Fax 250.807.8007
www.senate.ubc.ca

19 September, 2016

To: Okanagan Senate
From: Curriculum Committee
Re: 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.

Therefore, the following is recommended to Senate:

Motion: *That Senate approve and recommend to the Board of Governors for approval the new certificate program and associated new courses brought forward from the Faculty of Education.*

From the Faculty of Education

- i. Teaching English and Additional Languages (TEAL) Post Baccalaureate Certificate
- ii. LLED 494 (3) Introduction to Additional Language Teaching and Learning
- iii. LLED 495 (3) Curriculum and Materials Design in Additional Language Teaching and Learning
- iv. LLED 496 (3) Theory and Practice in Additional Language Teaching and Learning

For the Committee,

Dr. Peter Arthur
Chair, Curriculum Committee

Teaching English and Additional Languages (TEAL)
Executive Summary
Faculty of Education

Understanding the increase in internationalization in BC's school districts, there is an urgent need to prepare and offer professional development for English Language Learning specialists, Learning Assistance Teachers, and other district level consultants, school-based teachers, and educational practitioners in additional language teaching and learning to students in the K-12 system and beyond. Furthermore, there are increasing opportunities for UBC graduates to teach English as an additional language in Middle Eastern and in Asian countries.

Currently, the Faculty of Education offers Post-Baccalaureate Certificates (15 credits) in Inclusive Education, in Language and Literacy Education, and in Early Learning as well as a Post-Baccalaureate Diploma (30 credits) in Inclusive Education. These initiatives serve the professional development requirements of educators seeking to work in Inclusive Education, Language and Literacy, Early Learning and now, a certificate in the area of English as an Additional Language in Canada and in international contexts.

School Districts across British Columbia are responding to the increased globalization of school-age populations. Due to this development in the area of internationalization and due to an identified need by educational partners, this proposal seeks to add a new program to the roster of professional development programs offered by the Faculty of Education, a **certificate in Teaching English and Additional Languages (TEAL)**. The Certificate will be comprised of 9 credits of core requirements and 6 credits of approved elective course work related to additional language teaching and learning.

- **9 credits of core courses:**

LLED 494 (3) Introduction to Additional Language Teaching and Learning

LLED 495 (3) Curriculum and Materials Design in Additional Language Teaching and Learning

LLED 496 (3) Theory and Practice in Additional Language Teaching and Learning

- **6 credits of electives from within the Faculty of Education's Early Learning Post-Baccalaureate Program, Inclusive Post-Baccalaureate Program or Language and Literacy Post-Baccalaureate Program.**

The expected start date for this program is July 2017. If necessary, post-degree students will be able to complete the certificate in one calendar year. Students enrolled in the TEAL Certificate will have a strong foundation in the theory and practice of additional language teaching and learning along with skills for developing additional language curriculum and materials.



N/A

The Teaching English and Additional Languages (TEAL) Post-Baccalaureate Certificate is designed to prepare and offer professional development for English Language Learning specialists, Learning Assistance Teachers, and other district-level consultants, school-based teachers, and educational practitioners in additional language teaching and learning to students in the K-12 system and beyond.

The Teaching English and Additional Languages (TEAL) Post-Baccalaureate program consists of 15 credits of courses drawn primarily from the Language and Literacy Education (LLED) offerings. Students must complete 9 credits of core courses: LLED 494 (3), LLED 495 (3), and LLED 496 (3) and an additional 6 credits of electives which can be selected from within the Faculty of Education's Post-Baccalaureate Programs. Additional courses may be approved as electives by the Faculty of Education Post-Baccalaureate Program Coordinator and the Director of the Faculty of Education.

Certificate Requirements

- **9 credits of core courses:**

LLED 494 (3) Introduction to Additional Language Teaching and Learning

LLED 495 (3) Curriculum and Materials Design in Additional Language Teaching and Learning

LLED 496 (3) Theory and Practice in Additional Language Teaching and Learning

- **6 credits of electives from within the Faculty of Education's Early Learning Post-Baccalaureate Program, Inclusive Post-Baccalaureate Program or**



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Language and Literacy Post-Baccalaureate Program (as listed above).



W
Curriculum Proposal Form
New/Change to Course – Okanagan campus

Category: 1	
Faculty/School: Faculty of Education Dept./Unit: N/A Faculty/School Approval Date: April 20, 2016 Effective Session: 2017S	Date: March 3, 2016 Contact Person: Lindsay Cox & Karen Ragoonaden Phone: 250.807.8203 Email: lindsay.cox@ubc.ca karen.ragoonaden@ubc.ca
Type of Action: New Course	
Rationale: This course addresses a need in the area of additional language teaching and learning at the post-baccalaureate level. This course would be a core foundational course for post-baccalaureate students interested in teaching English and additional languages.	
Proposed Academic Calendar Entry: <u>LLED 494 (3) Introduction to Additional Language Teaching and Learning</u> <u>Language teaching methods, instructional skills in English and motivational design are examined. Sociocultural factors and language acquisition are explored with a focus on teaching and assessing listening, speaking, reading, writing, grammar, and vocabulary. Pass/Fail [3-0-0]</u>	Draft Academic Calendar URL: Homepage (draft) Course Descriptions Courses by Subject Name LLED Present Academic Calendar Entry:



Curriculum Proposal Form New/Change to Course – Okanagan campus

Category: 1	
Faculty/School: Faculty of Education Dept./Unit: N/A Faculty/School Approval Date: April 20, 2016 Effective Session: 2017S	Date: March 3, 2016 Contact Person: Lindsay Cox & Karen Ragoonaden Phone: 250.807.8203 Email: lindsay.cox@ubc.ca karen.ragoonaden@ubc.ca
Type of Action: New Course	
Rationale: This course addresses a need in the area of curriculum and materials design for teaching English and additional languages. This course would be a core foundational course for post-baccalaureate students interested in teaching English and additional languages.	
Proposed Academic Calendar Entry: <u>LLED 495 (3) Curriculum and Materials Design in Additional Language Teaching and Learning</u> <u>Grounded in English and additional language teaching and learning across age and proficiency levels, sociocultural considerations are taken into account while exploring curriculum, lessons, materials, technology, interaction, and classrooms. Professional development and social justice are examined, with an emphasis on language teachers as scholar-practitioners. Pass/Fail [3-0-0]</u>	Draft Academic Calendar URL: Homepage (draft) Course Descriptions Courses by Subject Name LLED Present Academic Calendar Entry:



Curriculum Proposal Form New/Change to Course – Okanagan campus

Category: 1	
Faculty/School: Faculty of Education Dept./Unit: N/A Faculty/School Approval Date: April 20, 2016 Effective Session: 2017S	Date: March 3, 2016 Contact Person: Lindsay Cox & Karen Ragoonaden Phone: 250.807.8203 Email: lindsay.cox@ubc.ca karen.ragoonaden@ubc.ca
Type of Action: New Course	
Rationale: This course addresses a need in the area of additional language acquisition theory and practice for educators. This course would be a core foundational course for post-baccalaureate students interested in teaching English and additional languages	
Proposed Academic Calendar Entry: <u>LLED 496 (3) Theory and Practice in Additional Language Teaching and Learning</u> <u>Intended for a wide range of educators, this course conceptualizes additional language acquisition theory from multiple angles in child, adolescent, and adult contexts. Key issues, concepts, and theoretical perspectives are evaluated and explored with emphasis on current empirical research. Pass/Fail [3-0-0]</u>	Draft Academic Calendar URL: Homepage (draft) Course Descriptions Courses by Subject Name LLED Present Academic Calendar Entry:



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Office of the Senate
University Centre | UNC 322
3333 University Way
Kelowna, BC Canada V1V 1V7

Phone 250 807 9619

Fax 250 807 8007

www.senate.ubc.ca/okanagan

19 September 2016

To: Senate

From: Learning and Research Committee

Re: Enhanced Learner Record (discussion)

The purpose of this agenda item is to engage the Senate in a discussion about the merits of developing an Enhanced Learning Record (ELR) that would formally document student learning previously considered to be extra- or co-curricular in nature. Such an ELR might be a stand-alone document or be incorporated into an extended UBC Student Transcript.

The UBC Place and Promise Plan promotes enriched educational experiences and a rewarding campus life. Employers are seeking students that have participated in applied learning projects and co-curricular activities and who are able to articulate how they developed important skills like: teamwork, problem solving across difference, written & oral communication, and ethical decision making.

Many post-secondary institutions in Canada and the USA have developed some means of formally documenting extra-curricular leaning, often in the form of a Co-curricular Record (CCR). However, over the past year, a joint campus Working Group of the Vancouver Senate Flexible Learning *Ad Hoc* Committee has developed a concept for an ELR that goes beyond the notion of a CCR in that it would allow students to integrate their reflections upon what they have learned in both formal academic and informal settings, and how these activities complement one another. This concept of the ELR comprises an integrated and comprehensive system of processes and practices for recording the UBC student learning experience and enabling new ways to represent that experience.

To house an ELR, the University will need to consider:

- creating or modifying our current systems to capture more information and accept inputs by a wider body of individuals (i.e., students, in addition to officials both internal and external to the university);
- creating ways to validate the information entered; and/or determining what information should be validated;
- creating ways to allow for the inclusion of student-based narratives, reflection and comments on learning activities, and,
- creating new forms of representation of this data (e.g., a web-based student portfolio as opposed to a paper-based representation.)

What is envisioned is a record that is essentially co-created by the students and the University. As a result of the presentation the Working Group hopes to gain the support of Senate to move forward in developing a detailed plan for the nature of an ELR and its future implementation at UBC. Some of the questions we will be asking are:

What learning should UBC value as an institution? What need(s) does this fulfill?
How should UBC recognize this learning? Who needs to be involved?

Note: This item was presented at the Vancouver Senate in April 2016 and at the Okanagan Learning & Research Committee meeting in August 2016.

Sincerely,

Dr. Peter Arthur, Chair
Senate Learning and Research Committee

LINKING LEARNING

INSIDE AND OUTSIDE OF THE CLASSROOM

UBC Senate, Flexible Learning Ad-Hoc Committee

AARON BAILEY & KATE ROSS



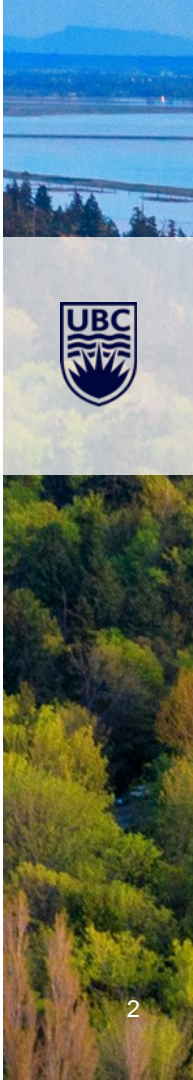
CONTEXT

Experiential Learning is a *key priority* for UBC

Learning happens everywhere at UBC

Growing trend at peer institutions to document co-curricular learning

Present record systems are **incomplete, non-dynamic** and frankly **boring**



WHAT ABOUT THE CCR?



CO-CURRICULAR RECORDS

*“Institutionally recognized document, with verification by an official supervisor, listing involvements in various developmental activities while at the University of Alberta. It is an official **record** of your student engagement and student leadership involvement.”*

Just a *record*

Supplemental to official transcripts

Still **boring**



Not that CCR...



Imagine a tool that enabled students to...

identify
reflect on
demonstrate
communicate
validate



...learning, both in traditional and experiential settings

BENEFICIARIES

1. Employers
2. Graduate Admissions
3. UBC Recruitment
- 4. Students**





- *Materials Engineering*
- *4th year*
- *President of the Slam Poetry Club*
- *Member of an Engineering Design Team*
- *Co-chair of SLC*



- *Economics*
- *3rd year*
- *AMS VP Academic*
- *Volunteers at a DTES Women's Shelter via UBC Service Learning*
- *Open Educational Resource author*



- *Biology*
- *2nd year*
- *Internship in sustainable agriculture in Nepal*
- *Residence Advisor in Place Vanier*
- *Applied for SCOOPS next term*

CONSULTATION QUESTIONS





What learning should UBC value as an institution?

How should UBC recognize this learning?

What need(s) does this fulfill?

Who needs to be involved?



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THE UNIVERSITY OF BRITISH COLUMBIA

THE UNIVERSITY OF BRITISH



23 September 2016

To: Senate
From: Nominating Committee
Re: Committee Adjustments and President's Advisory Committee for the
Consideration of the Extension of the Appointment of the Vice-President
Academic & Research

a) Committee Adjustments (approval)

There have been some changes to the membership of Senate over the summer. To balance committee memberships, the Nominating Committee is pleased to recommend:

That Dr Stephen O'Leary be appointed to the Council of Senates Budget Committee (and thus the Okanagan Senate Academic Building & Resources Committee) until 31 August 2017 and thereafter until replaced, to replace Dr David Kowalsky; and

That Dr Francisco Pena be appointed to the Senate Learning & Research Committee until 31 August 2017 and thereafter until replaced, to fill a vacancy.

b) President's Advisory Committee for the Consideration of the Extension of the Appointment of the Vice-President Academic & Research (information)

The President's Office has written to the Nominating Committee informing it of the President's intention to consider an extension for the appointment of the Vice-President Academic & Research, Professor Deborah Buszard (NB: the incumbent also holds the titles of Deputy Vice-Chancellor and Principal; however, her formal appointment is as an academic vice-president).

UBC Policy #24 sets out the procedures for consideration of the extension of appointments for academic vice-presidents and mandates that Senate select 2 persons by and from the senate (at least one of whom must be a faculty member), and 1 dean to serve on the Extension Committee being established. The Senate Nominating Committee would welcome nominations for interested senators to serve on the extension committee. Nominations should be made via email to christopher.eaton@ubc.ca by 12 October 2016.

The Nominating Committee will consider those nominated and will make its recommendations for the Extension Committee at the October Senate.

To: Okanagan Senate

From: Nominating Committee

Re: **C) Principles for Presidential Search Procedures at UBC and Review of Past and Current Procedures at UBC and Comparable Institutions (discussion)**

Date: 23 September 2016

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Overview

As outlined below under legislative requirements, the current procedures for the recommendation and selection of the President are the responsibility of the Board of Governors, with the approval of the senates. This is a relatively new arrangement for UBC; having first been derived in the 1973 version of the *University Act* that sprang in part from the Duff-Burdahl report of 1966. Prior to the 1973 version of the Act, the powers of the Board and Senate were both more expansive and less defined, and in particular, 3 (4 depending on how one viewed the

chancellorship) of 11 governors were Senate representatives, thus creating a different dynamic between the two bodies.

UBC's search procedures have changed for almost every presidential search. Constants include – 1) the final decision resting with the Board of Governors 2) Some sort of search committee or committees being used to inform the Board and 3) dissatisfaction with processes (as per articles in UBC Reports and the Ubysey as well as our own records) resulting in large-scale changes being made every 2 to 3 searches.

Present-day UBC has a particular challenge given the bifurcated nature of its academic operations across two main campuses, especially as its current regime is based on participation *on* the search committee by interest groups rather than consultation by the search committee *with* interest groups.

Although UBC is a large institution, our chosen search committee system has a larger committee than most with 21 persons presently (down from a record 25 in the 1980s), compared to 10 at Toronto, 14 at McGill, or 10 at Cambridge.

Discussion Questions

The Nominating Committee would seek Senate's input generally on UBC's policies and practices regarding presidential searches; however, to focus debate and help produce defined opinions, the Committee would recommend that discussion focus on 4 questions:

- 1) Should a Presidential Search Committee have a large and inclusive membership, where interest groups and stakeholders are included in the membership of the Committee itself; or should a smaller, more nimble committee be formed with specific and mandated expectations around consultation with interested parties? Whose involvement is necessary and whose is useful, given the earlier preference?
- 2) How confidential, or conversely, how transparent, should the Search Committee be, and in what ways?
- 3) How much consultation is necessary or desired, and what timelines are reasonable as a result?
- 4) Should the Committee be formed on a basis of symmetry, or of proportionality, and if that latter, in proportion to what? This is in relation to both the dual-campus nature of UBC as well as other groups identified in question 1.

History at UBC

UBC has had 13 full presidents. One of whom was appointed externally (Frank Wesbrook, by the Lieutenant-Governor-in-Council on the recommendation of the Minister of Education), and the rest by a series of internal processes. The term of Acting President Smith and the second term of President Piper were both acting appointments and thus are not included below, but are often included on other lists (hence President Ono being sometimes referred to as UBC's 15th President). The internal processes can be roughly summarized as follows:

Leonard Klink (1919-1944) was appointed by the Board of Governors on the basis of a ranked list presented by the 7-member Staff and Organization Committee of the Board chaired by its honorary secretary).

Norman Mackenzie (1944-1962) and John Macdonald (1962-1967) were recommended by 5-person committees chaired in the first instance by the Board Vice-Chair, and the Second by the Chancellor. These processes were both highly controversial in the first instance due to political inference, and the second by another person (a professor at University of Toronto) being offered the Presidency but then not being appointed after strong opposition from the Faculty Association (which recommended John Macdonald, who was eventually hired). Further, President Mackenzie had 2 years left on his term and was replaced prematurely.

Frederick Hare (1968-1969) was recommended by a Board Committee of 4 members (2 external governors and two senators) on the recommendation of a faculty committee of 4 members. These two groups quickly fused into an 8-person committee via joint meetings.

Walter Gage (1969-1975) and Douglas Kenny (1975-1983) were recommended by 21-person committees, comprised of 3 governors, 3 senators, 4 faculty members, 3 deans, 4 students, three alumni, and 1 senior non-academic administrator (the bursar, equivalent today to the VP Finance).

George Pedersen (1983-1985) and David Strangway (1985-1997) were recommended by 25-person committees chaired by the Chancellor and comprised of 4 governors, 3 senators, 4 faculty members, 3 deans, 4 students, 3 alumni, the President of the Faculty Association and 1 senior non-academic administrator. Pedersen was the first search where confidentiality was mandated in the Committee's proceedings. The addition of the President of the Faculty Association was not part of the original proposal; it was added as an amendment.

Martha Piper (1997-2006) was recommended by a 19-person committee comprised of a chair appointed by the Board, 3 external governors, 2 senators, 3 faculty members, 2 deans, 3 students and 2 alumni, the President of the Faculty Association, 1 M&P staff member, and 1 unionized staff member. This was the first search where the Board Management Resources and Compensation Committee was given an oversight role over the search process, and the first time where timelines were built into the formal search terms (and thus their renewed approval needed for each search).

Stephen Toope (2006-2014) was recommended during the creation of UBC Okanagan, and thus under a modified version of the previous system. The Committee was 21 members with a chair appointed by the Board, 3 external governors, 2 senators, 1 member of the Okanagan Interim Academic Governing Body, 2 faculty members from Vancouver, 1 faculty member from the Okanagan, 2 Vancouver deans, 1 Okanagan Dean, 2 Vancouver students, 1 Okanagan student, 2 alumni, 1 Vancouver unionized staff member, 1 Vancouver M&P staff member, and 1 Okanagan staff member.

Arvind Gupta (2014-2015) was recommended by a committee of 22 chaired by the Chancellor with 4 governors, 2 Vancouver senators, 1 Okanagan senator, 2 Vancouver faculty members

without administrative appointments, 1 Okanagan faculty member without an administrative appointment, 2 Vancouver deans 1 Okanagan dean, 2 Vancouver students, 1 Okanagan students, 2 alumni, 1 M&P staff member 1 Vancouver unionized staff member and 1 Okanagan unionized staff member.

Santa Ono (2016-Present) was recommended by a committee of 21 with 3 external governors, and otherwise the same in composition as the Gupta search, although with some procedural changes, primarily around the search consultant selection.

Current Procedures at UBC

THE UNIVERSITY OF BRITISH COLUMBIA PRESIDENTIAL SEARCH COMMITTEE

Terms of Reference

Terms of Reference of the Presidential Search Committee (Search Committee) will guide the search for UBC's 14th President and Vice-Chancellor:

- a. To set up its own procedures on the understanding that the search and the Search Committee's deliberations will be strictly confidential.
- b. To develop, following consultation with the University community, the criteria to be used by the Search Committee to evaluate candidates, and to recommend a candidate to the UBC Board of Governors (the Board) for approval. Only if the Board does not accept such recommendation shall the Search Committee submit a second or further recommendation as may be required.
- c. To coordinate the recruitment and evaluation of candidates, to receive nominations, to analyze the suitability of candidates, and to interview candidates.
- d. To report, in general terms, at each meeting of the Board held during the search process on the progress of the Search Committee's work.
- e. To submit its recommendation to the Board in a timely fashion.

Committee Composition¹

The Search Committee shall be chaired by the Chancellor of the University, and shall be composed of 21 members as follows:

- a. Three (3) external members of the Board, selected by the Executive Committee of the UBC Board of Governors (the Executives Committee) after consultation with the Board;
- b. Two (2) members elected by the Vancouver Senate, and one (1) member elected by the Okanagan Senate;
- c. Two (2) faculty members elected by and from faculty members in the bargaining unit having their primary appointments at the Vancouver campus, and one (1) faculty member elected by and from faculty members in the bargaining unit having their primary appointments at the Okanagan campus (with the Vancouver Division and the Okanagan Division of the Faculty of Applied Science being treated as a Vancouver Faculty and an Okanagan Faculty respectively);
- d. Two (2) Deans selected by and from the Vancouver Committee of Deans and one (1) Dean selected by and from the Okanagan Deans' Council (with the Dean of the Faculty of Applied Science being treated as a Dean from the Vancouver Committee of Deans rather than a Dean from the Okanagan Dean's Council);
- e. Three (3) students: one (1) chosen by the UBC Vancouver Alma Mater Society Student Council, one (1) student chosen by the Graduate Student Society, and one (1) chosen by the UBC Students' Union Okanagan;
- f. Two (2) members appointed by the Board of Directors, *alumni UBC*;
- g. One (1) member elected by and from UBC's management and professional staff;
- h. One (1) member elected by and from Vancouver unionized staff; and,
- i. One (1) member elected by and from Okanagan unionized staff.

The Secretary to the Board of Governors shall function as the Secretary to the Search Committee but will not be a member of the Search Committee.

Confidentiality of Proceedings

It is a condition of membership of the Search Committee that its deliberations and all matters pertaining to its proceedings will be strictly confidential. Acceptance of membership constitutes an undertaking to adhere strictly to this condition.

¹If a member of the Search Committee ceases to be a member of the constituency from which he or she was appointed, the Executive Committee shall determine whether he or she should continue on the Committee. If there is a vacancy on the Search Committee, it shall be filled by the Executive Committee from the constituency from which the vacancy arises.

Orientation

All members of the Search Committee will be provided with an orientation session to establish expectations and responsibilities of the individuals on the Search Committee and of the Search Committee as a whole.

Quorum

Although 60% of the Search Committee members shall constitute quorum for all meetings, nevertheless, to ensure that the committee's deliberations have full engagement and thorough continuity, attendance at all meetings will be expected of all members.

Candidate Profile/Criteria

The Search Committee shall establish the criteria to be used in evaluating candidates and will recommend its selected candidate to the Board for consideration and approval.

Search Timeline

Given the current circumstance of the interim president's appointment expiring at the end of June 2016, the Search Committee will endeavor to make its recommendation to the Board as expeditiously as possible while remaining cognizant of the need for thorough consultation with the UBC community.

Search Scope

The search will be international in scope. The Search Committee will have overall responsibility for the recruitment and evaluation of candidates.

Search Consultant

A professional search consultant will be employed by the University to assist the Presidential Search Committee with recruitment of candidates. The Executive Committee of the Board will review proposals received, interview potential search firms, and recommend a consultant for consideration and approval by the Search Committee.

Procedures

The Search Committee should develop its own procedures on the understanding that all proceedings and transactions shall be conducted in strict confidence.

The Search Committee may establish subcommittees for any purposes it thinks appropriate.

It will be important for the Board to be regularly informed on the progress that the Search Committee is making; therefore, the Chair of the Search Committee shall provide a report at each Board meeting, on the understanding that such reports will be made in general terms only, given the sensitivity and confidentiality of the Search Committee's work.

Recommendation

The Search Committee shall identify, after its deliberations, a candidate whom it recommends via the Executive Committee to the Board for appointment as President and Vice-Chancellor of the University. Only if the Board does not approve the Search Committee's recommendation shall the Search Committee recommend a second or further candidate as may be necessary.

Terms of the Appointment

In consultation with the professional executive search consultant, the Executive Committee shall establish contract parameters and compensation for the successful candidate. The Search Committee shall not have the responsibility of discussing contract provisions with candidates, excepting only that the Chair of the Search Committee shall review these parameters with all individuals on the short list prior to interviews.

The final terms for a contract will be approved by the Executive Committee, reporting fully to the Board.

Legislative Requirements

The University Act

Powers of board

27 (1) The management, administration and control of the property, revenue, business and affairs of the university are vested in the board.

(2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(f) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;

(g) subject to section 28, to appoint the president of the university, deans of all faculties, the librarian, the registrar, the bursar, the professors, associate professors, assistant professors, lecturers, instructors and other members of the teaching staff of the university, and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment;

(h) if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president;

Employment Termination Regulations, Public Sector Employers Act

(as authorized by Section 14.4 of the Act)

Term of employment contracts

7 If an employee is employed under a contract of employment for a definite term the contract must

- (a) subject to paragraph (b), be for a term of not more than 5 years, and
(b) if employment under the contract may be extended for more than 5 years, make the extension conditional on a renegotiation of the contract during the term of the contract.*

Other Institutions

The below list is not intended to be representative and is obviously not exhaustive. UVic and SFU have been selected as they are the two next-largest institutes subject to the same *University Act* as UBC. Toronto and McGill are traditional comparator Canadian institutions. UNB has been selected as it is the only other Canadian University with a bifurcated Senate system. California is included to show a differentiation between a system and a campus-head. Oxford and Cambridge are included as they traditional is at or is near the top of most university ranking tables. Many other comparators are also available but have not been included for the sake of brevity.

University of Victoria**PURPOSE**

1.00

Under Sections 27(2) (f) and (g) of the University Act, the Board of Governors shall with the approval of Senate establish procedures for the recommendation and selection of the President and shall subsequently appoint the President. The following procedures determine the method by which the Board of Governors carries out that responsibility.

PROCEDURES

2.00

When the Board receives notice that the position of President is vacant or will become so within 18 months, the Board will immediately notify all members of the university community and will arrange to convene an Appointment Committee. If necessary, the Board will appoint an Acting President to serve until such time as the new appointee takes office.

COMPOSITION AND RESPONSIBILITIES OF THE APPOINTMENT COMMITTEE

3.00

The University of Victoria is committed to equity and diversity. When establishing the Appointment Committee, constituencies should encourage a diverse representation from the university community including women, persons with disabilities, visible minorities, Aboriginal peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University.

4.00

The Appointment Committee (hereinafter referred to as “the Committee”) shall be constituted as follows:

- (1) Chancellor

- (1) Chair of the Board of Governors
- (3) Members of the Board of Governors appointed by the Chair, two of whom will be members appointed by order in council and the third will be the member elected by the employees of the university
- (1) Nominee of the University of Victoria Students' Society
- (1) Nominee of the University of Victoria Graduate Students' Society
- (1) Dean of a faculty or Vice-President elected by the Deans and Vice-Presidents
- (9) One Faculty member elected by and from each faculty other than the Faculty of Graduate Studies
- (2) Members of the Senate elected by and from the Senate
- (1) President of the Alumni Association or his or her nominee

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4.01

The Chair of the Committee shall be the Chair of the Board of Governors.

4.02

The Secretary of the Committee shall be the Secretary of the Board of Governors.

4.03

Where possible, alternates will be identified who may be asked to serve when a member needs to resign from the committee before it begins to interview candidates. Alternates cannot be added after this point as each member of the committee must be in a position to weigh the merits of each candidate prior to making a recommendation.

5.00

Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its decisions and actions. Deliberations of the Committee concerning candidates including the incumbent shall not be recorded.

5.01

Only the Chair (or designate) may speak on behalf of the Committee.

5.02

A member of the Committee who has breached confidentiality shall be subject to sanction by the Chair, potentially including dismissal from the committee and forfeiture of constituency representation. Members of the Committee should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the confidential summary record. At no point is it appropriate to reference opinions voiced at meetings.

6.00

Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with the Freedom of Information and Protection of Privacy Act.

7.00

Members of the Committee shall be responsible for seeking information from their constituencies and keeping them advised of the process.

8.00

The Committee shall make regular reports on its progress to Senate and the Board of Governors.

9.00

The Committee shall discuss its Terms of Reference as approved by the Board of Governors.

10.00

The Committee shall acquaint itself with the requirements of the presidency through discussion and by meeting with the incumbent and others as needed and shall then establish criteria on which the candidates will be judged.

11.00

The Committee Chair shall determine if the incumbent wishes a further term; if so, the Committee shall proceed as outlined under section 14.00 of these Procedures.

12.00

After the appointment or reappointment is made, the Committee shall meet to evaluate the process and file a report with Senate and the Board of Governors, with recommendations for revisions to these procedures if necessary.

SEARCH PROCEDURES OF THE COMMITTEE

13.00

The Committee shall proceed as follows:

13.01

During the search and selection process, the Committee should acquaint itself with human rights requirements and university equity and diversity policies, include equity issues in its consideration of criteria for the position, and take steps to widen the pool of qualified applicants to include women, persons with disabilities, visible minorities, aboriginal people, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. Postings for the positions, both internal and external shall include the current equity statement. The Committee should familiarize itself with best practices for conducting fair and equitable search processes.

13.02

If an incumbent President does not wish to be considered, or if after completing the review under section 14.00 the Committee determines not to recommend the incumbent for a further term, the

Committee shall invite members of the university community to suggest possible candidates and shall advertise the position. The Committee shall decide whether to engage a search consultant to assist in the search.

13.03

The Committee shall not normally give any substantive consideration to the suitability of any person for the position unless the Committee shall have received clear evidence that that person has agreed to be considered as a candidate by the Committee.

13.04

The Committee shall gather relevant information about the candidates and normally shall develop a long short list and conduct confidential interviews with these candidates as well as check references and other sources of information.

13.05

The Committee shall then select a short list of not more than four candidates. It shall arrange for those candidates to meet with the Board of Governors, Vice Presidents, Deans and University Librarian, Associate Vice-Presidents and Chief Information Officer, and any others deemed appropriate by the Committee in light of the candidates' schedules, the requirement for confidentiality, and any need for additional input to inform the Committee's deliberations

13.06

In the case of an external candidate, the Committee shall consult the relevant departmental Appointments Committee and the Faculty Advisory Committee about the proposed academic appointment.

13.07

The Chair (or designate) or the search consultant shall contact references in confidence. Information provided in references shall be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more references' permission to attribute their comments to them by name or position when the comments are shared in confidence with the Committee.

13.08

The Committee shall reach a decision on a recommendation to the Board of Governors by simple majority vote.

13.09

The Committee shall meet with the Board of Governors and present its report. The report shall contain a recommendation for action and shall include a rationale for the Committee's choice.

REAPPOINTMENT PROCEDURES OF THE COMMITTEE

14.00

If, after reviewing the criteria established for the position, the incumbent elects to stand for a consecutive term, the Committee shall determine whether or not to recommend the appointment by performing the following steps:

14.01

The past performance of the incumbent shall be assessed in the context of the future direction of the institution. Material to be examined by the Committee shall include:

- an updated curriculum vitae;
- the criteria established as part of the search process;
- the criteria and objectives established for the President at the time of the first appointment;
- the evaluations carried out by the Board of Governors;
- any goals and objectives set by the Board of Governors for the incumbent;
- references provided in accordance with section 14.07; and
- the results of consultation with individuals and constituency groups.

In addition, the incumbent shall be invited by the Committee to provide a self-assessment which should include a statement of past and projected stewardship in the context of the criteria established for continuation in the position.

14.02

When the incumbent advises the Committee of an intention to seek reappointment, the Committee shall determine the timing of secret ballots of the regular faculty and the regular staff on the acceptability of the incumbent for reappointment. The ballots may be conducted either prior to proceeding with the Presidential assessment or once the assessment has been completed. In either case, the Committee shall provide as much information as possible to allow for an informed opinion, including the criteria established under section 10.00, the incumbent's curriculum vitae, and other relevant documentation. The Committee shall remind those voting that the secret ballots are intended to help inform the Committee's recommendation and are not a ratification vote. The results for each of the two groups shall be reported in confidence to the Committee and to the incumbent. The incumbent will be given the option of making a public presentation to the university community prior to the Committee conducting the ballots.

14.03

Under normal circumstances, a review should take no longer than two months.

During the period of the assessment, care must be taken by the Committee to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process. It should be carried out thoroughly, but expeditiously.

14.04

At a minimum, the incumbent must be advised of: the measures to be used under section 14.01 for assessment; the individuals and constituency groups the Committee plans to consult; and the schedule for each stage of the process.

14.05

The Committee shall gather relevant information about the incumbent from the individuals reporting to the incumbent as well as constituency groups on campus; also, the campus and

general community should be encouraged to approach members of the Committee in confidence or submit written assessments of the incumbent for review by the Committee. All information gathered or received should be solicited in the context of the criteria established for continuation in the position

14.06

Information collected under section 14.05 shall be given to the Secretary of the Committee for dissemination to the Committee. Submissions will normally be forwarded to the Committee with the author's name. In exceptional circumstances, an author's name may be withheld if he or she so requests and the Chair determines that there are appropriate grounds for doing so.

14.07

The Chair (or designate) shall contact references in confidence from a reference list developed in consultation with the incumbent. Information provided in references shall be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more references' permission to attribute their comments to them by name or position when the comments are shared in confidence with the Committee.

14.08

When all relevant information, including the result of the secret ballot, has been received, the Committee shall schedule an interview with the incumbent. Prior to the interview, the incumbent shall be given the results of the secret ballots.

14.09

The Committee shall review all evidence and reach a decision on a recommendation to the Board of Governors on reappointment by simple majority vote.

14.10

The Committee shall meet with the Board of Governors and present its report on the reappointment process. The report shall contain a recommendation for action and shall include a rationale for that recommendation. If the Board decides to offer reappointment to the incumbent and he or she accepts the reappointment, the results of the secret ballot shall be published. Once the Board has approved the re appointment, and the incumbent has accepted, there shall be a meeting between the Chair of the Board, the Chancellor, and the President to discuss any issues arising from the reappointment process as they relate to the mandate for the next term.

Simon Fraser University

Members

Conditions

Chair of the Board of Governors (or designate) shall chair the Committee

2 Members, Board of Governors

Appointed by Chair normally from OIC members

Vice-President or Associate VP	Selected by the Vice-Presidents
3 Faculty Members	Elected by and from the faculty members jointly with no more than one to be elected from any Faculty.
2 Deans	Selected by the Deans after faculty members have been elected
1 Employee	Elected by and from continuing employees who are not faculty members
2 Students	Elected by and from the student body
President of Faculty Association or designate	
President of Undergraduate Student Society or designate	
President of Graduate Student Society or designate	
President of Alumni Association or designate	

Terms of Reference

1. The Search Committee is advisory to the Board of Governors, and shall:

1.1 Receive from the Board of Governors a statement of the leadership qualities sought in the new President, a date by which the Board expects to receive recommendations from the Committee and any preference as to the number of candidates to be submitted to the Board.

1.2 Carry out a review of institutional needs and objectives, consult with the University community on the qualities sought in the new President, and prepare a position profile for use in the search.

1.3 Issue a call for nominations and applications, and search out suitable candidates for the position, including encouraging applications from the equity-designated groups.

1.4 Keep a record of the search process.

1.5 Draw up a short-list and interview the top-ranked candidates.

1.6 Establish such further operational procedures as are required to ensure that the most suitable candidate(s) are being recommended.

1.7 Bring to the Board within the requisite time, one recommendation or ranked recommendations for appointment to the position which have the clear support of the Committee.

2. Committee procedures

2.1 The search procedure shall usually begin no later than 15 months prior to the expected date of the appointment.

2.2 The Registrar and Senior Director, Student Enrollment shall be responsible for conducting elections for Search Committees.

2.3 A quorum shall be 60% of the membership of the Committee.

2.4 The Committee shall elect a Vice-Chair from among its members by the time the position profile has been completed.

2.5 The Freedom of Information and Protection of Privacy Act of B.C. and the University's Confidentiality Policy (I 10.10) apply to all aspects of this search. All members of the Search Committee are expected to maintain the information discussed by the Committee in confidence.

2.6 If a member of the Search Committee becomes a candidate for the position being searched, s/he shall resign from the Committee.

2.7 In the event of a real or perceived conflict of interest that could compromise or be seen to compromise the member's judgment of the candidate(s), s/he shall disclose the nature of that conflict to the Chair of the Committee in sufficient detail to enable the Chair to determine whether the member should resign from the Committee.

2.8 If a member of a Search Committee leaves the Committee prior to the formation of the short-list, the Chair may appoint a replacement from the same constituency. Thereafter no substitutions may be made.

2.9 Committee members are expected to participate fully in the interview process. In the case of absences, the Chair may rule that a member is ineligible to participate further in the work of the committee.

Interpretation

Questions of interpretation or application of this policy or its procedures shall be referred to the Chair of the Board of Governors and the Vice-Chair of Senate, who will jointly make a decision which shall be final.

Appendix - Review of the President Prior to Re-Appointment

1. Re-Appointment Review Process

1.1 The Board of Governors shall first decide, following appropriate consultation, whether the Board is willing to consider re-appointment of the incumbent, and shall then determine whether the incumbent is willing to consider re-appointment.

1.2 If the response to either of these questions is in the negative, the search process will begin without delay with the establishment of a Presidential Search Committee. If the response to both questions is positive, a Re-appointment Review Committee will be established to review the incumbent's performance with the membership listed in 2. below. The review will include meeting with the incumbent and broad consultation across the University, with the Vice-Presidents and Deans, and with appropriate external constituents. If the committee is satisfied with the results of the review, it may recommend reappointment.

1.3 The review shall be undertaken expeditiously, normally within a two-month period. Care must be taken during this period to ensure that the incumbent's ability to carry out his/her responsibilities is not undermined by the process.

1.4 The quorum for the Review Committee will be 50% + 1. The decision of the committee shall be made by a simple majority vote, and will be forwarded to the Board of Governors.

2. Re-Appointment Review Committee Membership

Members	Conditions
Chair of the Board of Governors (or designate)	Chair
2 Members, Board of Governors	Appointed by the Chair, normally from OIC members
1 Student Member of the Board	Appointed by the Chair
1 Vice-President or Associate Vice-President	Selected by the Vice-Presidents and Associate Vice-Presidents
2 Faculty Senators	Elected by and from Senate
1 Dean	Selected by the Deans after faculty members have been elected

1 Employee	Selected by the Employees' Council
1 Student Member	Elected by Senate (a graduate student, if the Student Board member is an undergraduate, and vice versa if the Student Board member is a graduate student)

If the Re-Appointment Review Committee's deliberations do not result in the re-appointment of the President, a Presidential Search Committee would be formed as provided in the Policy B 10.06.

Interpretation

Questions of interpretation or application of this policy or its procedures shall be referred to the Chair of the Board of Governors and the Vice-Chair of Senate, who will jointly make a decision which shall be final.

University of Toronto

NB: Toronto is the only unicameral major university in Canada, with its previous Board of Governors and Senate replaced by a Governing Council.

From Policy Respecting the Appointment of a President

1. The composition of the Committee shall be as follows:
 - a. The Chairman of the Governing Council or a lay member of Council appointed by the Chairman (Chair of the Committee)
 - b. 2 Appointees of the Lieutenant Governor-in -Council to the Governing Council
 - c. 3 Alumni of the University, who are neither staff nor students of the University
 - d. 5 Members of the teaching staff of the University, no more than two of whom may be current holders of academic administrative posts
 - e. 1 Member of the administrative staff of the University
 - f. 3 Students (one full-time undergraduate, one part-time undergraduate and one graduate student).

The Committee need not have a majority of its members from Governing Council.

General Guidelines and Principles for Selection of a Presidential Search Committee Policy

General Guidelines – Committee Specifications

In keeping with the intent of the Policy, several factors are considered to ensure that the Search Committee as a whole:

- reflects the organizational complexity and diversity of the University community.
- contains a wide range of experiences and skills that will be relevant to the work of the Committee, that is the perspective of excellent working scholars and also those who are involved with University leadership and policy issues.

- brings together specific kinds of expertise that will help the Committee evaluate presidential candidates' multi-dimensional capabilities in such areas as: overall leadership, fiscal management, and relations with internal and external communities, including staff, students, governors, alumni, public office holders, corporate and community leaders and donors.
- conducts its affairs in camera and adheres to strict standards of confidentiality on matters related to the Committee's work.

Specific Principles –Individual Members

First Principle: Very High Standards

The University's new President will be expected to embody and exemplify the best possible personal attributes and professional qualifications, and in doing so, will symbolize the University's greatness and its excellence. It is therefore essential that the individuals comprising the Search Committee, and who are collectively responsible for the success of this endeavour, reflect the finest members of the University's broad community. Presidential candidates of the highest calibre, need and want to be assessed and selected by the best, most impressive individuals. It is also well known that top-rate candidates' decisions are influenced by the person(s) interviewing and/or conveying information and standards to them. Similarly, prestigious universities are known to have their top scholars persuade presidential candidates to be considered and to accept the position. Therefore, just as we will set the highest standards for the presidential qualifications both on professional and personal attributes we will do so for the Search Committee members as well.

Experience and Profile Characteristics

Administrative Staff should:

- be able to offer a reasonably comprehensive view of and be sensitive to the administrative staff experience or issues at the University.
- have demonstrated engagement in the University through, for example, leadership activities.

Alumni should:

- reflect broadly the alumni community, i.e degree program or academic division and time from graduation.
- include representation from the University's donor community.
- include individuals who are closely connected to and actively involved with the University and those who are informed but less closely involved.

Lieutenant Governor-in-Council appointees to the Governing Council should:

- be able to relate broadly to the entire lay community, including federal, provincial and municipal governments and the donor community.
- be able to serve several more years on the Governing Council.

Students should:

- have a distinguished record of academic achievement.
- reflect a balance among disciplines and campuses

- have demonstrated engagement in the University through, for example, leadership activities.
- Teaching Staff should:
- be exemplary scholars.
 - reflect a range of disciplines / academic divisions and the three-campus nature of the University.
 - include individuals who are in early, mid
- and later stages of their academic careers.
 - include individuals with academic and / or administrative experience at universities other than the University of Toronto.

Finally, the groups should be seen by their respective constituencies to be representative of the constituency.

McGill University

Statutes of McGill University

Article One: The Board of Governors

1.3.4.1 It shall appoint the Principal after consultation with a committee comprised as follows: the Chair of the Board of Governors (or other member of the Board designated by the Board of Governors) as chair; the Chancellor; two members appointed by the Board of Governors; two members appointed by the Senate; one member appointed by the Students' Society of McGill University and one member appointed by the Post-Graduate Students' Society of McGill University; two members appointed by the Council of the McGill Association of University Teachers; two members appointed by the Board of Directors of the Alumni Association; two members elected by the administrative and support staff.

Alternates to the designated members may be named. Such alternates shall serve only in the event that the designated members are unable to serve and shall be permanent replacements.

The quorum of this committee shall be seven.

The Board of Governors shall select the Principal only from those names submitted to it by this committee.

University of New Brunswick

Statutes of the Province of New Brunswick

(NB: The University of New Brunswick Act is under revision under a large degree of controversy)

Joint Nominating Committee - UNB Act S.19

- 3 members of the Board, appointed by the Board

- 2 members of the Fredericton Senate, appointed by Fredericton Senate
- 1 member of the Saint John Senate, appointed by Saint John Senate

Committee Recommendation : That, wherever possible, one of the six members be a student.

Recommendation to : Joint Meeting of the Board and Senate, and then to the Lieutenant-Governor in Council for approval.

California

Regents Policy 7101: Policy on Appointment of the President of the University

Approved March 15, 1996

Amended September 20, 2007

Each time a vacancy occurs in the presidency or is imminent, The Regents will undertake a search on a nationwide basis to seek the most highly qualified applicants and nominees for the position, following the general guides set forth below.

- A. In accordance with Bylaws 10.2 and 10.4, the Chairman of the Board of Regents will appoint a Special Committee to consider candidates and to recommend to the Board the appointment of a President of the University. The Chairman of the Board will name up to six members (designating a Chairman and Vice Chairman) in addition to the Alumni Regent who is President of the Alumni Associations of the University, the Student Regent, and the following as ex officio members: the President of the Corporation, the Chairman of the Board, and the former Chairman of the Board as described in Bylaw 10.4.
- B. The Chairman of the Special Committee will invite the Academic Council to appoint an Academic Advisory Committee, composed of not more than thirteen members, including the Chairman of the Academic Council and at least one representative of each of the ten campuses, to assist the Special Committee in screening candidates.
- C. The Special Committee will consult broadly with constituent groups of the University, including the Academic Advisory Committee appointed by the Academic Council, Chancellors, Laboratory Directors, Vice Presidents, students, staff, and alumni. To facilitate consultation, there shall be appointed advisory committees, each with no more than twelve members, of students, staff, and alumni. The student advisory committee shall be appointed by the Chairman of the University of California Student Association and shall include at least one student from each campus. The staff advisory committee shall be appointed by the Chairman of the Council of UC Staff Assemblies and shall include at least one staff member from each campus. The alumni advisory committee shall be appointed by the President of the Alumni Associations of the University of California and shall include at least one alumnus from each campus. Such consultation will be for the purpose of (1) reviewing the relevancy of the criteria approved by the Board of Regents and (2) presenting the nominee or nominees to members of the groups at the conclusion of the search.

- D. The Special Committee will consult with the Board of Regents at the beginning of the search for the purpose of reviewing the relevancy of the criteria to be considered and approved by the Board of Regents and discussing potential candidates. All Regents will be invited to all meetings with all constituencies.
- E. In general, the consultative practices followed in recent presidential searches shall be carried forward.

California at Berkeley

Regents Policy 7102: Policy on Appointment of Chancellors

Approved May 15, 1981

Amended January 2008

1. The President of the University will conduct a continuous search for promising candidates for Chancellorships. This process is included as an important complement to the systematic nationwide search which will be undertaken each time a vacancy occurs.
2. When a vacancy occurs or is imminent, a committee will be appointed to advise the President of the University. The Committee will consist of five Regents appointed by the Chairman of the Board, as well as the Chairman of the Board and the President of the University, who serve ex-officio. Additional committee members will be selected as follows: five faculty members appointed by the President of the University - one shall be either the Chair or Vice Chair of the Academic Council, one shall be a faculty member from a campus other than the one that is the subject of the search, chosen from a panel submitted by the Academic Senate's University wide Committee on Committees, and three shall be campus faculty members chosen from a panel submitted by the campus Academic Senate Committee on Committees. A graduate and an undergraduate student appointed by the respective graduate and undergraduate student associations of the campus, an alumni representative appointed by the alumni association of the campus, a Foundation representative chosen by the President from a panel of names submitted by the Campus Foundation, and a staff employee representative of the campus selected by the Campus Staff Assembly shall be invited to attend all meetings of the Committee with full participation in discussion and debate. The President of the University will convene the Committee.
3. The five faculty members on the Committee, working with the President of the University or the President's designee will submit to the Committee for evaluation not fewer than five promising candidates. The Committee will evaluate these nominations and may consider or suggest other names. It may interview candidates. It will solicit the opinions of other interested groups in whatever manner it considers appropriate.
4. Both the committee and the President shall be mindful of the University's firm commitment to diversity in the employment of women and minorities in seeking out the most qualified candidates.
5. After the Committee has completed its evaluations and advised the President of the University, the President will make his or her recommendation to The Regents for consideration and approval.

Oxford

Vice-Chancellor

2. Subject to regulation 4 below, the Vice-Chancellor shall hold office for seven years, save that, when a Vice-Chancellor vacates the office before the expiry of his or her full term of office and at a time other than the end of the academic year, his or her successor's period shall consist of the remainder of that academic year and seven further years.

3. Any individual shall be eligible for appointment as Vice-Chancellor.

4. The Vice-Chancellor is subject to the provisions concerning retirement age as set out in the Regulations for the Employment of University Staff.

5. No individual shall be appointed Vice-Chancellor a second time, save that, if a Vice-Chancellor vacates his or her office before the expiry of a full term of office, an individual who has previously been Vice-Chancellor may be appointed Vice-Chancellor again for one year (or, if the retiring Vice-Chancellor vacates his or her office at a time other than the end of an academic year, for the remainder of that academic year and one further year), and the age-limit in regulation 4 above shall not apply to such a second appointment.

6. The Vice-Chancellor shall be appointed in accordance with the following procedure:

(1) Not less than one year before the period of office of a Vice-Chancellor is due to come to an end by lapse of time, a committee consisting of:

(a) the Chancellor, or, if the Chancellor is unable or unwilling to act, one of the members of Council nominated under the provisions of section 4 (7) - (10) of Statute VI, who shall if possible be appointed by the Chancellor for this purpose, or, if the Chancellor is unable or unwilling to make such an appointment, shall be appointed by Council, and who shall chair the committee;

(b) - (e) four persons, not also being members of Council, elected by Congregation;

(f) - (h) three persons appointed by Council, of whom, if the Chancellor is to chair the committee personally, one shall be one of the members of Council nominated under the provisions of section 4 (7) - (10) of Statute VI;

(i) - (l) one person appointed by each of the divisional boards;

(m) the Chairman of the Conference of Colleges or his or her nominee;

(n) a person, not also being a member of Council, elected by the Conference of Colleges

shall report to Council with a recommendation that a named individual be appointed as the next Vice-Chancellor;

(2) (a) The appointed and elected members of the committee at paragraph (1) above shall hold office for seven years and shall not be eligible for a further period of office on the committee in either an appointed or an elected position until the expiry of seven years from the date on which the first period of office expires, except that a member appointed or elected for less than a full period in order to fill a casual vacancy may be appointed or elected for one consecutive period of seven years.

(b) A member of the committee elected under paragraph (1) (b) - (e) or (n) above who becomes a member of Council during his or her period of office shall immediately vacate his or her office; no person shall be appointed or elected under paragraph (1) (b) - (l) or (n) above if the result of his or her appointment or election would be that more than two members of the committee, excluding the chairman, were members of the governing body of any one college, society, or Permanent Private Hall; if this limit is exceeded by reason of persons being appointed or elected simultaneously by different bodies, the person or persons senior in academic standing shall be deemed appointed or elected to the extent permitted by the limit, and the other or others shall be deemed not appointed or elected (in the event of equality in academic standing, appointment or election being made by lot).

(3) When Council has considered the committee's report, and any further report on the appointment which it may have requested the committee to make, Council shall submit to Congregation the name of the individual proposed for appointment.

(4) (a) Council's proposal for the appointment of a new Vice-Chancellor shall be deemed approved unless it is rejected with at least 125 members voting in favour of rejection.

(b) If a proposal for the appointment of a new Vice-Chancellor is rejected, Council shall, after consultation with the committee, within two months nominate two individuals to Congregation (of whom one may be the individual previously rejected) and offer Congregation the choice between them.

(5) If for any reason there is no Vice-Chancellor-elect able and willing to take up office on the laying down of office by a Vice-Chancellor, an Acting Vice-Chancellor shall be appointed under the provisions of regulation 8 below, until such time as a new Vice-Chancellor has been appointed under the procedure laid down in paragraphs (1) - (4) above.

7. As nearly as possible at the beginning of the academic year in which he or she takes up office, the Vice-Chancellor shall be admitted at a meeting of Congregation.

Cambridge University

Excerpt from the Statutes of Cambridge University

1. The Vice-Chancellor shall be appointed by the Regent House on the nomination of the Council, who may nominate any person of their choice. The person appointed shall enter upon office on a day determined by the University. As soon as conveniently may be thereafter, he or she shall be formally admitted to the office at a Congregation of the Regent House called by the

Chancellor or, if the Chancellor is absent or the office of Chancellor is vacant, by the Proctors. The procedures for nomination and admission shall be prescribed by Ordinance.

2. The Vice-Chancellor shall be appointed in the first instance for five years or, in exceptional circumstances, for such other period as the University may determine. He or she may be reappointed for a further period or periods, provided that no one shall hold the office of Vice-Chancellor for a total period of more than seven years. The procedure for reappointment shall be prescribed by Ordinance.

...

10. If for any reason the Vice-Chancellorship falls vacant before the expiry of the holder's term of office, a new Vice-Chancellor shall be appointed as soon as conveniently may be, in accordance with the provisions of Sections 1 and 2 above.

Ordinances of Cambridge University

1. Not less than one year before the date on which the period of office of the Vice-Chancellor is expected to come to an end, or, in the event of a casual vacancy, as soon as possible after certain knowledge of the vacancy, the Council shall appoint an advisory committee to advise them on the choice of a person to be nominated for appointment to the office of Vice-Chancellor. The advisory committee shall consist of not less than eight persons, a majority of whom shall be resident members of the Regent House and at least two of whom shall be persons who are not resident members of the University. The committee shall propose a list of persons for consideration by the Council. The Council shall give public notice of the name of the person nominated and shall submit a Grace to the Regent House for the appointment of that person to the office of Vice-Chancellor.