



## **Okanagan Senate**

### **THE SECOND REGULAR MEETING OF THE OKANAGAN SENATE FOR THE 2016/2017 ACADEMIC YEAR**

**THURSDAY, 27 OCTOBER 2016**

**3:30 PM | LOCATION ASC 130**

#### **1. Senate Membership– Dr Kate Ross**

##### **Nominating Committee**

Following the call for nominations issued at the last meeting pursuant to rule 24 (e) of the *Rules and Procedures of Senate*, one senator has put his name forward to replace Dr Jodey Castricano on the Senate Nominating Committee; Dr Stephen O’Leary is acclaimed as elected to the Senate Nominating Committee until 31 August 2017 and thereafter until replaced.

#### **2. Minutes of the Meeting of 29 September 2016 – Dr Santa Ono (approval) (docket pages 3-20)**

#### **3. Business Arising from the Minutes – Dr Santa Ono**

Correction to Awards Approved at the Previous Meeting (approval) (docket page 21)

#### **4. Remarks from the Chair and Related Questions – Dr Santa Ono**

#### **5. Remarks from the Deputy Vice-Chancellor and Related Questions – Dr Deborah Buszard**

#### **6. Admission & Awards Committee – Dr Marianne Legault**

Policy J-55: Third Party Recruitment Agreements (approval) (docket pages 22-53)

#### **7. Nominating Committee – Dr Daniel Keyes**

- a. President’s Advisory Committee for the Consideration of the Extension of the Appointment of the Vice-President Academic & Research (approval) (docket pages 54-55)
- b. Role of the Associate Provost at Senate Committees (approval) (docket pages 54-55)

#### **8. Report from the Provost – Dr Cynthia Mathieson**

Update on Academic Initiatives for 2016/2017

#### **9. Report from the Registrar – Dr Kate Ross**

- a. 2016/2017 Triennial Elections (information) (docket page 56)

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b. Update on 2016 Student Board of Governors and Senate Elections (information)

**10. 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](mailto:facsec@mail.ubc.ca)

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



# OKANAGAN SENATE

## MINUTES OF 29 SEPTEMBER 2016

**DRAFT**

### **Attendance**

**Present:** Dr S. Ono (Chair), Dr K. Ross (Secretary), Ms L. Allan, Dr L. Berg, Ms H. Berringer, Dr D. Buszard, Dr R. Campbell, Dr D. Carter, Ms C. Comben, Dr J. Corbett, Dr R. Eggleston, Dr M. Evans, Ms A. Fleming, Dean M. Grant, Dr D. Keyes, Dr R. Lalonde, Mr J. Lammers, Dr R. Lawrence, Dr S. Lawrence, Dr M. Legault, Dr Y. Lucet, Dr V. Magnat, Dr C. Mathieson, Mr J. McEwan, Dr S. McNeil, Mr S. O’Leary, Dr F. Pena, Dr R. Sadiq, Ms S. Sneg, Dr J. Stites Mor, Dean R. Sugden, Dean W. Tettey, Ms K. Trapara, Ms J. Vinek, Dr D. Walker, Dr G. Wetterstand, Dr P Wylie

**Regrets:** Dr P. Arthur, Dr P. Barker, Dean G. Binsted, Mr I. Cull, Chancellor L. Gordon, Dr J. Jakobi, Dr J. Johnson, Dr C. Labun

**Clerk:** Mr C. Eaton

### **Call to Order**

The Chair of Senate, Dr Santa J. Ono called the first regular meeting of the Okanagan Senate for the 2016/2017 Academic Year to order at 3:37 pm.

### **Senate Membership**

#### **NEW MEMBERS**

The Deputy Vice-Chancellor introduced President and Vice-Chancellor Santa J. Ono to Senate on behalf of the Chancellor. She noted that he was a regular figure on the campus already, and welcomed him to his first meeting of the Okanagan Senate.

The President replied that it was a pleasure to be on the campus, noting that this was the occasion of his sixth visit since assuming office.

#### **DECLARATION OF VACANCY**

The Registrar declared the seat of Dr David Koslowsky vacant as he was no longer a faculty member in the Faculty of Management.

#### **VICE-CHAIR OF SENATE**

In response to the call for nominations issued with the agenda, no further nominations were received. Therefore, pursuant to rule 7 of the *Rules and Procedures of Senate*, Dr Deborah Buszard was elected as Vice-Chair of Senate until 19 May 2017.

#### **NOMINATING COMMITTEE**

The Registrar announced that due to the resignation of Dr Castricano on Senate, a vacancy exists on the Senate Nominating Committee. She advised Senators that nominations would be accepted until 13 October 2016.

#### **Minutes of the Previous Meeting**

Wisdom Tettey	}	<i>That the Minutes of the Meeting of 19 May 2016 be adopted as presented.</i>
Daniel Keyes		

**Approved**

#### **Business Arising**

The Acting Secretary, Christopher Eaton, advised on behalf of Dr Peter Arthur of the Senate Curriculum Committee that the missing vectors noted at the last meeting from Engineering courses have been restored via a category 2 curriculum change. Secondly, in response to a request for further information regarding the Bachelor of Education admissions process, he confirmed for Senate that no qualified applicants were denied offers of admission.

#### **Remarks from the Chair**

The President noted that a priority for his first year was establishing a new strategic plan for UBC. His office was working to identify an external firm to assist with its preparation, and there will be a joint deans meeting tomorrow to further the planning process. Dr Ono suggested that the goal of this exercise is not to re-write the existing plans, but to ensure that all components of the university had strategic goals outlined, and to identify opportunities for interfaculty and intercampus collaboration.

Dr Ono noted that there were searches being commenced for three important roles at UBC: Senior Advisor to the President, Provost and Vice-President Academic for Vancouver, and Vice-President Research and International. He advised that he intended to have an open finalist process for the Provost search, with the University community having an opportunity to provide feedback before a recommendation is made to the Board. The President indicated that the same was intended for the Vice-President Research and International position.

#### **Remarks from the Deputy Vice-Chancellor**

#### **GENERAL REMARKS**

The Deputy Vice-Chancellor noted that she had spent a lot of time over the summer working on reputation and relationship matters, and campus land issues - in particular road links and a new transit hub for the campus. Professor Buszard noted that earlier in the week, their Royal Highnesses the Duke and Duchess of Cambridge visited UBC's Okanagan campus. She expressed her thanks for all of those who assisted in the visit, which she described as a great success. In particular, she noted the increased media attention for UBC Okanagan from around the world.

Secondly, Dr Buszard noted that the Okanagan campus was working to develop an expanded library. The Board has approved the first stage of development so an architect has been selected and we are now working on base-level planning. An important new feature will be a 400 seat lecture theatre for the campus. Further plans include a new residence and an expansion to the gymnasium.

### **SEXUAL ASSAULT POLICY DEVELOPMENT**

Dr Buszard introduced Associate Vice-President Sara-Jane Finlay, who with permission of Senate presented on draft Board Policy 131: Sexual Assault.

Dr Finlay presented on the policy, explaining that it was a description and clarification of current processes. Its goal is to ensure clarity and consistency in response to sexual assaults and sets out principles and values. She explained that getting those principles correct is important as a starting point for improvement.

Dr Finlay then set out the remit of the sexual assault panel formed, and explained its differences from the policy committee.

Dr Finlay set out the policy committee, noting that Professor Justice had yet to be involved due to family circumstances, and that Dr Mirwaldt would be going on leave shortly and thus would not be participating further.

A number of key drivers informed the policy, including a literature review based on research in BC, Canada, and the United States; feedback from the University panel, consultation with key stakeholders, the Butler Review; and the UBC GSS Sexual Assault policy.

Key principles for the policy are a survivor-driven process, clarity regarding processes, informing education and equipping our community to respond to disclosers, fairness and natural justice; and confidentiality and privacy.

Dr Finlay explained that the policy covered faculty, staff and students, and could address allegations made against a member of the UBC community on the basis of their contractual relationship with UBC. We don't have the ability to address allegations against people who are not part of our community; however, we can use policy 14 to limit their access to campus.

Dr Finlay then set out the next steps. She also explained that a working group has been formed to consider the recommendations from the University plan and how those could be incorporated.

The Policy Committee will be meeting again in November to respond to feedback and amend the draft policy as needed so that it can be presented to the board in February for implementation in time for the Government's 19 May 2017 deadline.

Senator Wylie asked what kind of policy this would be.

Dr Finlay advised that it would be a Board policy but they would value the Senate's feedback.

### **From the Board of Governors**

Dr Ono confirmed 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

### **Candidates for degrees**

Miriam Grant  
Deborah Buszard

}

*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.*

**Approved**

## Admission & Awards and Curriculum Committees

The Chair of the Senate Admission & Awards Committee, Dr Marianne Legault, presented.

### CHANGE IN GENERAL UNDERGRADUATE ADMISSION APPLICATION DEADLINE

Marianne Legault	}	<i>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.</i>
Catherine Comben		

Senator Lalonde asked if there was tardiness in considering applications with the later deadline.

The Registrar replied that it was a matter of volume; the number of applications has increased on both campuses and the additional two weeks would give us the needed space to make timely offers.

Senator Allan asked how this compared to other universities in BC.

The Registrar replied that they were all still at the end of the month. What is more important is the date by which all students have to make their acceptance decision, and we have all agreed to have the same acceptance of offer date.

Senator Allan asked how the students were going to find out about this change.

The registrar replied that would communicated by student recruitment.

Senator Lalonde asked what kind of work was required by an applicant to submit an application. He asked if they would be disadvantaged by working over the holidays.

The Registrar replied that most students already worked on their applications over the holidays.

Dr Walker asked if Vancouver had the same deadline.

Dr Ross replied that the Vancouver Senate had approved this change at their last meeting.

Dr Wylie asked if this was primarily a Vancouver problem and if we could have a separate date.

Dr Ross replied that she would strongly discourage having different dates due the confusion this would cause applicants.

**Approved**

## EARLY OFFERS OF ADMISSION ON GRADE 11 GRADES

Dr Legault explained that this is a procedural change that would allow top students to be conditionally admitted based upon their grade 11 grades. She noted that in 2009 we approved a pilot to allow grade 11 grades, and we found no differences in first year performance.

In response to a question from Senator Lalonde, Dr Ross replied that all offers would be conditional upon a student's success in grade 12.

Senator Legault explained that this happens already with interim grade 12 and final grade 12 grades.

## NEW & REVISED AWARDS

*See Appendix A: Awards Report*

Marianne Legault Catherine Comben	}	<i>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.</i>
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Senator S Lawrence asked about the use of "exigent circumstances" stating that this may not be the correct phrasing.

The Acting Secretary agreed to review the diction and bring forward a change if needed.

**Approved**

## Curriculum Committee

*See Appendix B: Curriculum Report*

Senator Yves Lucet presented on behalf of Dr Peter Arthur, Chair of the Senate Curriculum Committee.

Yves Lucet Rehan Sadiq	}	<i>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.</i>
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**Approved**

## **Learning & Research Committee**

### **ENHANCED LEARNER RECORD**

On behalf of the Committee Chair, Dr Peter Arthur, Dr Jon Corbett explained that the Learning and Research Committee had recently been presented to on this topic by Dr Ross, and the committee felt that Senate would benefit from learning more about this area.

Dr Ross stated that experiential learning was a priority for UBC and an interest in students. This was evident by growth in co-op. Further there was a growing trend to document co-curricular learning.

The Registrar noted that the ad hoc Flexible Learning Committee looked at co-curricular records but found most to be just a counting of activities. The Committee also looked at the work of the Lumina foundation that has funded 12 institutions to explore this subject and came up with their versions of how they would implement an ELR. An interesting development from that is a change in diction to Comprehensive Learner Record. This seems beneficial as co-curricular record was still not enough of a value increase to warrant a change.

Dr Ross suggested that senators imagine a tool where a student could reflect on their own learning, and this could be reflected more than just say passing a co-op. Beneficiaries could be employers, graduate admission, recruitment, and students themselves.

Senator Sneg expressed her support for the idea, as it celebrated students' entire learning experience at UBC as students and as student leaders.

As a next step, Dr Ross suggested that a cross campus working group would work on a green paper.

Senator McNeil expressed that this was a great idea because a lot of the beneficial activities done by students don't get transcribed. He suggested that it needed to be made clear to students that this is something we care about and recording it helps them understand that.

Senator Lalonde noted that the current practice was a transcript and a CV that highlights activities and reference letters that explain. All of this requires little paperwork and validation procedures and staff. When we roll this out to make it official, he asked how many extra employees and how much extra faculty time is needed to do this?

Dr Ross replied that those were valid concerns and part of the idea of a green paper is to consider it from all angles. It has to be done in a way that doesn't tax the institution.

Senator R Lawrence echoed Senator Lalonde's concerns. He noted that in his field employers do not really look at a transcript, and asked why are we recreating things like LinkedIn and doing data entry.

Senator S Lawrence stated that students from privileged backgrounds usually had the most time for extra-curricular activities. He also voiced a concern that the transcript as it exists reflects what we do as an academically-focused institution. A lot of institutions do a lot of things that are not hugely academic, but we are not one of them. Listing those things along with academic dissipates the importance of the academics.

Dr Ross replied that this was why a co-curricular record should not be a list of activities and hours, although places like University of Toronto were now doing that.

Senator S Lawrence reiterated that we should value academics.

Senator Evans stated that there may be many answers to these questions. An e-portfolio for instance would allow students to engage as individuals and as part of UBC. This doesn't require an answer but resourcing a platform that provided options.

Senator Magnat noted that the example students were not in the arts or humanities, while those fields did have a lot of experiential learning.

Dr Ross agreed that we needed to draw more programs in.

Senator Wetterstrand note that Education did this already, as real world problems did not work in one course. We had to give up a bit to explore these kinds of learning that reflects the challenges educators faced in the real world.

Senator McNeil said that this was an opportunity for students to demonstrate things that compliments and reinforce their academic learning.

Senator Allan asked how we can answer the first question given the diversity in our students. Some may learn critical thinking. We already have students who are stressed enough by classroom learning, if we say to them that your transcript will look awful if you do not have additional things this will cause a lot of stress and we need to be careful.

## **Nominating Committee**

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

### **COMMITTEE ADJUSTMENTS**

Daniel Keyes  
Yves Lucet

} *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 Kowslowsky; 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.*

**Approved**

**PRESIDENT'S ADVISORY COMMITTEE FOR THE CONSIDERATION OF THE EXTENSION OF THE APPOINTMENT OF THE VICE-PRESIDENT ACADEMIC & RESEARCH**

Dr Keyes advised that 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. Dr Keyes asked for Nominations to be submitted to his Committee by the 12<sup>th</sup> of October.

**PRESIDENTIAL SEARCH COMMITTEE – PRINCIPLES FOR FUTURE SEARCHES**

Dr Keyes introduced this discussion item by noting the four questions listed in the Committee's report:

- 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.

**Comments on Committee Size:**

Senator Berg noted that a smaller committee was not necessarily more nimble.

Senator S Lawrence noted that the Cambridge committee was smaller, but their ratification procedures was an expression of collegial self-governance. There are two definitions of what is a university, a part of it is the Board and part of the academy collectively. The problem with consultation is consultation being ignored. The idea of a community of scholars being the university means that it should have a vote and not just an opinion.

Senator Fleming noted that in looking at the specific committee composition she had a challenge in excluding anyone from the committee.

### **Comments on Confidentiality:**

Senator Sneg advised that she appreciated updates on the process, but she appreciated the sensitivity reflected in the current process.

Senator Berg asked if Senator Keyes believed the argument that confidentiality affected the applications.

The President spoke, advising that at the provost and dean level an open process seemed to work, but it was more difficult when considering sitting presidents elsewhere and this would decrease the size of the pool considerably as their boards did not view it as appropriate.

Senator Keyes advised that alternatively anyone who was willing to stand in an open process would be publicly showing how they value transparency.

Senator Berg suggested that he would value a president who could have that conversation with their existing board.

President Ono replied that some boards had fired presidents when it became known that they were finalists elsewhere.

Senator O'Leary advised that at a previous institution the search committee had made a clear mistake in who they had hired as President; many there had asked how he was hired, and the search committee replied that their hands were tied by confidentiality and could not reach out to others to learn of potential concerns.

Senator Legault advised that checking on the personality of the applicant is the search firm's responsibility. It's not something the committee often does itself.

The president advised that the chair and chancellor were involved at UBC and that he found this to be a good thing.

Senator Tettey advised that just because a process was not open does not mean that the individual chosen was not committed to transparency. The key thing is ensuring a committee that understands its mandate, does its due diligence, and holds the search firm to account.

Senator McNeil said that so long as the process is transparent and clear and thus gives us confidence, we do not need to know the details.

### **Consultation**

Senator Legault advised that everyone wants to be consulted, and in part, this is why we have such a big committee. It is absolutely necessary.

Senator Sneg said that this spoke to the importance of process and a holistic committee. Student members on the committee would best understand and relay student consultation.

### **Proportionality**

Dean Tettey replied that the representation now was on perspectives rather than weighted numbers. We need a diversity of views.

### **Report from the Provost**

#### **ACADEMIC FREEDOM SENIOR ADVISOR APPOINTMENT**

The Provost, Dr Cynthia Mathieson, announced that Dr Neil Guppy former Head of Sociology and former Associate Vice-President for Academic Programming at UBC Vancouver had been hired as Senior Advisor to the Provosts for Academic Freedom. She advised Senate that he would be coming at the end of next week to the Okanagan to meet with the deans and start a conversation on academic freedom with the campus.

### **Academic Administrative Appointments**

Dr Mathieson announced that two deans, Roger Sugden of Management, and Gordon Binsted of Health & Social Development, have asked to be re-appointed and thus in accordance with policy, advisory committees will be struck as well as external reviews conducted of their faculties.

The Provost further noted that UBC had started the search for the next dean of Creative & Critical Studies. This search will be aided by the Bachelor of Arts review to be completed this term.

### **ASPIRE**

Finally, the Provost advised the Aspire learning and teaching fund has been successfully launched with 5 proposals funded from 26 submissions.

### **Questions**

Senator Keyes asked how long education has had a pro tem dean.

Dr Mathieson replied that we are currently on a 3<sup>rd</sup> year. Currently they are on a final run of their consultations around alignment with Vancouver education.

Senator Berg noted that a few weeks ago an article was published regarding the effectiveness of teaching evaluations. How can we have a discussion on how to respond.

Dr Mathieson replied that a larger discussion was needed. And suggested that the committee on learning and research review the matter, and bring in guests to inform a discussion.

Senator Wylie asked why there was not an external review of FCCS.

Dr Mathieson replied that we have a dean pro tem, and have recently done department reviews of Creative as well as Critical Studies and this provided a lot of information. The Policy calls for a review normally but the circumstances are abnormal.

Senator Keyes noted that the Bachelor of Media Studies program (BMS) was approved in May and asked how that steering committee was working. If it works, perhaps a similar circumstance could be created for the BA.

Dean Tetley replied that the BMS has a steering committee as determined by Senate, and there is an agreement on the Faculty of Arts and Sciences' website that outlines how the program is coordinated.

### **Adjournment**

There being no further business, the meeting was adjourned at 5:21 pm.

## **Appendix A: Awards Report**

### *New Awards*

#### **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)

#### **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)

### *Previously-approved awards with changes in terms or funding source:*

#### **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.

#### **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.*

**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.*

**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.

**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.

**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.

**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.<sup>1</sup>*

#### *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*

---

<sup>1</sup> 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.

*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 B: Curriculum Report**

### **FROM THE FACULTY OF EDUCATION**

#### *New Certificate:*

Teaching English and Additional Languages (TEAL) Post Baccalaureate Certificate

#### *New 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

**BUSINESS ARISING - OCTOBER OKANAGAN SENATE**

An error has been found in an award description approved at the September 29 2016 Okanagan Senate meeting. (From Senate docket page 51 from 29 Sept 2016).

**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 ~~\$5000~~ **\$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.

Unfortunately, there was an error in the exiting and amended terms set out above. The correct exiting, and correct proposed versions, are set out below.

**Correct Current Existing Description: International Student Faculty Award (Okanagan)**

Awards of up to ~~\$5000~~ **\$10,000** each are offered to continuing international undergraduate students at The University of British Columbia, Okanagan campus. **International sStudents** selected for these awards must have completed 30 credits towards their bachelor degree or be entering the **second** ~~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.

**Correct 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. 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 faculty in which the student is registered.

*That Senate amend its previous resolution of 29 September 2016 approving awards by substituting the correct amended description set out above.*



**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](http://www.senate.ubc.ca/okanagan)

20 October 2016

**To: Okanagan Senate**  
**From: Admissions and Awards Committee**  
**Re: Admissions Proposal**

a) Policy J-55: *Third Party Recruitment Agreements* (approval)(circulated)

---

The Admissions and Awards Committee recommends that Senate approve Policy J-55: *Policy on Third Party Recruitment Agreements*.

In May 2006, guidelines on third party recruiting were approved by the Vancouver Senate, upon the recommendation of the Vancouver Senate Admissions Committee. The guidelines were developed by a sub-committee of the Vancouver Senate Admissions Committee with the following goals in mind:

- to protect and promote UBC's reputation worldwide;
- to minimize foreseeable risks in dealing with third party recruiters;
- to protect any individual degree program from becoming dependent on an individual recruiter for its viability; and
- to protect students from unscrupulous recruiting practices.

The landscape for international student recruitment has changed significantly since 2006 on both campuses and the Vancouver Senate Admissions Committee felt that the earlier guidelines were insufficient in detail and scope to adequately govern the University's use of recruitment agents. Revision to previous guidelines was also prompted by the increased engagement of academic units with third-party recruitments. To undertake its review and develop a comprehensive policy on third-party recruitment agreements, the Vancouver Senate Admissions Committee struck a working group.

At the same time, the Okanagan Senate Admissions and Awards Committee was approached and, although the current use of third-party recruitment agents by Okanagan units is minimal in comparison to the Vancouver campus, the Admissions and Awards Committee indicated an interest in developing a joint policy. Okanagan representation was added accordingly to the working group.

The working group had the following membership:

- Dr. Peter Marshall (Chair, Senate Curriculum Committee, UBC-V)
- Ms. Susan Allan (Associate Director, International Student Initiative, UBC-O)
- Dr. Paul Harrison (Joint Faculties Representative, Faculty of Science, UBC-V)
- Mr. Jens Locher (Director, Strategic Business Projects, Faculty of Graduate and Postdoctoral Studies, UBC-V)
- Ms. Karen McKellin (Executive Director, International Student Initiative)
- Dr. Pam Ratner (Vice-Provost and Associate Vice-President Enrolment and Academic Facilities)
- Dr. Greg Wetterstrand (Faculty of Education, UBC-O)

Policy J-55 is a joint effort by the Vancouver Senate Admissions Committee and the Okanagan Senate Admissions and Awards Committee. Through the efforts of these two committees, and of the Third-Party Recruitment Working Group, as well as extensive consultations across both campuses, Joint Policy J-55 was produced to provide binding regulation regarding the place of third-party recruitment agents within UBC's academic system.

The associated interpretive and procedural guide is intended to provide guidance to academic and other units interested in engaging with recruitment agents and agencies. The guidelines detail the steps that must be taken by units interested in working with recruitment agents and agencies before the University will enter into an agreement with an agent or agency. It is circulated herein for information only.

The policy was reviewed and approved by the Vancouver Senate on 19 October 2016.

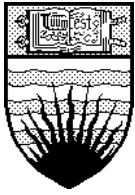
The Committee is pleased to recommend the following:

***Motion:** That Senate approve Policy J-55: Third Party Recruitment Agreements, effective immediately upon approval by both the Okanagan and Vancouver Senates.*

Respectfully submitted,

Dr. Marianne Legault  
Chair, Admissions and Awards Committee

## THE UNIVERSITY OF BRITISH COLUMBIA



# SENATE POLICY: J-55

**Okanagan & Vancouver Senates**  
Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

### Number & Title:

J-55: *Third-Party Recruitment Agreements*

### Effective/Implementation Date:

This policy is effective immediately upon approval by both the *Okanagan Senate* and the *Vancouver Senate*.

### Approval Date:

*Okanagan Senate* on \_\_\_\_\_ and the *Vancouver Senate* on \_\_\_\_\_

### Review Date:

This policy shall be reviewed 5 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 sets parameters for the establishment of agreements between the University and *third-party recruitment agents and agencies* to preserve the reputation of the University and the integrity of the University’s admission processes.

**Applicability:**

This policy is applicable to any agreement between the University and any *recruitment agent or agency*.

**Exclusions:**

This policy does not apply to agreements between the University and parties that are not *recruitment agents or agencies*.

This policy does not apply to activities directed at recruiting prospective student-athletes, including but not necessarily limited to activities governed by the regulations of Canadian Interuniversity Sport, the National Association of Intercollegiate Athletics, or any other athletic association, league, conference, or comparable organization.

**Definitions:**

*Authorized Agent or Agency* shall mean a *recruitment agent or agency* that has entered into a *recruitment agreement* with the University to provide *recruitment services* to the University.

*Applicant* for the purpose of this policy shall mean a person that has applied for admission to the University, is in the process of applying for admission to any course of study, instruction or education in any faculty or department of the University, or with whom a *recruitment agent or agency* has communicated regarding a prospective application for admission to any course of study, instruction or education in any faculty or department of the University whether or not an application for admission is ever submitted by that person.

*Recruitment Agent or Agency* shall mean an individual or organization that provides *recruitment services* for educational institutions in exchange for a commission or other form of compensation paid by those institutions, but who is not an employee or *unit* of the educational institution.

*Recruitment Services* shall mean any activities performed by a *recruitment agent or agency* intended to facilitate an application for admission to any course of study, instruction or education in any faculty or department of the University or to induce or persuade any person to apply for admission to any course of

study, instruction or education in any faculty or department of the University, but shall not mean services limited solely to marketing activities.

*Recruitment Agreement* shall mean an agreement between the University and a *recruitment agent* or *recruitment agency* to provide *recruitment services*.

*Signing Resolution* shall mean a resolution of the Signing Committee of the Board of Governors that designates which persons are authorized to sign legally binding documents on behalf of the University for such purposes and with such restrictions as outlined in the resolutions.

*Unit*, for the purposes of this policy, shall mean any Faculty, School, Department, College, Centre, Institute or other constituent element of the University including both academic and non-academic entities.

### **Policy:**

#### ***Entry into and Management of Recruitment Agreements***

- 1) The University and its *units* may seek to obtain *recruitment services* only from *authorized agents*.
- 2) The University may enter into written agreements with *recruitment agents* or *agencies* to provide *recruitment services* to the extent that those agreements do not contravene the policies or regulations of the University or the laws of Canada or British Columbia.
- 3) All *recruitment agreements* must be entered into on behalf of the University in accordance with this policy and must be signed pursuant to the applicable Signing Resolution. *Units* do not have the authority to enter into *recruitment agreements* independently of the University.
- 4) *Units* may recommend that the University enter into a *recruitment agreement* with a *recruitment agent* or *agency*. Prior to making such a recommendation, the *unit* must:
  - a. Perform proper and sufficient due diligence to ensure that the *recruitment agent* or *agency* is *bona fide* and of good repute;
  - b. Ensure that it has the capacity to support and manage the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agreement* would not result in any risk to the integrity of the University's admission processes or any adverse legal or reputational effects on the University or any *unit*;
  - c. Ensure that it has the capacity to monitor the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agent* or *agency* is in compliance with the *recruitment agreement*; and

- d. Ensure that the *unit* is not so reliant on the services provided in a *recruitment agreement* that a loss of the agreement would threaten the viability of the *unit*.
- 5) All *recruitment agreements* must be consistent with the contents of this policy and must specifically require *recruitment agents* or *agencies* to comply with the obligations of *recruitment agents* and *agencies* as set out in this policy.
- 6) A copy of any *recruitment agreement* must be submitted to the Office of the Provost and Vice-President Academic of UBC Vancouver and the Office of the Provost and Vice-Principal of UBC Okanagan, which will maintain publicly available registries of all *authorized agents*.
- 7) *Units* must manage, support and monitor the activities of all *recruitment agents* and *agencies* with which they are engaged, and must ensure that a review of the activities of these *recruitment agents* and *agencies* is conducted no less frequently than once every three years. *Units* at UBC Vancouver must notify the Office of the Provost & Vice-President Academic and *Units* located at UBC Okanagan must notify the Office of the Provost and Vice-Principal of any instances of non-compliance with *recruitment agreements* on the part of *recruitment agents* or *agencies* that are discovered by the unit.

### ***Protection of Privacy***

- 8) The University, *units* and all *authorized agents* and *agencies* must at all times take all necessary steps to protect the private and personal information of students and *applicants* including compliance with the applicable laws of Canada and British Columbia, as well as compliance with the applicable laws of any jurisdiction in which an *authorized agent* or *agency* operates.
- 9) The University and its *units* must not distribute the personal information of students or *applicants* to *recruitment agents* or *agencies* except in compliance with the laws of Canada and British Columbia.
- 10) *Authorized agents* and *agencies* must not collect the personal information of students or *applicants* except in compliance with the applicable laws of Canada and British Columbia, as well as compliance with the applicable laws of any jurisdiction in which the *authorized agent* or *agency* operates.

### ***Obligations of the University***

- 11) The University must make all admission decisions according to the established admission standards and criteria of the University and any applicable *unit*. The admission standards and criteria applied to applications submitted with the assistance or involvement of a *recruitment agent* or

*agency* must be identical to those applied to applications submitted without the assistance or involvement of a *recruitment agent* or *agency*.

- 12) No *recruitment agent* or *recruitment agency* shall be contracted as an exclusive agent for the University or for any *unit* generally, or in a defined geographical area.
- 13) The University must not enter into a *recruitment agreement* to procure *recruitment services* for the purpose of recruiting students who are citizens or permanent residents of Canada or the United States of America or who are eligible to receive federal aid from the government of the United States of America.

### ***Mandatory Terms of Recruitment Agreements***

- 14) Any *recruitment agreement* must require any *recruitment agent* or *recruitment agency* that is a party to the *recruitment agreement* to comply with the following obligations:
  - a. *Authorized agents* and *agencies* must advise all *applicants* with whom they engage that *applicants* are not required to apply to the University through, or with the assistance of, any *recruitment agent* or *recruitment agency*.
  - b. An *authorized agent* or *agency* must not hold itself out as being able to offer *applicants* special or preferential access to the academic or non-academic programs or services of the University.
  - c. An *authorized agent* or *agency* must not hold itself out as being able to guarantee admission to the University or to guarantee an *applicant* authorization to enter Canada for the purpose of study.
  - d. *Authorized agents* and *agencies* must disclose the existence of compensation the *authorized agent* or *agency* receives for providing *recruitment services* from the University to *applicants* with whom they engage in the course of providing *recruitment services* to the University.
  - e. *Authorized agents* and *agencies* must not sub-contract *recruitment services* or any rights or obligations under any contract to provide *recruitment services* to any party without the written authorization of the University.
  - f. *Authorized agents* and *agencies* must not provide legal advice or representation to students regarding visas, study permits, or other matters relating to immigration to Canada unless the *authorized agent* or *agency* is legally permitted to do so.

- g. *Authorized agents and agencies* must not engage in the recruitment of any student who is a citizen or permanent resident of Canada or the United States of America or who is eligible to receive federal aid from the government of the United States of America.
- h. *Authorized Agents* must not hold themselves out as being employees or official representatives of the University except as specifically provided for in the *recruitment agreement*.

**Calendar Statement:**

None

**Consultations:**

Okanagan Campus

Provost and Vice-Principal  
 Associate Vice-President, Students  
 Faculty of Applied Science  
 Faculty of Arts and Science  
 Faculty of Creative and Critical Studies  
 Faculty of Education  
 College of Graduate Studies  
 Faculty of Health and Social Development  
 Faculty of Management  
 Athletics

Vancouver Campus

Provost and Vice President Academic  
 Vice-President Students  
 Student Recruitment and Advising  
 Office of the University Counsel  
 Faculty of Applied Science  
 Faculty of Arts  
 Faculty of Commerce and Business Administration  
 Faculty of Dentistry  
 Faculty of Education  
 Faculty of Forestry  
 Faculty of Graduate and Postdoctoral Studies  
 Faculty of Land and Food Systems  
 Faculty of Law  
 Faculty of Medicine  
 Faculty of Pharmaceutical Sciences  
 Faculty of Science  
 Vantage College  
 Continuing Studies  
 Athletics

**History:**

This is the first version of this policy. Third Party Recruiting Guidelines were approved by the Vancouver Senate on May 16, 2006 upon recommendation of the Admissions Committee. The Third Party Recruiting Guidelines are of no effect as of the effective date of this policy.

**Related Policies:**

None

University of British Columbia Joint Senate Policy J-55

***Third-Party Recruitment Agreements***

Interpretive and Procedural Guide

**Last Updated: MONTH DAY, YEAR**

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## INTRODUCTION

In 2013, following nearly two years of deliberation, the National Association for College Admission Counselling (NACAC) amended its Statement of Principles of Good Practice<sup>1</sup> to permit members to recruit international students through third-party recruitment agencies.<sup>2</sup> This change has contributed to a significant expansion in engagement with third-party recruitment agents, which has long been standard practice in Australia and the United Kingdom, by North American post-secondary institutions.<sup>3</sup>

Engagement with third-party recruitment agents offer significant potential rewards to institutions of higher education. Agents allow for efficient and cost-effective recruitment in international markets, and offer institutions language skills, cultural familiarity and a constant in-country presence that may not be available through in-house recruitment professionals.<sup>4</sup> Further, there is an expectation of agent involvement among students and parents in some regions that may put institutions that do not engage with recruitment agents at a competitive disadvantage.<sup>5</sup>

This recruitment strategy also comes with significant risks. Misrepresentation by agents can cause irreparable damage to an institutional brand, improper agent involvement in student applications can undermine the integrity of the admissions process,<sup>6</sup> and the agent-institution relationship can give rise to significant unanticipated legal liabilities.<sup>7</sup>

In a 2013 report, the Council of Ministers of Education, Canada noted that institutional practice regarding third-party recruitment agent management varied widely within Canada, but that those with long-established agent networks with minimal turnover reported the greatest confidence in, and satisfaction with, their agent partners.<sup>8</sup> Similarly, the findings of a 2014 study funded by the British Council emphasized the need for “a clear set of processes for the management of agent relationships.”<sup>9</sup> These reports highlight the importance of a rigorous and coordinated process for selecting and vetting potential agent partners.

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<sup>1</sup> National Association for College Admission Counselling (2013), “Statement of Principles of Good Practice,” Accessed April 1, 2016, 2.

<sup>2</sup> National Association for College Admission Counselling (2014), *International Student Recruitment Agencies: A guide for Schools, College and Universities*, 4 [NACAC].

<sup>3</sup> Council of Ministers of Education, Canada (2013), *The Role of Education Agents in Canada's Education Systems*, 3 [CMEC].

<sup>4</sup> CMEC, 23.

<sup>5</sup> CMEC, 23.

<sup>6</sup> CMEC, 3, 23.

<sup>7</sup> NACAC, 5.

<sup>8</sup> CMEC, 38

<sup>9</sup> Vincenzo Raimo, Christine Humfrey and Iona Yuelu Huang (2014), *Managing International Recruitment Agents: Approaches, Benefits and Challenges*, 28.

The Joint Policy of the UBC Vancouver and Okanagan Senates on Third-Party Recruitment (J-55), adopted by the Vancouver Senate on \_\_\_\_\_ and the Okanagan Senate on \_\_\_\_\_, represent a part of the University of British Columbia's response to the opportunities and challenges posed by third-party recruitment agent engagement.

Prior to the adoption of Joint Policy J-55, engagement with third-party recruitment agents and agencies was governed by Third Party Recruiting Guidelines approved by the Vancouver Senate on 16 May 2006. The guidelines were a response to the desire of academic units to engage with third-party recruitment agents and agencies, and the need for Senate to provide guidance to units, and to regulate the place of third-party agents and agencies in the University's recruitment and admission process.

Joint Policy J-55 developed out of a joint effort by the Senate Admissions Committee of the Vancouver Senate and the Admissions and Awards Committee of the Okanagan Senate to update the 2006 Guidelines. Through the efforts of these two committees, and of the Third-Party Recruitment Working Group, as well as extensive consultations across both campuses, Joint Policy J-55 was produced to provide binding regulation regarding the place of third-party recruitment agents within UBC's academic system.

The procedural requirements contained within this guide provide guidance to academic and other units interested in engaging with recruitment agents and agencies. The guidelines detail the steps that must be taken by units interested in working with recruitment agents and agencies before the University will enter into an agreement with an agent or agency.

Units may engage with third-party recruitment agents and agencies only in compliance with the terms of Joint Policy J-55 and the procedures set out in this guide. **Engagement of any sort with recruitment agents and agencies that does not comply with Joint Policy J-55 and this procedural guide may result in significant legal and financial consequences for units and/or the University.**

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**INSERT FINAL POLICY ONCE APPROVED**

## PROCEDURAL REQUIREMENTS

### Overview

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Paragraph 3 of Joint Senate Policy J-55 prohibits units within the University from entering into agreements with recruitment agents and agencies independently of the University:

All *recruitment agreements* must be entered into on behalf of the University in accordance with this policy and must be signed pursuant to the applicable Signing Resolution. *Units* do not have the authority to enter into *recruitment agreements* independently of the University.

Paragraph 4 of Joint Senate Policy J-55 does permit units within the University to recommend that the University enter into agreements with recruitment agents or agencies, provided that units making such recommendations satisfy several requirements prior to making the recommendation:

*Units* may recommend that the University enter into a *recruitment agreement* with a *recruitment agent* or *agency*. Prior to making such a recommendation, the *unit* must:

Perform proper and sufficient due diligence to ensure that the *recruitment agent* or *agency* is *bona fide* and of good repute;

Ensure that it has the capacity to support and manage the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agreement* would not result in any risk to the integrity of the University's admission processes or any adverse legal or reputational effects on the University or any *unit*.

Ensure that it has the capacity to monitor the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agent* or *agency* is in compliance with the *recruitment agreement*.

Ensure that the *unit* is not so reliant on the services provided in a *recruitment agreement* that a loss of the agreement would threaten the viability of the *unit*.

The process for entering into an agreement with a recruitment agent or agency to provide recruitment services is flexible, and will depend on the nature of relationship contemplated, and the needs and resources of the proposing unit, but may consist of some or all of the following steps.

- 1) Preparation of proposal to engage with third-party recruitment agent;
- 2) Submission of proposal to the designated third-party recruitment coordinating office;
- 3) Decision of coordinating office;
- 4) Selection and vetting of third-party recruitment agent;
- 5) Negotiation and entry into agreement with third-party recruitment agent.

## *Recommendation Process*

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### **STEP 1: PREPARATION OF PROPOSAL TO ENGAGE WITH A THIRD-PARTY RECRUITMENT AGENT**

The first step in commencing a relationship with a recruitment agent or agency is preparation of a proposal to engage with a third-party recruitment agent.

Units must not communicate with any prospective third-party recruitment agent or agency for the purpose of procuring the services of a third-party recruitment agent prior to completing and submitting a proposal.

The proposal to engage with a third-party recruitment agent must clearly address the following topics:

- 1) Existing student recruitment initiatives:

*How is the unit currently seeking to attract students?*

- 2) Outcomes of existing student recruitment initiatives:

*How many students have been enrolled in the program at each year level over the past five years? What proportion of these students have been international students? What other demographic features of the unit's student body are important in assessing existing and future recruitment initiatives?*

- 3) Changes sought to student recruitment outcomes:

*Why is the unit reviewing its student recruitment practices? What problems or shortcomings is a new approach to student recruitment expected to resolve?*

- 4) Alternative approaches considered:

*Aside from engagement with recruitment agents or agencies, what solutions have been considered? Why are these alternative solutions insufficient to resolve the problems or shortcomings identified?*

- 5) Expected benefits of engagement with recruitment agent or agency:

*Why does the unit expect that engagement with a recruitment agent or agency will resolve the problems or shortcomings identified? Into which programs will the unit be seeking to recruit students using recruitment agents?*

- 6) Region or students to be targeted:

*In what geographical region does the unit require assistance in recruiting? Is there a particular type of student the unit wishes to target?*

7) Resources available to manage agent relationship:

*What human and financial resources can the unit devote to managing an agent relationship on an ongoing basis?*

8) How does engagement with a third-party recruitment agent for the purposes identified fit within the strategic plans of the unit and of the University of British Columbia?

The proposal to engage with a third-party recruitment agent must include the information listed above, and may include such other information as the unit believes will be of assistance in assessing the proposal.

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**STEP 2: SUBMISSION OF PROPOSAL TO ENGAGE WITH A THIRD-PARTY RECRUITMENT AGENT**

The completed proposal must be submitted, along with any supporting documentation, to the designated third-party recruitment coordinating office for the campus on which the proposing unit is housed.

The designated third-party recruitment coordinating office for UBC Okanagan and UBC Vancouver are as follows:

1. UBC Okanagan

*TBD*

2. UBC Vancouver

*TBD*

Once the proposal to engage with a third-party recruitment agent has been submitted to the appropriate designated third-party recruitment coordinating office, no steps towards engaging with any third-party recruitment agent may be taken prior to receiving a response from the designated third-party recruitment coordinating office.

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### **STEP 3: RESPONSE TO PROPOSAL TO ENGAGE WITH THIRD-PARTY RECRUITMENT AGENT**

Following the submission of a proposal to engage with a third-party recruitment agent, the designated third-party recruitment coordinating office will consider the proposal in detail. No steps towards engaging with third-party recruitment agents should be taken by any unit while a proposal to engage with a third-party recruitment agent from that unit is under consideration.

As part of considering the proposal, the designated recruitment coordinating office may request any additional information from the proposing unit that it considers relevant to its consideration of the proposal.

Following full consideration of the proposal, the designated third-party recruitment coordinating office will issue one of the following responses:

#### **1) Engagement not Warranted or not Feasible**

The proposal to engage with a third-party recruitment agent has failed to adequately justify the need for engagement with a third-party recruitment agent or the proposal has adequately justified the need for engagement, but for other reasons, engagement is not feasible at the present time.

No further steps toward engagement may be taken by the proposing unit, or by the designated third-party recruitment coordinating office.

Units are at liberty to submit a new proposal to engage with a third-party recruitment agent at any time following the decision of the designated third-party recruitment coordinating office.

#### **2) Engagement Warranted and Feasible – Designated Office will Coordinate Engagement**

The proposal to engage with a third-party recruitment agent has adequately justified the need for engagement with a third-party recruitment agent and engagement is feasible at the present time.

The University has existing relationships with third-party recruitment agents that will meet the unit's needs, or the designated third-party recruitment agent coordinating office has the resources and ability to initiate a new relationship with a third-party recruitment agent that will meet the unit's needs.

The designated third-party recruitment agent coordinating office, in consultation with the unit, will coordinate the commencement of the relationship between the unit and the agent, and will perform any necessary vetting of the agent on the unit's behalf.



### 3) Engagement Warranted and Feasible – Unit must Coordinate Engagement

The proposal to engage with a third-party recruitment agent has adequately justified the need for engagement with a third-party recruitment agent and engagement is feasible at the present time.

The University does not have existing relationships with third-party recruitment agents that will meet the unit's needs, and the designated third-party recruitment agent coordinating office is unable to initiate a new relationship with a third-party recruitment agent that will meet the unit's needs.

The proposing unit may itself seek to initiate a relationship with a third-party recruiting agent in accordance with the requirements set out in **Step 4** of this guide. The unit is responsible for vetting any prospective third-party recruitment agents. If, following the vetting process, the unit wishes to engage with a third-party recruitment agent, the unit must present a report detailing the results of the vetting process to the designated third-party recruitment coordinating office.

**Any agreement with a third-party recruitment agent must be entered into with the assistance of the University Counsel Office, and signed pursuant to the appropriate signing authority. Units must not enter into agreements with third-party recruitment agents independently of the University.**

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#### **STEP 4: SELECTION AND VETTING OF THIRD-PARTY RECRUITMENT AGENT**

Where the response to a proposal to engage with third-party recruitment agent is “**Engagement Warranted and Feasible – Unit must Coordinate Engagement**”, the proposing unit must complete an identification and vetting process.

The identification and vetting process is flexible, and will vary depending on the nature of the relationship contemplated, and the needs and resources of the proposing unit. The steps that may be included in this process could include those outlined below.

A detailed and accurate record of all steps taken during the identification and vetting process must be kept and presented to the designated third-party recruitment agent coordinating office.

##### **1) Identification of Prospective Third-Party Agent Partners**

A short list of prospective third-party agent partners should be compiled. Prospective partners can be identified from the following sources:

- a. Review of lists of certified agents published by regulatory bodies such as
  - a. American International Recruitment Council;
  - b. British Council;
  - c. Australian Education International (QEAC Database); and
  - d. ICEF.
- b. Review of agency member lists published by other top-tier Canadian, American and International universities;
- c. Consultation with the designated third-party recruitment coordinating office;
- d. Consultation with other University of British Columbia units engaged with third-party recruitment agents in the region of interest; and
- e. Consultation with national and regional agency associations.

##### **2) Invitation to Complete the UBC Agent Application Form**

Prospective third-party agent partners listed by the proposing unit can be invited to complete a UBC Agent Application Form. A sample of such a form is attached to this guide as Appendix ‘A’. This sample should be revised as necessary to suit the circumstances of the proposing unit.

The proposing unit must review all completed UBC Agent Application Forms, and identify prospective third-party recruitment agent partners likely to be capable of providing the services sought by the proposing unit without jeopardizing the ability of the unit and the University to remain in compliance with the Joint Senate Policy J-55: Third-Party Recruitment Agreements.

### **3) Confirm Professional Affiliations and Memberships and Canada Course Completion**

To the extent possible, the proposing unit must verify the validity of all professional affiliations and memberships claimed by any third-party recruitment agent that has completed the UBC Agent Application Form.

The proposing units should verify that any prospective agent partners have completed the Canada Course for Education Agents offered by Global Affairs Canada and the Canadian Consortium for International Education.

### **4) Reference Check**

The proposing unit must perform a reference check of all agents that remain prospective partners following their completion of the UBC Agent Application Form.

A sample agent reference check email is attached to this guide as Appendix 'B'. The reference check may be performed by telephone provided the responses to the questions listed on the sample email are clearly documented.

### **5) Thomson Reuters World-Check**

The proposing unit must conduct a search of any prospective third-party recruitment agent partners on the Thomson Reuters World-Check system.

### **6) Site Visit**

Following a reference check, the proposing unit must perform a site visit at the head office (or other appropriate office) of any third-party recruitment agent it continues to consider a prospective partner.

The proposing unit must complete a Site Visit Report. A template Site Visit Report is attached to this guide as Appendix 'C'. This template should be revised as necessary to suit the circumstances of the proposing unit.

### **7) Report and Selection of Third-Party Recruitment Agent Partner**

At the conclusion of the identification and vetting process, the proposing unit must assess whether any of the fully vetted agents are suitable partners for the unit and for UBC. If so, a report detailing the basis for this conclusion and the steps taken during the vetting process may be submitted to the designated third-party recruitment coordinating office.

**STEP 5: NEGOTIATION AND ENTRY INTO AGREEMENT WITH SELECTED THIRD-PARTY RECRUITMENT AGENT PARTNER**

Following the selection of a third-party recruitment agent partner, the designated third-party recruitment coordinating office will bring the selection to the attention of the Office of the University Counsel for negotiation and finalization of the agreement.

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## Appendix A: Sample Agent Application Form



**a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA

**International Student Initiative**  
Vancouver Campus  
Brock Hall  
1200 - 1874 East Mall  
Vancouver, BC Canada V6T 1Z1

### Agency Application Form

Please take the time to answer the following questions completely so that we can better understand your organization.  
Note that only completed applications will be considered and that completion of this form does not guarantee partnership.

Agency Name  Year Incorporated

#### Primary Contact

Family Name  Given Name   
Title   
Email Address  Phone Number

#### Head Office Address

Street   
City   
State or Province  Postal Code   
Country   
Office telephone  Mobile telephone   
Fax  Website   
Email Address

Branch Offices, if applicable:

#### Agency Background

What is the main focus of your business? (Provide percentages where required - e.g. 30% ESL, 45% Bachelor's, etc.)

Education Advising for:

- Primary/secondary school
- English as a Second Language (ESL) programs
- Certificate or Diploma (1-2 years)
- Bachelor's Degree (4 years)
  - Percentage requiring pathways/foundation programs
- Post-Baccalaureate Certificate or Diploma (1-2 years)
- Masters Degree or Post-Graduate Degree (1+ years)
  - Percentage requiring pathways/foundation programs

Immigration Services/Visa Preparation

Other (please specify):

Number of educational advising staff

Average amount of educational advising experience in years



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Vancouver Campus  
Brock Hall  
1200 - 1874 East Mall  
Vancouver, BC Canada V6T 1Z1

Professional affiliations or memberships relating to educational travel (for example, BELTA, AIRC, ICEF, NAFSA, etc.) Please include details on the most current training courses your staff have completed (for example, British Council Foundation Certificate, Canada Course for Education Agents):

Have you or your staff members ever visited Canada? Please describe your knowledge/experience of Canada and of Canadian educational programs and systems.

Government regulations and/or licenses required for operation as a student recruiter or education agent in your home country:

To which countries do you send students?

In which countries do you conduct direct recruitment of students?

Do you have a sub-agent network?  Yes  No

If yes, how many?

In which countries?

How many students do you advise and place each year into Canadian Institutions?

Advise

Place

In the last year, how many of your clients successfully received admission offers to undergraduate degree programs at universities or colleges in:

	Direct Admissions	Pathways/Foundation Programs
Canada	<input type="text"/>	<input type="text"/>
USA	<input type="text"/>	<input type="text"/>
United Kingdom	<input type="text"/>	<input type="text"/>
Australia	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

Specify other countries:

Please list any current partner institutions ranked among the world's top 100 universities:



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**International Student Initiative**  
Vancouver Campus  
Brock Hall  
1200 - 1874 East Mall  
Vancouver, BC Canada V6T 1Z1

**Agency Services**

What services do you provide to students?

What are your service charges to students?

What are your refund policies?

What are your hours of operation? Please provide days and hours as appropriate.

What marketing and recruitment strategies do you undertake?

Do you create your own publications, and if so what are the charges for advertising, if any?

Please include a sample of your most recent publications.



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Brock Hall  
1200 - 1874 East Mall  
Vancouver, BC Canada V6T 1Z1

**References**

Please provide three references. It is preferred if your references are either Canadian institutions, or institutions among the world's top 100 universities.

Family Name  Given Name   
 Title  Department   
 Institution   
 Email Address  Phone Number

Family Name  Given Name   
 Title  Department   
 Institution   
 Email Address  Phone Number

Family Name  Given Name   
 Title  Department   
 Institution   
 Email Address  Phone Number

Institution

**Declaration**

I confirm that all requested documentation is included with this application package, and that the statements in this application are true and complete, to the best of my knowledge.

Name   
 Position   
 Signature  Date

**Required Documents**

Thank you for your interest in working with UBC. In order for us to complete your application, please send to us the following documents (scanned copies are acceptable):

- A signed, dated copy of the completed Agency Application Form
- A copy of your business/company license
- A company business card
- Samples of your most recent publications

Please email copies of your documents in their original language and translated into English, if required. You can also send the documents to us by mail. You will be notified of your application status approximately 2-4 weeks after it has been received.

Strategic Partnerships  
International Student Initiative  
The University of British Columbia  
1200 - 1874 East Mall  
Vancouver, BC Canada V6T 1Z1  
Email: recruit.intl@ubc.ca



## Appendix B: Agent Reference Check Template

### Sample Email

*I am writing to ask you a few questions about (AGENT NAME), an agency based in (City, Country) who has indicated you are a reference of theirs.*

*If you could answer the following questions, it would be greatly appreciated.*

- 1 How long have you worked with (AGENT NAME)?*
- 2 How many qualified students do you receive from them:*
  - Per academic year for degree programs?*
  - Per academic year for pathway programs?*
  - Per calendar year for non-degree programs?*
- 3 What countries are the students coming from?*
- 4 Which programs does the agent send students to?*
- 5 What is your experience working with them?*
  - Are they timely with invoices?*
  - How have they resolved conflicts in the past?*
- 6 Please comment on communication with the agency?*
- 7 Would you continue working with this agent in the future?*

*Thank you very much for your time. Should you have any questions, please do not hesitate to contact me.*

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## Appendix C: Site Visit Template

### ISI Strategic Partnerships Site Visit Report

Date of visit:	
ISI Representative:	
Agency Name:	
Regions recruiting from:	
Office visited:	
Contacts and titles:	
Neighbourhood description of the office (photos if possible):	
Description of the office (photos if possible):	
Appx number of staff:	
Other top tier institutions represented:	
Profile of clients:	
Reception area description:	
Counselling rooms/area description:	
Resources available for students:	
Were staff prepared for your visit?	
Were staff professional but friendly and approachable to students?	
Had the agency researched UBC in advance of the visit?	
Were staff enthusiastic about your visit and about the possibility of working with UBC?	
Did the staff demonstrate experience?	
Do you think this agency would be a good partner for UBC? Why/why not?	

Other comments:	
<b>Questions for Agents</b>	
Why are you interested in promoting Canada/UBC?	
Describe your typical student. What kind of programs are they looking for, what qualifications do they have?	
Do you recruit for pathway programs? Which ones?	
How has recruiting for those pathway programs been going? How many students/yr/market?	
How do you recruit those pathway students? Are there additional costs to the institution for these activities?	
What kind of recruitment activities have you done and what method(s) is(are) more successful?	
What is the average English ability of your clients? IELTS/TOEFL score?	
Have you/your staff visited UBC, Vancouver, Kelowna before?	
What types of programs in Canada do most of your students enrol in?	
What kind of agent-institution relationship is ideal for you? What aspects/activities make those relationships ideal?	
How will you/do you	

train your staff on Canada/UBC? How often?	
Do you fund training trips to Canada?	
Knowing our target audience (nat'l curric), is this a deal breaker? How would you manage this?	

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## Appendix D: Further Reading and Resources

American International Recruitment Council (2014), *AIRC Best Practice Guidelines for Institutional Members*

[http://www.airc-education.org/files/AIRC-Resource-documents/Institutional Guidelines2014.pdf](http://www.airc-education.org/files/AIRC-Resource-documents/Institutional%20Guidelines2014.pdf)

British Council (2013), Recruitment Agents: A Legal and Regulatory

Overview. <https://www.britishcouncil.org/sites/default/files/recruitment-agents-a-legal-and-regulatory-overview.pdf>

Canadian Bureau for International Education (2013). *Code of Ethical Practice*. <http://www.cbie-bcei.ca/members/code-of-ethical-practice/>

Council of Ministers of Education, Canada (2013), *The Role of Education Agents in Canada's Education Systems*

<http://cmec.ca/Publications/Lists/Publications/Attachments/326/The-Role-of-Education-Agents-EN.pdf>

National Association for College Admission Counselling (2014), *International Student Recruitment Agencies: A guide for Schools, College and Universities*.

<http://www.nacacnet.org/International/InternationalInitiatives/Documents/InternationalStudentRecruitment.pdf>

National Association for College Admission Counselling (2013), "Statement of Principles of Good Practice," Accessed April 1, 2016

[http://www.nacacnet.org/about/governance/policies/documents/spgp\\_9\\_2013.pdf](http://www.nacacnet.org/about/governance/policies/documents/spgp_9_2013.pdf)

Vencenzo Raimo, Christine Humfrey and Iona Yuelu Huang (2014), *Managing International Recruitment Agents: Approaches, Benefits and*

*Challenges*. [https://www.britishcouncil.org/sites/default/files/managing\\_education\\_agents\\_report\\_for\\_bc\\_2.pdf](https://www.britishcouncil.org/sites/default/files/managing_education_agents_report_for_bc_2.pdf)

Alan Dessof (2009), "Recruiting's Brave New World", *International Educator*, 16-26

[https://www.nafsa.org/File/novdec09\\_recruiting.pdf](https://www.nafsa.org/File/novdec09_recruiting.pdf)

Dana Wilkie (2013) "Agent Provocative," *International Educator*, 2-16

[http://www.nafsa.org/File/ie\\_sepoct13\\_iemsupp.pdf](http://www.nafsa.org/File/ie_sepoct13_iemsupp.pdf)



17 October 2016

To: Senate  
From: Nominating Committee  
Re: President's Advisory Committee for the Consideration of the Extension of Appointment of the Vice-President Academic & Research (aka , the Deputy Vice-Chancellor and Principal)

Role of Associate Provost at Senate Committees

**A) President's Advisory Committee for the Consideration of the Extension of Appointment of the Vice-President Academic & Research (aka , the Deputy Vice-Chancellor and Principal)**

Pursuant to the call for nominations issued at the last meeting of Senate, the Nominating Committee has received a large number of nominations from senators. The Committee thanks everyone for their interest and thoughtful suggestions.

To remind Senate, pursuant to Policy 24, the Senate must appoint:

- 2 Persons selected by and from the UBC Okanagan Senate.. at least one of whom must be a faculty member; and
- 1 Dean or Principal selected by and from the UBC Okanagan Senate..

In considering nominations, the Nominating Committee considered:

- Past and current service experiences and background
- Familiarity with UBC, the Okanagan, the position in question, and post-secondary educational administration
- Discipline and demographic balance

The Nominating Committee is therefore pleased to recommend:

*That Dr Michael Evans, Ms Catherine Comben, and Dean Roger Sugden, be appointed to the President's Advisory Committee for the Consideration of the Extension of Appointment of the Vice-President Academic & Research.*

**B) Role of Associate Provost at Senate Committees**

The Senate Nominating Committee has received a request from the Provost to allow her newly-appointed Associate Provost to participate in Senate Committees on her behalf. The Nominating Committee has considered her request, and, while mindful of the



balance of membership in Senate Committees, agrees that the Associate Provost's participation would be helpful. The Committee therefore would support the participation of the Associate Provost at Senate Committees, but only the granting of a vote to him or her in the absence of the Provost. The Committees notes that there may be instances where the participating of both the Provost and Associate Provost may be useful at committees and the Nominating Committee would encourage this when sensible, so long as it is understood that only the Provost would be able to exercise the rights and privileges of membership.

The Nominating Committee is therefore pleased to recommend:

*That the composition of the Senate Academic Policy, Admission & Awards, Curriculum, and Learning & Research Committees be amended to strike "Provost" and replace it with "Provost, or in his or her absence, the Associate provost" from their voting memberships. w*



To: Senate  
From: Kate Ross, Registrar  
Re: 2016/2017 Triennial Elections  
Date: 6 October 2016

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As Senators will be aware, we are now in the third year of this triennium for the Senates and Board of Governors. As a result, throughout this year we will be conducting elections for the Senates and Board for 2017 to 2020.

Keeping with past practice, UBC will be electing faculty members and staff to the Board of Governors, and the Joint Faculties members of Senate, in the autumn; and electing faculty-specific, convocation, and other senate positions in the spring.

For details and updated information, please refer to <https://facultystaff.students.ubc.ca/triennial1617>.