



## Okanagan Senate

THE SECOND REGULAR MEETING OF THE OKANAGAN SENATE  
FOR THE 2019/2020 ACADEMIC YEAR**THURSDAY, 24 OCTOBER 2019****3:30 PM | ASC 130**

- 1. Senate Membership – Dr Kate Ross**  
**Resignation:**  
Ms Kelsey DesRoches, Student Representative At-Large. A by-election has been called.
- 2. Minutes of the Meeting of 26 September 2019– Dr Santa Ono**  
(approval) (docket pages 3-14)
- 3. Business Arising from the Minutes – Dr Santa Ono**
- 4. Remarks from the Chair and Related Questions – Dr Santa Ono**  
(information)
- 5. Remarks from the Deputy Vice-Chancellor and Related Questions – Prof. Deborah Buszard**
- 6. Remarks from the Provost and Related Questions – Dr Ananya Mukherjee-Reed**
- 7. Academic Policy Committee – Dr Jan Cioe**
  - a. Division of the Faculty of Arts and Sciences into the Faculty of Science and Faculty of Arts and Social Sciences (approval) (docket pages 15-30)
  - b. Revisions of the Terms of Reference for the Faculty Council of the Faculty of Creative & Critical Studies (approval) (docket pages 31-43)
- 8. Admissions & Awards Committee – Ms Tamara Ebl**
  - a. New and Revised Awards (approval) (docket pages 44-46)
  - b. Summer Session Courses and Student Awards  
(information)(docket pages 47-51)

**9. Other Business**

Motion Regarding Curriculum Guidelines – Dean Bryce Traister  
(approval)

*That the Senate Curriculum Guideline of the Okanagan Senate be amended to remove the requirement that a “detailed weekly schedule with topics to be covered” be presented for Category One and Category Two considerations of course proposals by the Senate Curriculum Committee.*

Note from the Agenda Committee: The Current Senate Curriculum Guidelines may be found

at <https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/20170701%20Curriculum%20Guidelines%20Okanagan%20version%204.pdf>

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

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



# OKANAGAN SENATE

## MINUTES OF 26 SEPTEMBER 2019

**DRAFT**

### Attendance

**Present:** S. Ono (Chair), C. Eaton (Acting Secretary), A. Alnaar, P. Arthur, P. Barker, H. Berringer, G. Binsted, D. Buszard, M. Campbell, R. Campbell, D. Carter, C. Comben, I. Cull, G. DiLabio, T. Ebl, J. Eikenaar, B. Frank, J. Gustar, J. Hossain, J. Jakobi, R. Lawrence, S. Lawrence, M. Legault, Y. Lucet, B. Marcolin, S. McNeil, A. Mukherjee-Reed, S. O’Leary, F. Pena, M. Reekie, K. Ragoonaden, D. Roberts, B. Rutherford, B. Traister, C. Yan, S. Chong, K. DesRoches, G. Jayathilake, H. Kang, J. Lafontaine, L. Mudde, J. Naqvi, G. Newry, S. Sandhu, A. Shields, V. Tamandong.

**Regrets:** S. Alam, J. Cioe, L. Gordon, M. Hoorfar, R. Lalonde, J. Olson, R. Sugden, G. Wetterstrand (LOA), P Wylie, D. Efretuei,

### Call to Order

The Chair of Senate, Dr Santa J. Ono called the first regular meeting of the Senate to order at 3:33 pm.

### Senate Membership

#### New Members

The Acting Secretary, Mr Christopher Eaton, introduced the following new members to Senate:

Dr Gino DiLabio, Dean *pro tem.* of the Faculty of Arts & Sciences, to replace Dr Barbara Rutherford (End of Term).

Dr Jennifer Jakobi, Dean *pro tem.* of the College of Graduate Studies, to replace Dr Dwayne Tannant (End of Term).

Dr Karen Ragoonaden (Education), Representative of the Joint Faculties, to replace Dr Jim Johnson (Rule 12) until 31 August 2020 and thereafter until replaced.

Dr Barbara Rutherford, Representative of the Faculty of Arts & Sciences, to replace Dr Jason Loeppky (Resigned) until 31 August 2020 and thereafter until replaced.

Dr Claire (Yu) Yan (Applied Science), Representative of the Joint Faculties, to replace Dr Jon Corbett (Resigned) until 31 August 2020 and thereafter until replaced.

### RESIGNATIONS



Mr Eaton informed the Senate of the resignations of Senators Sidhu and Corbett.

#### **VICE-CHAIR**

With respect to the call for nominations issued with the agenda, Mr Eaton announced that no further nominations were received by the deadline and thus Professor Deborah Buszard was acclaimed as elected vice-chair of the Senate until the May 2020 meeting of Senate.

#### **Minutes of 16 May 2019**

Jassim Naqvi Peter Arthur	}	<i>That the Minutes of the Meeting of 16 May be adopted as corrected:</i>
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*Corrections:  
 Mukherjee in place of Mukherkee and Cioe in place of Cloe on page 3.*

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

Dr Ono welcomed senators to the start of the academic year and opened his remarks by speaking to his strategic priorities for the year, noting that these included academic renewal & graduate student engagement, research excellence & innovation, sustainability, leveraging our physical presence, and the Indigenous Strategic Plan.

Dr Ono noted that the selection committee for the next Deputy Vice-Chancellor for the Okanagan campus had met earlier in the day. He thanked everyone for their participation in that important process for the campus and University.

Senator Ebl said that in previous meetings Senate discussed support for faculty members in their support for international students and the administration was to look further into that matter. She asked what progress was being made there.

Dr Ono said that an international strategy is being developed that can be used as a framework for such a conversation. That strategy will touch on numbers and support for international students, but also how it can have a positive effect on our own students studying internationally and work collaboratively with other institutions internationally.

Ms Ebl suggested specific consideration of classroom dynamics for both students and teachers in that environment.



Dr Ono said many institutions have had rapid changes in demographics. For the Vancouver campus those changes have plateaued but they have not yet for the Okanagan.

Dr R. Lawrence asked if the President could speak on the Trek Endowment allocation for the Okanagan, and thanked him for his leadership on that matter.

Dr Ono said that this was just the beginning of what we could do as a university. This was discussed at the most recent Board meeting and there was support for the Deputy Vice-Chancellor and Provost's vision to support graduate students. He hoped it could be implemented quickly. He also noted the support expressed by the Board for the interdisciplinary research building that was under development.

Senator Chong asked what the status was of the joint scholarship program with McGill.

Dr Ono said that this was the Peterson-Wesbook Schools program, and that this was recently launched.

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

Dr Deborah Buszard, the Deputy Vice-Chancellor and Principal spoke, noting that she attended the annual UBC Board of Governors meeting in the Okanagan campus earlier in the week, and the celebration of the Campus' commitment to the Truth and Reconciliation Commission, a very special occasion. She noted that the Okanagan campus would be following up on the five commitments made. The actions include: Development of an Indigenous culture orientation program for all faculty and staff, establishing a senior advisor on Indigenous affairs for the Okanagan campus, developing activities that support the revitalization of Indigenous language fluency, advancing Indigenous teaching and research, and expanding health and wellness services to better support Aboriginal students.

Dr Buszard said that she was very pleased to announce that UBC's Board had allocated the proceeds from \$100 million of the Trek Endowment (roughly \$4 million annually) to the Okanagan campus. This will initially be spend as follows:

- Needs-based undergraduate financial aid: \$1.5 million
- Indigenous student career readiness: \$600 000.
- Indigenous graduate student pathways: \$750 000.
- Research graduate students and trainees: \$1.5-2 million.

She noted that the \$100 million capital allocation remains within Trek Endowment and in the longer term will be used to launch matching funding campaign.

The Deputy Vice Chancellor also noted that recently, Okanagan students won the opportunity to launch a science experiment into the stratosphere with help from the Canadian Space Agency. Shortly after beginning their studies at UBCO last year, the students formed a team -- the Atmospheric Cloud Chamber of the Okanagan -- and over the winter competed against other



university teams in the Canadian Stratospheric Balloon Experiment Design Challenge. Their research may provide a new way to examine how climate change is affecting the planet. She congratulated students Leonardo Caffarello, Javier Perez Tobia, Hector Carrillo Estrada, Giulia Rossi, and Philip Noah Eibl, as well as their faculty supervisor, Dr Jonathan Holzman. She noted that the team has received a grant from the UBC Tuum Est Student Initiative Fund and was awarded funding by the Space Agency to travel to the launch site.

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

Dr Ono confirmed that the following matters listed on the agenda were approved by the Board of Governors as required under the *University Act*:

#### **March 2019**

New awards

Curriculum proposals from the faculties of Applied Science, Creative and Critical Studies, Education, and Health and Social Development.

#### **April 2019**

New awards

Curriculum proposals from the faculties of Applied Science, Arts & Sciences, Creative & Critical Studies Education, and Management.

New Programs: Doctor of Philosophy in Computer Science, Doctor of Philosophy in Nursing.

#### **May 2019**

New awards

New program: Minor in Geospatial Information Science

Curriculum proposals from the faculties of Applied Science, Arts & Sciences, and Creative & Critical Studies.

Establishment of the Canadian Institute for Inclusion and Citizenship

### **Candidates for Degrees**

Jassim Naqvi  
Jennifer Jakobi

} *That the candidates for degrees and diplomas, as recommended by the faculties, be granted the degrees for which they were recommended, effective September 2019, and that a committee comprised of the Registrar, the dean of the relevant faculty, and the Chair of Senate be empowered to make any necessary adjustments*

Approved



## Academic Policy Committee

Senator McNeil presented on behalf of the Chair of the Committee, Dr Jan Cioe.

### ANNUAL WORK PLAN.

Dr McNeil advised that over the course of the next year, the Committee planned to focus its attention on the following 7 areas:

Division of the Faculty of Arts & Sciences

Fall Break Duration

Academic Concessions policy

Religious Holiday policy

Syllabus policy

Quality assurance process for courses

Teaching stream and Grad Studies Faculty Council

## Admission and Awards Committee

The Acting Chair of the Senate Admissions and Awards Committee, Ms Tamara Ebl, presented

### REVISION TO ENGLISH LANGUAGE ADMISSION REQUIREMENTS FOR MASTER AND DOCTORAL DEGREES

Tamara Ebl	}	<i>That Senate approve the revised English Language Proficiency admissions requirements for Master's and Doctoral Degrees.</i>
Catherine Comben		

Approved

## NEW AND REVISED AWARDS



*See Appendix A: awards report*

<p>Tamara Ebl Barbara Rutherford</p>	}	<p><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></p>
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Approved

## **ANNUAL REPORT ON MATTERS OF DELEGATED AUTHORITY**

Ms Ebl reported on the three areas where her Committee had exercised authority on behalf of the Senate: Appeals on applications for admission, readmission, and transfer; editorial changes to existing admission requirements; and approval of student mobility agreements. She advised that 29 student appeals were filed with 7 were allowed, and that no editorial changes nor mobility agreements were approved, all for the period from 1 May 2018 to 30 April 2019.

Senator McNeil asked what the nature was of most of the appeals.

The Acting Registrar replied that a majority were students who did poorly on their final year of secondary school English.

### **Agenda Committee**

#### **AMENDMENT TO RULES AND PROCEDURES OF SENATE**

<p>Peter Arthur Tamara Ebl</p>	}	<p><i>That the Rules and Procedures of Senate be amended to add a new Section 17 (b) (vii) to read “Provost’s remarks: the Provost may report on issues of interest to the Senate. Members of the Senate shall have the opportunity to pose questions regarding matters of interest to the Senate”; and</i></p>
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*That all subsequent and referential section numbers in the Rules and Procedures of Senate be amended accordingly.*

Approved



**Joint Report of the Admission and Awards and Curriculum Committees**

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

**REVISED BACHELOR OF MEDIA STUDIES**

*See Appendix B: BMS Revisions*

Peter Arthur Bryce Traister	}	<i>That Senate approve and recommend to the Board of Governors for approval the removal of the reference to the suspension of admission to the Bachelor of Media Studies for 2019 Winter, the revised admission requirements, program overview, academic regulations, degree requirements and related new courses for the Bachelor of Media Studies, as brought forward from the Faculty of Creative and Critical Studies.</i>
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Dean Traister thanked the Senate committees involved for their quick review of the revisions to the program.

Approved

**Nominating Committee**

The Chair of the Senate Nominating Committee, Dr Jannik Einenaar, presented.

**PRESIDENT'S ADVISORY COMMITTEE FOR THE EXTENSION OF THE APPOINTMENT OF THE VICE-PRINCIPAL (RESEARCH AND INNOVATION)**

Jannik Eikenaar Peter Arthur	}	<i>That Dr Francisco Pena be appointed to the President's Advisory Committee for the Consideration of the Extension of Appointment of the Vice-Principal (Research and Innovation) (UBC Okanagan).</i>
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Approved

**COMMITTEE ADJUSTMENTS**

Jannik Eikenaar Sean Lawrence	}	<i>That Dr Gino DiLabio, Dr Claire Yen, and Dr Jennifer Gustar be appointed to the Senate Academic Policy Committee until 31 August 2020</i>
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*and thereafter until replaced Dr Barbara Rutherford and fill two vacancies; and That Dr Barbara Rutherford and Dr Karen Ragoonaden be appointed to the Senate Learning & Research Committee until 31 August 2020 and thereafter until replaced, to replace Dr Jon Corbett and Dr Jason Loepky.*

Approved

## **TRIENNIAL REVIEW**

Dr Eikenar noted that Rule 22(f) of the *Rules and Procedures of Senate* directs that “The terms of reference of Senate committees shall be reviewed by the Nominating Committee during the third year of each Senate.” And that traditionally, the membership and rules of the Senate are also reviewed concurrently, in concert with the Senate Agenda Committee. He informed Senate that as in past years, the Nominating Committee will issue both a broad call for feedback and suggestions, as well as specific calls to senate committees. A notice soliciting comments will also be placed on the Senate website. Suggestions regarding Senate committees that do not arise from those committee will be sent to the committee in question for their comments prior to any recommendations being made to Senate. He thanked in advance those who provide comments and suggestions throughout this process.

## **Other Business**

### **NOTICE OF MOTION**

Senator Traister gave the following notice of motion:

*That the Senate Curriculum Guideline of the Okanagan Academic Senate be amended to remove the requirement that a “detailed weekly schedule with topics to be covered” be presented for Category One and Category Two considerations of course proposals by the Academic Senate Curriculum Committee.*

## **Adjournment**

Seeing no other business, the meeting was adjourned at 4:31 p.m.



## **Appendix A: Awards Report**

### **NEW AWARDS:**

#### **Southern Interior Development Initiative Trust Bursary**

Bursaries of \$2,000 each have been made available annually through a gift from Southern Interior Development Initiative Trust to domestic undergraduate students at the University of British Columbia, Okanagan campus. Bursaries will be given to students who have graduated from a British Columbia secondary school in the following school districts in the Southern Interior: 5, 6, 8, 10, 19, 20, 23, 51, 53, 58, 67, 73 or 83. The bursaries will be adjudicated by Enrolment Services. (First awards available for the 2019/20 Winter Session)

#### **Transoft Solutions Inc Bursary in Civil Engineering**

Two bursaries of \$2,000 each have been made available annually through a gift from Transoft Solutions Inc. to third- or fourth-year female domestic students in the civil engineering program in the School of Engineering in the Faculty of Applied Science at the University of British Columbia, Okanagan campus. The bursaries will be adjudicated by Enrolment Services. (First awards available for the 2019/20 Winter Session)

#### **The Josef Zagrodney Prize**

A \$1,000 prize has been made available annually through a gift from family and friends to a graduating student majoring in philosophy in the Irving K. Barber School of Arts and Sciences at the University of British Columbia, Okanagan campus. The prize will be given to the student with the highest cumulative average in philosophy courses required for graduation. The prize will be adjudicated by the Irving K. Barber School of Arts and Sciences. (First award available for the 2019/20 Winter Session)

#### **UBC Okanagan Heat Women's Cross Country Award**

One or more awards, which may range from a minimum value of \$500 each to the maximum allowable under athletic association regulations, are offered to outstanding members of the women's cross country team in any year of study. Awards are made on the recommendation of the Athletics and Recreation Department at The University of British Columbia, Okanagan campus to outstanding students who have demonstrated excellent leadership skills and maintained good academic standing. (First award available for the 2019/20 Winter Session)

#### **UBC Okanagan Heat Men's Cross Country Award**

One or more awards, which may range from a minimum value of \$500 each to the maximum allowable under athletic association regulations, are offered to outstanding members of the men's cross country team in any year of study. Awards are made on the recommendation of the Athletics and Recreation Department at The University of British Columbia, Okanagan campus to outstanding students who have demonstrated excellent leadership skills and maintained good academic standing. (First award available for the 2019/20 Winter Session)



### **UBC Okanagan Heat Women's Golf Award**

One or more awards, which may range from a minimum value of \$500 each to the maximum allowable under athletic association regulations, are offered to outstanding members of the women's golf team in any year of study. Awards are made on the recommendation of the Athletics and Recreation Department at The University of British Columbia, Okanagan campus to outstanding students who have demonstrated excellent leadership skills and maintained good academic standing. (First award available for the 2019/20 Winter Session)

### **UBC Okanagan Heat Men's Golf Award**

One or more awards, which may range from a minimum value of \$500 each to the maximum allowable under athletic association regulations, are offered to outstanding members of the men's golf team in any year of study. Awards are made on the recommendation of the Athletics and Recreation Department at The University of British Columbia, Okanagan campus to outstanding students who have demonstrated excellent leadership skills and maintained good academic standing. (First award available for the 2019/20 Winter Session)

### **Lashley & Mary Haggman Memory Research Award**

Awards totaling \$6,500 have been made available through an endowment established by the Estate of Lashley and Mary Haggman to assist faculty members and graduate students, in either the Faculty of Health and Social Development or the departments of computer science and psychology in the Irving K. Barber School of Arts and Sciences at the University of British Columbia, Okanagan campus, in conducting research on memory or memory-related issues. The awards will be adjudicated by the Office of Research Services. (First awards available for the 2019/20 Winter Session)

### **REVISED AWARDS:**

#### **Existing Award Title: UBC Okanagan **Indigenous** Aboriginal Entrance Award**

Existing description:

Two entrance awards of \$20,000 each (payable at \$5,000 per year) **have been made available through an endowment** are offered to **for** two first-year **Indigenous** Aboriginal students at the University of British Columbia, Okanagan campus. The awards will be given to students who have demonstrated significant financial need, an exceptional work ethic, as well as academic strength. Subject to the recipient continuing to maintain his or her academic standing, the award will be renewable for the second, third, and fourth



years of study. The awards are made on the recommendation of the adjudication committee.

**Amended Award Title: UBC Okanagan Indigenous Entrance Award**

Amended Description:

Two entrance awards of \$20,000 each (payable at \$5,000 per year) have been made available through an endowment for two first-year Indigenous students at the University of British Columbia, Okanagan campus. The awards will be given to students who have demonstrated significant financial need, an exceptional work ethic, as well as academic strength. Subject to the recipient continuing to maintain his or her academic standing, the award will be renewable for the second, third, and fourth years of study. The awards are made on the recommendation of the adjudication committee.



## **Appendix B: BMS Revisions**

### **FROM THE FACULTY OF CREATIVE AND CRITICAL STUDIES**

Bachelor of Media Studies Admission Requirements  
Bachelor of Media Studies Program Requirements for Canadian Secondary School Applicants  
Bachelor of Media Studies Program Overview  
Bachelor of Media Studies Academic Regulations  
Bachelor of Media Studies Degree Requirements  
DIHU 220 (3) Research with Media in the Humanities  
MDST 110 (3) Introduction to Computational Art and Design I  
MDST 120 (3) Introduction to Computational Art and Design II  
MDST 210 (3) Creative Coding  
MDST 220 (3) Research with Media in the Humanities  
MDST 311 (3) Computational Poetics



07 October 2019

To: Okanagan Senate

From: Okanagan Senate Academic Policy Committee

Re: The Division of the Faculty of Arts and Sciences (also known as the Irving K. Barber School of Arts and Sciences) into a Faculty of Science and a Faculty of Arts and Social Sciences

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### **Background and Rationale:**

The search for a new Dean of the Faculty of Arts and Sciences launched in October 2018. In the context of that search the question was raised as to whether the time had come to consider an alternative structure for the Arts and Sciences on the Okanagan Campus. Over the course of the 2018-2019 academic year explorations and discussions about the possibility of dividing the Faculty of Arts and Sciences (also known as the Irving K. Barber School of Arts and Sciences) were undertaken in the Faculty. Much like the case of the Vancouver Campus, where the Faculty of Arts and Sciences divided into two in 1963, the size and success of the Faculty had reached a point where the possibility of dividing mandated serious contemplation.

Although the Faculty of Arts and Sciences had accomplished much since its inception in 2005; and although all of its faculty members and departments share a common commitment to excellence in teaching and scholarship, the members of the faculty had come to understand that the Sciences differ from the Arts and Social Sciences in fundamental ways. These include not only epistemologies, methodologies, and pedagogies, but also space and scheduling requirements. Moreover, the expectations of faculty members and students are also different.

The question was raised as to whether the model two autonomous faculties would be a preferable model. Some of the potential benefits of a two-faculty model are as follows:

- A more nimble structure;
- Disciplinary knowledge among Deans and Associate Deans that better reflects the activities within their purview;
- A more defined strategic focus for the smaller faculties;
- Further opportunity for growth; and,
- Representation at Senate and Dean's Council.



While the implications for interdisciplinary collaborations were discussed, the separation of departments into two faculties was not necessarily seen as an impediment to such activities.

The Faculty of Arts and Sciences Faculty Council met on April 18<sup>th</sup> to discuss the implications of the potential division. The Council approved motions similar to those presented below on May 17, 2019. In the context of the Faculty Council vote, the names suggested for the new faculties were tentative, conditional on the approval of Senate and Board. The outcome of the vote was decisive: 59.7% of faculty members voted in favour of the motion, 36.8% opposed the motion, and 3.5% abstained, with 81.8% of the faculty casting votes.

The following parties were consulted on the attached proposal between September 12<sup>th</sup> and 25<sup>th</sup>, 2019:

- Deans of the Faculties
- Dean of the College of Graduate Studies
- Office of the Provost
- Enrolment Services
- UBCSUO
- AVP Students

Responses were received from the Deans of Creative and Critical Studies and Graduate Studies, and further suggestions for the composition of the Curriculum Committees of the new faculty councils were submitted by those in departments in the Faculty of Arts and Sciences. We have made edits to the attached documents as a result.

We are grateful for the support of the campus community as we move forward with this proposal to divide into two faculties that will provide better opportunities for the future scholarship in the Sciences and the Arts and Social Sciences here on the Okanagan Campus. As such we have developed Terms of Reference for the Faculty Councils of the two new faculties, and these are attached for your review. The Terms of Reference appended for approval mirror one another and are largely adapted from those that guided the Faculty Council of the Faculty of Arts and Sciences. It is expected that the first item of business of the two new Faculty Councils will be to review these documents and forward any necessary revisions to the Senate for its consideration.

**Motion:**

Therefore, we recommend the following:

*“That Senate approve and recommend to the Board of Governors the following, effective 1 July 2020:*

- *That the Faculty of Arts and Sciences be divided into two newly established autonomous Faculties: one named the Faculty of Science and one named the Faculty of Arts and Social Sciences;*





- *That the Departments of Biology; Chemistry; Computer Science, Mathematics, Physics and Statistics; and Earth, Environmental and Geographic Sciences and their associated Faculty appointments and courses be within the new Faculty of Science upon its establishment;*
- *That the Departments of Community, Culture and Global Studies; Economics, Philosophy and Political Science; History and Sociology; and Psychology and their associated Faculty appointments and courses be within the new Faculty of Arts and Social Sciences upon its establishment; and,*
- *That the degree programs currently administered and/or awarded by the Faculty of Arts and Sciences be distributed among the two autonomous Faculties of Science and of Arts and Social Sciences as set out in the schedule set out in Appendix A, attached;*

*And, that Senate approve the following, effective 1 July 2020:*

- *The initial Terms of Reference for the Faculty Council of the Faculty of Science be approved as set out in Appendix B, attached; and,*
- *The initial Terms of Reference for the Faculty Council of the Faculty of Arts and Social Sciences be approved as set out in Appendix C, attached.*

We acknowledge that consequential amendments to the Academic Calendar, to award descriptions that mention the Faculty of Arts and Sciences and/or the Barber School, and the composition of Senate will need to be made as a result of the approval of this proposal to reflect the establishment of the two new autonomous faculties. The Senate Secretariat assures us that these will be handled by the Senate Curriculum, Admissions and Awards, and Nominating Committees respectively in the coming months.

Respectfully submitted,

Dr. Jan Cioe, Chair

Senate Academic Policy Committee



## **APPENDIX A: Proposed Distribution of Degree Programs among two autonomous Faculties of Arts and Social Science and Science**

### **Faculty of Arts and Social Sciences**

#### Bachelor of Arts

- Anthropology
- Computer Science
- Economics
- Gender and Women's Studies
- General Studies
- Geography
- History
- Indigenous Studies
- Mathematics
- Philosophy
- Philosophy, Politics, and Economics (PPE)
- Political Science
- Psychology
- Sociology

#### Bachelor of Media Studies\*

#### Master of Arts

- Interdisciplinary Studies
- IGS – Individualized\*\*
- IGS in Community Engagement, Social Change, and Equity\*\*
- IGS in Digital Arts and Humanities\*\*
- IGS in Global Studies\*\*
- IGS in Power, Conflict and Ideas\*\*
- IGS in Sustainability\*\*
- IGS in Urban Rural and Regional Dynamics\*\*
- Psychology

#### PhD

- Interdisciplinary Studies
- IGS – Individualized\*\*
- IGS in Community Engagement, Social



### Change, and Equity\*\*

- IGS in Digital Arts and Humanities\*\*
- IGS in Global Studies\*\*
- IGS in Power, Conflict and Ideas\*\*
- IGS in Sustainability\*\*
- IGS in Urban Rural and Regional Dynamics\*\*
- Psychology

## Faculty of Science

### Bachelor of Science

- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Computer Science
- Data Science
- Earth and Environmental Sciences
- Ecology and Evolutionary Biology
- Economics
- Environmental Chemistry
- Freshwater Science
- General Studies
- Mathematical Science
- Mathematics
- Microbiology
- Physics
- Physics and Mathematics
- Psychology
- Statistics
- Zoology

### Master of Data Science

### Master of Science

- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Interdisciplinary Studies
- IGS – Individualized\*\*



- IGS in Sustainability\*\*
- IGS in Urban Rural and Regional Dynamics\*\*
- Mathematics
- Medical Physics

#### PhD

- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Earth and Environmental Sciences
- Interdisciplinary Studies
- IGS – Individualized\*\*
- IGS in Sustainability\*\*
- IGS in Urban Rural and Regional Dynamics\*\*
- Mathematics
- Medical Physics

\* A proposal is in process that will move the Bachelor of Media Studies into Faculty of Creative and Critical Studies for the whole of that program's academic governance and administration. The Academic Calendar will be updated once that proposal is fully approved.

\*\* The IGS graduated programs are of an interdisciplinary nature and do not necessary fall within the auspices of a particular faculty or department.

## **APPENDIX B: FACULTY OF SCIENCE FACULTY COUNCIL – TERMS OF REFERENCE**

### **Preamble**

As per [\*Senate Policy O-2: Faculty Councils\*](#) the Faculty of Science Faculty Council is hereby established as “a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the Okanagan Senate.” The Council derives its mandate from Part 8 of the *University Act*. These Terms of Reference were approved by the Okanagan Senate on October 24<sup>th</sup>, 2019 (anticipated).

### **COMPOSITION, RULES AND PROCEDURES, AND STANDING COMMITTEES**

#### **1. Composition**

Per relevant sections of Senate Policy O-2, the composition and procedures of the Faculty of Science Council are as follows:

- i. Members
  - a) The Dean of the Faculty, who shall serve as the Chair of the Faculty Council
  - b) The President or his/her nominee
  - c) The Dean of the College of Graduate Studies
  - d) The Chief Librarian or his/her nominee
  - e) The Registrar or his/her nominee (non-voting)
  - f) All professors, associate professors, assistant professors, professors of teaching, senior instructors, instructors, 12-month lecturers, and continuing sessional lecturers provided for in the budget of the Faculty.
- ii. Student members:
  - a) At least 2 representatives elected by and from the undergraduate student body of the Faculty, with at least one representing years 1 and 2, and at least one representing years 3 and 4.
  - b) 2 graduate student members elected by and from the graduate students taking programs delivered in the Faculty. IGS graduate students are eligible provided that their supervisor is from the Faculty of Science.
- iii. Regular Guests (non-voting)
  - a) All support staff of the Faculty of Science
  - b) All non-continuing sessional lecturers

#### **2. Quorum**

- i. The necessary quorum for transaction of business by the Faculty Council shall be 20% of eligible voting members.
- ii. The quorum for all standing committees shall be 50% of eligible members, unless otherwise indicated in their terms of reference.

#### **3. Procedures for calling regular meetings**

- i. Dates for the regularly scheduled Faculty Council meetings are established each spring following the publication of the Senate meeting calendar and duly noted on the Faculty website. Notification regarding Faculty Council meeting dates shall be sent out early in the academic year.
- ii. At least four regular meetings will be held each year, two in term 1 and two in term 2.
- iii. A call for agenda items will go out, via email, no later than 15 business days prior to the regularly scheduled meeting.
- iv. Agenda items must be received at least 10 business days before the meeting and shall be accompanied, where appropriate and applicable, by relevant background material, as well as notice and proposed text of any motion(s).
- v. Normally, Faculty Council members will be provided with the agenda and materials five business days in advance of the regularly scheduled meeting. Notification is by global email. Agenda and meeting materials will also be placed on the Faculty's secure website.
- vi. The Dean will provide an explanation for the exclusion of any agenda items submitted by Council members.
- vii. Approved minutes will be posted on the Faculty's website.

#### **4. Procedures for calling special meetings**

- i. Special meetings may be called only when the purpose conforms to the duties and mandate of the Faculty Council, and,
  - a) at the request of the Dean; or,
  - b) if 25% of voting members present a written request to the Dean.
- ii. The Dean shall fix the date of the special meeting.
- iii. In cases where the Dean initiates the special meeting, members will be notified via email, at least 10 business days prior to the date of the meeting. Where the meeting is by written request of members, per Section 4a(ii) above, the meeting date shall not be more than 15 business days after the receipt of that request, and members shall be given notice, via email, no later than 10 business days before the meeting.
- iv. A Notice of Special Meeting shall specify the purpose of the meeting. Only the matter or matters specified in the notice concerning the meeting shall be considered at such a special meeting.

#### **5. Standing Committee (s) of the Faculty Council**

##### *A. Curriculum Review Committee*

###### *Mandate:*

- i. Per the process outlined in the Appendix, the Committee will review curriculum proposals and evaluate their fit with Faculty's Strategic Plan, as well as consult, and make recommendations to the Faculty Council and Dean regarding:
  - a) new undergraduate and graduate course proposals and major calendar changes (i.e., Category 1);

- b) major revisions to existing programs and courses (i.e., Category 1);
  - c) new program proposals;
  - d) course outline templates and content; and/or,
  - e) the viability of existing programs.
- ii. Per the process outlined in the Appendix, the Committee may approve, on delegated authority from Faculty Council, minor changes (i.e., Category 2) to course descriptions and prerequisites, or refer them to Faculty Council if it deems it necessary.
  - iii. The Committee will facilitate and coordinate Faculty-wide, inter-faculty, and inter-institutional curriculum and pedagogical initiatives, and make recommendations to Faculty Council and the Dean.
  - iv. The Committee develops, regularly reviews, and make recommendations to Faculty Council regarding course outline templates and content.

*Composition:*

- i. Associate Dean responsible for matters related to undergraduate curricula – Chair (votes only to break a tie)
- ii. Associate Dean responsible for matters related to graduate curricula only when graduate curriculum is being considered (voting)
- iii. Four to eight faculty members, with up to two faculty members from each constituent department as determined by members of each department (voting)
- iv. Only when matters relating to the general degree requirements of the Bachelor of Science or that directly impact the Economics and/or Psychology programs are being considered, the Curriculum Review Committee also includes a representative from each of the Economics and/or Psychology programs as appropriate (voting)
- v. Coordinators of inter-faculty programs in which the Faculty of Arts and Social Sciences is involved (voting)
- vi. Manager - Curriculum and Academic Programs (non-voting Member-Secretary)
- vii. Attendance of a representative from the Senate Secretariat may be requested by the Chair where assistance is required in matters of governance or curriculum (non-voting)

*Length of Term*

Members of the Committee shall serve for a period of 2 years

*Meetings*

Normally, once a month in the Winter Session. The Chair may call meetings at other times when necessary.

**6. Procedure for Faculty approval of graduation**

Lists of candidates for graduation are submitted to the program advisors for approval in October and March. Following review by the program advisors, the Dean and Associate

Deans will give final approval on behalf of the Faculty Council. Lists of candidates so approved for graduation with the undergraduate degrees of the Faculty will be forwarded to Senate.

### **7. Ad hoc committees of the Faculty Council**

Faculty Council may appoint for designated time periods such ad hoc groups (e.g., task forces, work groups, ad hoc committees, sub-committees) as may be necessary.

Should an ad hoc group be formed, the Faculty Council will approve the committee's purpose, membership, and duration of appointment. Such a group will be charged with submitting progress reports to the Faculty Council. If the ad hoc committee needs to continue beyond its initially designated term, the Faculty Council shall be informed and shall be advised of the committee's progress to date and the new designated time period. The Faculty Council shall receive a listing annually of all ad hoc committees.

### **8. Rules for the conduct of in-camera meetings**

An in-camera meeting of Council may be called as a stand-alone meeting for the sole purpose of discussing an urgent matter that requires confidentiality, or a portion of another meeting may be designated as such in order to ensure confidentiality. Stand-alone in-camera meeting may be so designated as part of the process for special meetings in section 4 above, or Faculty Council may decide to designate any portion of a meeting as in-camera following the passing of a motion to do so. Subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, agenda items, materials for distribution, and discussions related to in-camera meetings are confidential and shall not be shared with anyone outside the meeting. Non-members of Faculty Council will not be present unless Faculty Council allows them to attend. The decision to record the proceedings of the in-camera session will be decided by the Faculty Council on a case-by-case basis.

### **9. Rules for transaction of Council business**

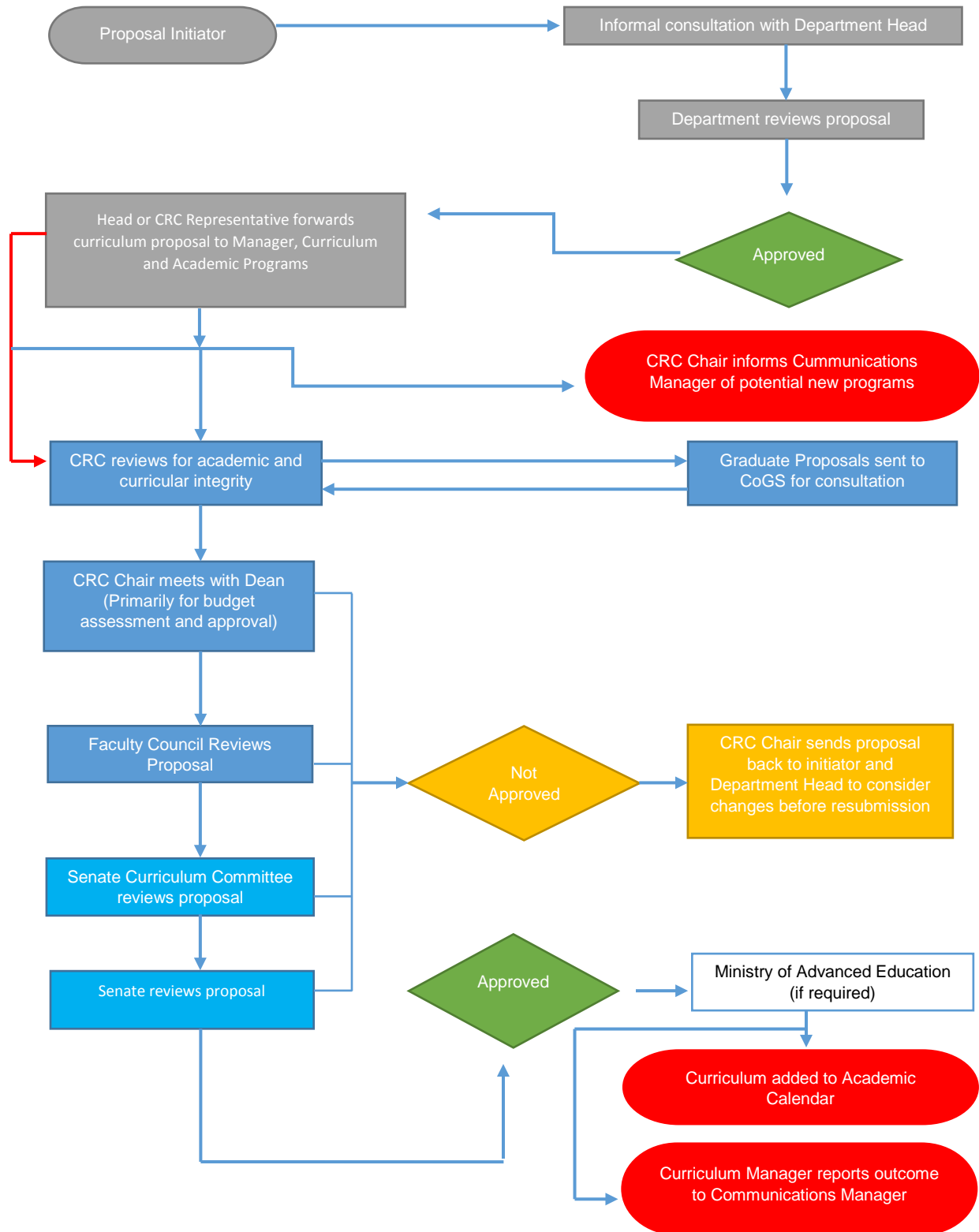
In all matters and transactions of business, the Faculty Council, its standing committees and ad hoc committees shall be governed by the *Robert's Rules of Order Newly Revised*.

### **10. Review of the Faculty Council's Terms of Reference**

These terms of reference shall be reviewed within five years of the date of from their approval at Senate.



Appendix: Faculty of Science Curriculum Proposal and Approval Flowchart



## **APPENDIX C: FACULTY OF ARTS AND SOCIAL SCIENCES FACULTY COUNCIL – TERMS OF REFERENCE**

### **Preamble**

As per [\*Senate Policy O-2: Faculty Councils\*](#) the Faculty of Arts and Social Sciences Council is hereby established as “a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the Okanagan Senate.” The Council derives its mandate from Part 8 of the *University Act*. These Terms of Reference were approved by the Okanagan Senate on October 24<sup>th</sup>, 2019 (anticipated).

### **COMPOSITION, RULES AND PROCEDURES, AND STANDING COMMITTEES**

#### **1. Composition**

Per relevant sections of Senate Policy O-2, the composition and procedures of the Faculty of Arts and Social Sciences Council are as follows:

- i. Members
  - a) The Dean of the Faculty, who shall serve as the chair of the Faculty Council
  - b) The President or his/her nominee
  - c) The Dean of the College of Graduate Studies
  - d) The Chief Librarian or his/her nominee
  - e) The Registrar or his/her nominee (non-voting)
  - f) All professors, associate professors, assistant professors, professors of teaching, senior instructors, instructors, 12-month lecturers, and continuing sessional lecturers provided for in the budget of the Faculty.
- ii. Student members:
  - a) At least 2 representatives elected by and from the undergraduate student body of the Faculty, with at least one representing years 1 and 2, and at least one representing years 3 and 4.
  - b) 2 graduate student members elected by and from the graduate students taking programs delivered in the Faculty. IGS graduate students are eligible provided that their supervisor is from the Faculty of Arts and Social Sciences.
- iii. Regular Guests (non-voting)
  - a) All support staff of the Faculty of Arts and Social Sciences
  - b) All non-continuing sessional lecturers

#### **2. Quorum**

- i. The necessary quorum for transaction of business by the Faculty Council shall be 20% of eligible voting members.
- ii. The quorum for all standing committees shall be 50% of eligible members, unless otherwise indicated in their terms of reference.

#### **3. Procedures for calling regular meetings**

- i. Dates for the regularly scheduled Faculty Council meetings are established each spring following the publication of the Senate meeting calendar and duly noted on the Faculty website. Notification regarding Faculty Council meeting dates shall be sent out early in the academic year.
- ii. At least four regular meetings will be held each year, two in term 1 and two in term 2.
- iii. A call for agenda items will go out, via email, no later than 15 business days prior to the regularly scheduled meeting.
- iv. Agenda items must be received at least 10 business days before the meeting and shall be accompanied, where appropriate and applicable, by relevant background material, as well as notice and proposed text of any motion(s).
- v. Normally, Faculty Council members will be provided with the agenda and materials five business days in advance of the regularly scheduled meeting. Notification is by global email. Agenda and meeting materials will also be placed on the Faculty's secure website.
- vi. The Dean will provide an explanation for the exclusion of any agenda items submitted by Council members.
- vii. Approved minutes will be posted on the Faculty's website.

#### **4. Procedures for calling special meetings**

- i. Special meetings may be called only when the purpose conforms to the duties and mandate of the Faculty Council, and
  - a) at the request of the Dean; or
  - b) if 25% of voting members present a written request to the Dean.
- ii. The Dean shall fix the date of the special meeting.
- iii. In cases where the Dean initiates the special meeting, members will be notified via email, at least 10 business days prior to the date of the meeting. Where the meeting is by written request of members, per Section 4a(ii) above, the meeting date shall not be more than 15 business days after the receipt of that request, and members shall be given notice, via email, no later than 10 business days before the meeting.
- iv. A Notice of Special Meeting shall specify the purpose of the meeting. Only the matter or matters specified in the notice concerning the meeting shall be considered at such a special meeting.

#### **5. Standing Committee (s) of the Faculty Council**

##### *A. Curriculum Review Committee*

###### *Mandate:*

- i. Per the process outlined in the Appendix, the Committee will review curriculum proposals and evaluate their fit with Faculty's Strategic Plan, as well as consult, and make recommendations to the Faculty Council and Dean regarding:
  - a) new undergraduate and graduate course proposals and major calendar changes (i.e., Category 1);

- b) major revisions to existing programs and courses (i.e., Category 1);
  - c) new program proposals;
  - d) course outline templates and content; and/or,
  - e) the viability of existing programs.
- ii. Per the process outlined in the Appendix, the Committee may approve, on delegated authority from Faculty Council, minor changes (i.e., Category 2) to course descriptions and prerequisites, or refer them to Faculty Council if it deems it necessary.
  - iii. The Committee will facilitate and coordinate Faculty-wide, inter-faculty, and inter-institutional curriculum and pedagogical initiatives, and make recommendations to Faculty Council and the Dean.
  - iv. The Committee develops, regularly reviews, and make recommendations to Faculty Council regarding course outline templates and content.

*Composition:*

- i. Associate Dean responsible for matters related to undergraduate curricula – Chair (votes only to break a tie)
- ii. Associate Dean responsible for matters related to graduate curricula only when graduate curriculum is being considered (voting)
- iii. Four to eight faculty members, with up to two faculty members from each constituent department as determined by members of each department (voting)
- iv. Only when matters relating to the general degree requirements of the Bachelor of Arts or issues directly impacting Computer Science and/or Mathematics programs are being considered, the Curriculum Review Committee also includes a representative from each of the Computer Science and/or Mathematics programs as appropriate (voting)
- v. Coordinators of inter-faculty programs in which the Faculty of Arts and Social Sciences is involved (voting)
- vi. Manager - Curriculum and Academic Programs (non-voting Member-Secretary)
- vii. Attendance of a representative from the Senate Secretariat may be requested by the Chair where assistance is required in matters of governance or curriculum (non-voting)

*Length of Term*

Members of the Committee shall serve for a period of 2 years

*Meetings*

Normally, once a month in the Winter Session. The Chair may call meetings at other times when necessary.

**6. Procedure for Faculty approval of graduation**

Lists of candidates for graduation are submitted to the program advisors for approval in October and March. Following review by the program advisors, the Dean and Associate Deans will give final approval on behalf of the Faculty Council. Lists of candidates so approved for graduation with the undergraduate degrees of the Faculty will be forwarded to Senate and to the Board of Governors.

### **7. Ad hoc committees of the Faculty Council**

Faculty Council may appoint for designated time periods such ad hoc groups (e.g., task forces, work groups, ad hoc committees, sub-committees) as may be necessary.

Should an ad hoc group be formed, the Faculty Council will approve the committee's purpose, membership, and duration of appointment. Such a group will be charged with submitting progress reports to the Faculty Council. If the ad hoc committee needs to continue beyond its initially designated term, the Faculty Council shall be informed and shall be advised of the committee's progress to date and the new designated time period. The Faculty Council shall receive a listing annually of all ad hoc committees.

### **8. Rules for the conduct of in-camera meetings**

An in-camera meeting of Council may be called as a stand-alone meeting for the sole purpose of discussing an urgent matter that requires confidentiality, or a portion of another meeting may be designated as such in order to ensure confidentiality. Stand-alone in-camera meeting may be so designated as part of the process for special meetings in section 4 above, or Faculty Council may decide to designate any portion of a meeting as in-camera following the passing of a motion to do so. Subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, agenda items, materials for distribution, and discussions related to in-camera meetings are confidential and shall not be shared with anyone outside the meeting. Non-members of Faculty Council will not be present unless Faculty Council allows them to attend. The decision to record the proceedings of the in-camera session will be decided by the Faculty Council on a case-by-case basis.

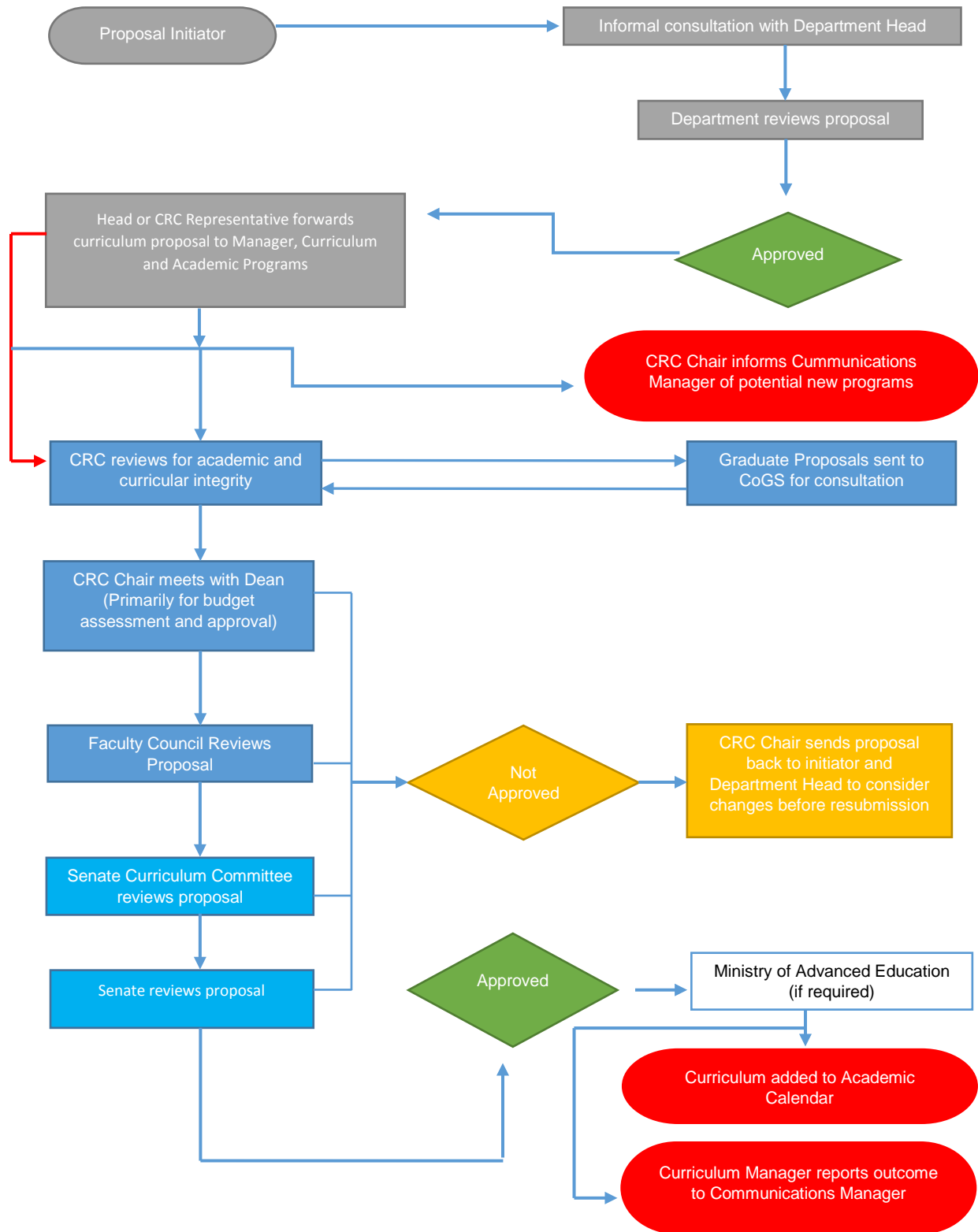
### **9. Rules for transaction of Council business**

In all matters and transactions of business, the Faculty Council, its standing committees and ad hoc committees shall be governed by the *Robert's Rules of Order Newly Revised*.

### **10. Review of the Faculty Council's Terms of Reference**

These terms of reference shall be reviewed within five years from their approval at Senate

Appendix: Faculty of Arts and Social Sciences Curriculum Proposal and Approval Flowchart





11 October 2019

To: Okanagan Senate

From: Senate Academic Policy Committee

Re: Revisions to the Faculty Council Terms of Reference for the Faculty of Creative and Critical Studies.

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The Committee has reviewed the revised Terms of Reference for the Faculty Council for the Faculty of Creative and Critical Studies and approves of the revisions therein.

The Committee therefore, recommends the following to Senate:

**Motion:** *“That Senate approve revisions to the Terms of Reference for the Faculty Council of the Faculty of Creative and Critical Studies as set out in the attached document.”*

Respectfully submitted,

Dr. Jan Cioe, Chair

Senate Academic Policy Committee



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Approved by UBC Okanagan Senate October 24, 2019 (anticipated)

## COMPOSITION, PROCEDURES, AND STANDING COMMITTEES OF THE FACULTY OF CREATIVE AND CRITICAL STUDIES COUNCIL

### Preamble:

As per Senate Policy O-2 (Faculty Councils) the Faculty of Creative and Critical Studies (FCCS) Council is hereby established as “a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the Okanagan Senate.” The Council derives its mandate from Section 40 of the University Act, which states as follows:

A Faculty has the following powers and duties:

- (a) *to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;*
- (b) *to provide for student representation in the meetings and proceedings of the faculty;*
- (c) *subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business.*
- (d) *to determine, subject to the approval of the senate, the courses of instruction for the faculty;*
- (e) *subject to an order of the president to the contrary, to prohibit lecturing and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited;*
- (f) *subject to the approval of the senate, to appoint for examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;*
- (g) *to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;*
- (h) *generally, to deal with all matters assigned to it by the board or the senate.*

The FCCS Council recognizes its advisory role in relation to the President, as stated in Section 42 of the University Act.

### Composition, Procedures, and Standing Committees of Faculty Council

Per relevant sections of Senate Policy O-2, the composition and procedures of the FCCS Council are as follows:

#### 1. Faculty Council composition:

- Dean of FCCS (Chair)
- The President (or his/her nominee)
- The Dean of the College of Graduate Studies
- The Chief Librarian
- Members of the FCCS Executive Committee



- Full Professors
- Associate Professors
- Assistant Professors
- Professors of Teaching
- Senior Instructors
- Instructors ~~Is~~
- ~~Instructor IIs~~
- ~~12-month~~ Lecturers
- Continuing Sessional Lecturers
- Student members: one undergraduate student ~~per undergraduate year level~~; one MFA graduate student; one MA or PhD student
- The Registrar
- Two members of FCCS support staff

## 2. Necessary quorum of the Faculty Council:

- The necessary quorum for transaction of business by the *Faculty Council* shall be 20 members.

## 3. Procedures for calling regular and special meetings, including notification of members:

- All members of the *Faculty Council* shall be called to attend a minimum of one regular meeting per term of the Winter Session.
- All calls to attend regular and special meetings shall be sent via emails. Notification for *Faculty Council* meetings shall be sent out early in the academic year.

## 4. Voting Procedures

- Voting normally takes the form of show of hands;
- Council may elect from time to time to record votes by secret ballot, or by electronic ballot;
- Where Council elects to record vote by electronic ballot, a clearly worded ballot shall be made available to voting members for a period of no less than week prior to the opening of electronic balloting
- Tabulation of electronic balloting will be conducted by two members of staff

## ~~54.~~ Standing Committees of the Faculty Council:

### ~~a) Curriculum Committee~~

#### ~~Mandate:~~

~~Review and make recommendations regarding new course proposals and calendar changes~~  
~~Review and make recommendations regarding major program revisions~~  
~~Review and make recommendations regarding new programs~~

#### ~~Composition:~~

~~Associate Dean (Undergraduate Studies) (voting)~~  
~~Associate Dean (Research and Graduate Studies) (voting)~~  
~~5 faculty members elected by Faculty Council from among faculty members (voting)~~

~~Chair elected by committee members~~

~~Meetings: As necessary during the Winter term.~~

~~Length of Term: 2 years~~

***ab) Executive Committee***

- Mandate:
  - Deliberate, and advise the Dean, on all matters relating to the Faculty as may be appropriate
  - Serve as a forum for information sharing
  - Consider and make decisions on policies and plans developed by Faculty committees
  - Bring policies to Faculty Council and other appropriate bodies for decisions
  - Establish Faculty priorities, including program development and hiring
  - Facilitate development and implementation of the Faculty's Strategic and Business Plans
  - Advise the Dean on all matters pertaining to the administration of the Faculty
  - Execute decisions of Faculty Council
  - Serve as the Striking/Nominating Committee for Faculty-level ad hoc committees as appropriate
  - Serve as Agenda Committee of Faculty Council
  - Receive, through the Chair, reports to Council from all appropriate Standing and ad hoc committees. The Executive Committee shall not change recommendations from any standing committee if they flow from assignments specifically authorized by Council, but may send recommendations back to a committee for reconsideration prior to submission to Council
  - Approve graduation lists
  - Approve minor curriculum changes (i.e., Category 2 changes), on the recommendation of the Faculty Curriculum Committee, and inform Council accordingly. It shall pass on recommendations for major curriculum changes (i.e., Category 1 changes) to Council for approval
  - Receive nominations for, and adjudicate, FCCS Service Excellence award
  - Any other powers and duties as may be delegated to it by Council, including authorization to act on behalf of Council between the last meeting of Council in Winter Term 2 and the first meeting of Council in Winter Term 1
  - The Committee will have authority to act on behalf of Council in the following situations:
    - In the event that quorum cannot be established at a Council meeting, and the Dean deems it necessary that a decision be made on particular agenda items. Council shall, soon thereafter be informed of such decisions before their implementation.  
Any member of Council who disagrees with the decision may provide written notice of his or her disagreement to the Dean and, if he or she wishes, may submit a request to the Dean for a special meeting of Council to reconsider the decision. Any disagreements or requests for meetings shall be submitted within 7 days of notification of the Executive Committee's

- decision. Requests for special meetings in these circumstances must be supported by more than 50% of Council members for them to be granted.
- Where, in the Dean's judgment, an emergency meeting of Council is not warranted but waiting for a regularly scheduled meeting of Council will constrain the Faculty's ability to take advantage of opportunities or address issues promptly. Any actions taken shall be reported to Council at its next meeting.
  - Composition:
    - Chair: Dean
    - Associate Dean (Undergraduate Studies)
    - Associate Dean (Research and Graduate Studies)
    - Department Heads
    - Faculty Administrator
    - Faculty Finance Manager
    - Faculty Development Officer (non-voting)
    - Faculty Communications and Marketing Assistant (non-voting)
    - Dean's Assistant (Recording Secretary)

*Meetings:* Twice a month during Winter Terms 1 and 2. The Chair may call additional meetings when necessary.

### c) Graduate ~~Admissions and~~ Scholarships Committee

- Mandate:
  - Receive recommendations from departmental admissions committees and approve admissions lists, taking into account the need for fair representation of students across programs, resources, our commitment to both disciplinarily and interdisciplinary, and the Faculty's strategic plans.
  - Evaluate all applications for admission into masters and doctoral programs and make recommendations to the College of Graduate Studies.
  - Make recommendations to the Dean of FCCS and the Dean of COGS, as appropriate, on scholarships and awards, and on the allocation of graduate student funding across the Faculty.
  - Develop policies related to graduate student admissions and funding.
- Composition:
  - Chair: Associate Dean (Research & Graduate Studies) [ex-officio], (votes only to break a tie.)
  - 3 graduate coordinators [ex-officio] (voting)
  - 5 faculty members\* representing various program areas in the Faculty, elected by Faculty Council - voting. Normally, no more than one person shall be from a particular program, and ~~both~~ all departments shall be represented.
  - Assistant to the Associate Dean (Research and Graduate Studies) - Recording Secretary (non-voting)
  - ~~Heads of the departments (ex officio)~~

\*All elected members must be members of the College of Graduate Studies and normally no program shall have more than one representative. Disciplinary diversity is encouraged.

***Meetings:***

- ~~October: Assessment of Doctoral SSHRC applications~~
- ~~January: Assessment of Masters SSHRC applications~~
- ~~February/March: admissions and scholarships decisions~~
- ~~April UGF~~

***Length of Term: 2 years***

***d) Graduate Programs Planning Committee***

- Mandate:
  - To advise Associate Dean (Research and Graduate Studies) and Executive Committee, and to develop policies regarding graduate programs, including
    - Strategic Planning and enrolment management (including recruitment and communication strategies)
    - Curriculum design and development
    - ~~Disciplinary and interdisciplinary course and program initiatives~~
    - Provide cCourse assignments and scheduling advice to Department Heads
    - Admissions and Funding
    - Assignment of Supervisors
    - Enhancing the Student Experience (including student monitoring, evaluation, and success)
    - ~~Development of teaching clusters within and across programs~~
    - Course outline templates and content
    - Extra-curricular Student Engagement
- Composition:
 

Chair: Associate Dean (Research & Graduate Studies), Chair (votes only to break a tie)

  - ~~2 Department~~ Heads of Department [ex-officio] (voting)
  - Graduate Coordinators (voting)
  - 4 faculty members elected by Faculty Council (voting)\*
  - 1 graduate student (voting)
  - Assistant to the Associate Dean (Research and Graduate Studies) - Recording Secretary (non-voting)

\*All elected members must be members of the College of Graduate Studies (see: <http://www.senate.ubc.ca/vancouver/policies.cfm?ID=3>) and normally no program shall have more than one representative. Disciplinary diversity is encouraged.

***Meetings:*** Once a month during the Winter Term. The Chair may call additional meetings when necessary

***Length of term:*** 2 years

e) *Research and Scholarship Policy and Development Awards Committee*

- Mandate: Develop a strategic plan that enhances the Faculty's productivity and profile in its areas of scholarly strength. This mandate requires that the committee:
  - Identify the Faculty's established and emerging areas of scholarly strength.
  - Develop policies and initiatives that support graduate and undergraduate student research and related training.
  - Develop policies that support development of large-scale collaborative grant initiatives.
  - Coordinate and monitor the implementation of such initiatives.
  - Evaluate and make recommendations regarding proposals for the establishment of research units (e.g. Centers) and monitor the operations of existing units.
  - Evaluate applications for faculty conference-/exhibition-/performance-related travel and allocate funds.
  - Evaluate applications for funds in support of conferences, workshops, and symposia organized under the leadership of an FCCS faculty member at UBC (Okanagan Campus) and allocate funds.
  - Develop policies and initiatives regarding Post-Doctoral fellowships, evaluate PDF applications, and make recommendations to the Associate Dean (Research and Graduate Studies).
  - Develop policies and initiatives regarding Visiting Scholars, evaluate Visiting Scholar applications and make recommendations to the Associate Dean (Research and Graduate Studies).
  - Receive, consider and recommend candidates for Honorary Degrees annually.
  - Explore and make recommendations to support the establishment of Chairs, professorships and similar positions, evaluate related applications, and make recommendations to the Associate Dean (Research and Graduate Studies).
  - Develop and implement initiatives that publicize and share faculty and student research and scholarly activities.

- ~~Identify the Faculty's established and emerging areas of scholarly strength~~
- ~~Develop policies and initiatives that support graduate and undergraduate student research and related training~~
- ~~Develop policies that support development of large-scale collaborative grant initiatives~~
- ~~Coordinate and monitor the implementation of such initiatives~~
- ~~Evaluate and make recommendations regarding proposals for the establishment of research units (e.g., Centers) and monitor the operations of existing units~~
- ~~Evaluate applications for faculty conference-/exhibition-/performance-related travel and allocate funds~~

- ~~Evaluate applications for funds in support of conferences, workshops, and symposia organized under the leadership of an FCCS faculty member at UBC (Okanagan Campus) and allocate funds~~
- ~~Develop policies and initiatives regarding Post Doctoral fellowships; evaluate PDF applications, and make recommendations to the Associate Dean (Research and Graduate Studies)~~
- ~~Develop policies and initiatives regarding Visiting Scholars; evaluate Visiting Scholar applications and make recommendations to the Associate Dean (Research and Graduate Studies)~~
- ~~Explore and make recommendations to support the establishment of Chairs, professorships and similar positions; evaluate related applications, and make recommendations to the Associate Dean (Research and Graduate Studies)~~
- ~~Develop and implement initiatives that publicize and share faculty and student research and scholarly activities~~

o Composition:

- Chair: Associate Dean (Research & Graduate Studies)
- 5 tenured or tenure-track Faculty members, elected by Faculty Council (voting)
- 1 student, representing graduate students (voting)
- 1 student, representing undergraduate students (voting)

**Meetings:** Once a month during the Winter Term

**Length of term:** 2 years for faculty members; 1 year for students

***f) Undergraduate Awards and Honorary Degree Committee***

o ~~Mandate:~~

- ~~Evaluate all applications or nominations for undergraduate student awards and prizes offered by the Faculty and make recommendations to the Dean~~
- ~~Provide Honorary Degree recipient recommendations to the Dean~~
- ~~Develop and review, on a regular basis, guidelines for all awards offered by the Faculty~~
- ~~Develop and review, on a regular basis, criteria for all awards offered by the Faculty~~
- ~~Develop and review, on a regular basis, processes for awards, including:~~
  - ~~Generation of eligible student lists from which to make recommendations~~
  - ~~Posting of available FCCS awards on the faculty website~~

o ~~Composition:~~

- ~~Co chairs: Associate Head(s) (ex officio), (voting)~~
- ~~All undergraduate program coordinators (voting)~~
- ~~FCCS Academic Advisor~~

**Meetings:** Normally three times a year—once in each of the Winter terms and once in late spring/early summer, based on timing of award recommendation requests.

~~**Length of term:** duration of appointment as Undergraduate Program Coordinator and Academic Advisor~~

~~**g) Teaching and Learning Committee**~~

~~○ **Mandate:**~~

- ~~● Advise the Dean on appropriate mechanisms for enhancing, evaluating and recognizing teaching in the Faculty~~
- ~~● Develop resources that promote and support teaching and learning and make them available to colleagues, graduate students, and teaching assistants~~
- ~~● Evaluate nominations for, and make decisions regarding, the Faculty's teaching excellence/curriculum innovation award~~
- ~~● Responsible for organizing events aimed at enhancing teaching in the Faculty~~
- ~~● Assess and make recommendations to the Dean regarding pedagogical needs in the Faculty~~
- ~~● Work with relevant units at UBC (e.g., library, Center for Teaching and Learning IT) to promote teaching and learning~~
- ~~● Liaise with the Research Policy and Development Committee to disseminate scholarship of teaching~~
- ~~● Facilitate pedagogical training for teaching assistants and other graduate students~~

~~○ **Composition**~~

- ~~● at least, 2 faculty members from the Instructor Stream, elected by Council (voting)~~
- ~~● at least, 2 faculty members from the Professoriate Stream, elected by Council, one of whom must be tenure track (voting)~~
- ~~● 1 Continuing Sessional Instructor, elected by Council (voting)~~
- ~~● 1 faculty member appointed by the Dean (voting)~~
- ~~● 1 representative of FCCS undergraduate students (voting)~~
- ~~● 1 representative of FCCS graduate students (voting)~~

~~\*Chair elected by committee members, only votes to break a tie~~

~~**Meetings:** at least twice in each of Winter Terms 1 and 2~~

~~**Length of Term:** 2 years for faculty members; 1 year for students~~

**h) Undergraduate Programs Planning and Coordination Committee**

- To advise the Associate Dean (Undergraduate Studies) and Executive Committee; to review and to make recommendations to Curriculum Coordinator regarding undergraduate curriculum change proposals and calendar changes developed and approved by FCCS program committees; and to develop policies, regarding undergraduate programs, including:
- ~~○ **Mandate:** To advise Associate Dean (Undergraduate Studies) and Executive Committee,~~

- ~~and to develop policies, regarding undergraduate programs, including~~
- ~~● Strategic Planning and enrolment management (including recruitment and communication strategies)~~
  - ~~● Curriculum design and development~~
  - ~~● Disciplinary and interdisciplinary course and program initiatives~~
  - ~~● Course assignments and scheduling~~
    - ~~● Enhancing the Student Experience (including student monitoring, evaluation, and success)~~
    - ~~● Student monitoring, evaluation, and success~~
    - ~~● Development of teaching clusters within and across programs~~
    - ~~● Course outline templates and content~~
    - ~~● Honors programs, supervision and related procedures~~
    - ~~● Teaching and marking assistance~~
    - ~~● Extra-curricular Student Engagement~~
  - Strategic Planning and enrolment management (including recruitment and communication strategies).
  - Curriculum design and development.
  - Disciplinary and interdisciplinary course and program initiatives.
  - Evaluate nominations for, and make decisions, regarding the Faculty's teaching excellence/curriculum innovations award.
  - Prepare nominations for external-to-faculty teaching awards.
  - Review and recommend student awards annually.
  - Review, propose, and recommend new award proposals.
  - Course assignments and scheduling.
  - Enhancing the Student Experience (including student monitoring, evaluation, and success).
  - Student monitoring, evaluation, and success.
  - Development of teaching clusters within and across programs.
  - Course outline templates and content.
  - Honors programs, supervision and related procedures.
  - Teaching and marking assistance.
  - Extra-curricular Student Engagement.

o Composition:

- Chair: Associate Dean (Undergraduate Studies)[ex-officio], votes only to break a tie
- Department Heads [ex-officio] or delegates (voting)
- All-1 program coordinator from each Department; invited Program Coordinators specific to committee business/agenda; ~~Program Coordinators~~ [ex-officio] (voting)
- FCCS Curriculum Coordinator ~~Committee Chair~~ [ex-officio] (voting)
- FCCS Academic Advisor [ex-officio] (voting)
- Assistant to the Associate Dean [Undergraduate Studies] - Recording Secretary



*Meetings:* Once a month during the Winter Term. Two designated meetings per term will be devoted to review of curriculum items. The Chair may call additional meetings when necessary.

#### f) Nominations Committee

##### o Mandate:

- The nominations committee recommends a slate of nominees for Faculty level committees, including: Indigenous Strategy and Engagement Committee; Community Engagement Committee; DACOPAT; GASC; GPC; Reichwald Committee; Research Awards and Policy; and other Ad Hoc and standing faculty level committees as needed.
- Nominations will normally move this slate at the April meeting of Council. The Committee is also responsible for recommending nominees from time to time when vacancies appear.
- Although this Committee works independently of the Executive, it may seek input from Executive members as it deems necessary. In its work, the Committee shall confirm willingness on the part of prospective nominees to stand for election.
- The Committee will strive to fairly distribute membership equitably, mindful of considerations of rank, appointment type, equity, and existing provisions of Committee Terms of Reference as defined by the FCCS Council.

##### o Composition:

- 1 member from each department of the Faculty, elected by the department
- The Committee shall designate one of its members as the Committee Chair

##### o Meetings:

- To be scheduled as needed.

#### g) Indigenous Engagement Strategy Committee

##### Mandate:

- 1) To observe the University's MOU with the Okanagan Nation by consulting with the Okanagan Nation on matters related to Syilx

- knowledges and contexts.
- 2) To work within a framework that sees Indigenous engagement as a significant and integral part of our teaching, scholarly, and community engagement activities, and not as a separate or singular focus for the Faculty.
  - 3) To evaluate the current state of Indigenous engagement in the Faculty across teaching, scholarship, and service, and provide analyses of successes and challenges, encouraging such engagement in all areas of teaching and scholarship.
  - 4) To explore and prioritize initiatives within FCCS that will enhance achievement of the objectives enshrined in both the Faculty and UBC strategic plans, taking into account available resources, potential opportunities, and needs and commitment across the Faculty.
  - 5) To identify and examine specific opportunities that we can seize and pursue to ensure that our commitment to Indigenous engagement translates into unique areas of excellence.
  - 6) To engage ideas that facilitate integration of our Indigenous engagement plans into others across the UBCO campus, the UBC system, and other post-secondary institutions in our region, so as to enrich graduate and undergraduate education in ways that are feasible and sustainable.
  - 7) To advise the Dean and Executive Committee and make recommendations which allow FCCS to meet its commitment to Indigenous engagement.
  - 8) To submit an annual written report to the FCCS executive, sharing this with the Aboriginal Advisory Committee to the Deputy Vice Chancellor.

**Composition:**

- 1 faculty members from each Department (elected by Faculty Council)
- 2 faculty members from programs across the faculty (appointed by the Dean)
- Up to 2 students drawn from FCCS undergraduate and graduate students (appointed by the Chair on the recommendation of the Committee's members - non-voting)
- The Committee will elect from its membership a Chair (non-voting)

**Length of Term: 2 years.**

Decisions of an *ad hoc* committee will take effect only after they have been approved by the Faculty Council.

**65. Procedures for the establishment of *ad hoc* committees of the Faculty Council:**

- In cases where an *ad hoc* committee must be formed to deal with specific issues, the

Chair of *Faculty Council* shall appoint a sub-committee, the majority of whom must be “faculty members without administrative appointments”.

- Decisions of an *ad hoc* committee will take effect only after they have been approved by the *Faculty Council*.

**76. Rules of conduct of *in camera* meetings, confidentiality of documents for consideration, and records of *in camera* proceedings at the *Faculty Council*:**

- An in camera meeting of Council can be called by the Chair or by 20% of the membership.
- Subject to the provisions of the **Freedom of Information and Protection of Privacy Act**, agenda items, materials for distribution, and discussions related to *in camera* meetings are confidential and shall not be shared with anyone outside the meeting.

**87. Rules for Transaction of Council Business**

**In all matters and transactions of business, the *Faculty Council*, its standing committees and *ad hoc* committees shall be governed by the *Robert’s Rules of Order Newly Revised*.**



THE UNIVERSITY OF BRITISH COLUMBIA

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24 October 2019

**From: Senate Admissions and Awards Committee****To: Okanagan Senate****Re: New and Revised Awards recommended for approval by the Okanagan Senate**

- a) New award: Perseverance Bursary for Persons with a Disability
  - b) Revised award: UBC Okanagan Students' Union Emergency Assistance Fund
  - c) Revised award: R. M. Middleton Student Prize
- 

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

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

**NEW AWARDS:****a) Proposed Award Title: Perseverance Bursary for Persons with a Disability**

A \$1,000 bursary has been made available annually for an undergraduate student at the University of British Columbia, Okanagan campus. Preference is given to the student who is registered with the Disability Resource Centre and has assessed financial need. The bursary will be adjudicated by Enrolment Services in consultation with the Disability Resource Centre. (First awards available for the 2019/20 Winter Session)

**REVISED AWARDS:****b) Existing Award Title: UBC Okanagan Students' Union ~~Bursary~~ **Emergency Assistance Fund****

Existing description:

~~Bursaries totalling \$9,000 are offered by the UBC Students' Union Okanagan to students at The University of British Columbia Okanagan. The awards are made possible by funds from the UBC Students' Union Okanagan and matching funds from provincial sources. Individual awards should not exceed \$1,000.~~

**Amended Award Title: UBC Okanagan Students' Union Emergency Assistance Fund**

Amended Description:

Emergency aid totalling \$2,400 has been made available annually by the UBC Students' Union Okanagan, with additional funds from the British Columbia's Ministry of Advanced Education, Skills & Training, to assist students in any program at The University of British Columbia, Okanagan campus, who may require short-term funding due to an unforeseen and unexpected event. Individual awards should not exceed \$1,000. The fund is administered by Enrolment Services.

**c) Existing Award Title: R. M. Middleton Student Prize**

Existing description:

A prize totalling \$11,000 has been endowed by the estate of Robert Morrice Middleton (1931-2016) for a graduating student attending UBC's Okanagan campus who is enrolled in a bachelor of fine arts or bachelor of arts in the Faculty of Creative and Critical Studies, or who is enrolled in the bachelor of arts in the Irving K. Barber School of Arts and Sciences majoring in history, economics, philosophy, ~~or~~ political science, **anthropology, gender and women's studies, geography or indigenous studies**. The prize shall be awarded to the student in his/her graduating year who has attained the highest academic average within his/her program over the course of his/her studies. The prize will be conferred on students in the Faculty of Creative and Critical Studies for odd-numbered years and in the Irving K. Barber School of Arts and Sciences for even-numbered years. The purpose of the prize is to enhance the undergraduate experience by rewarding outstanding learning. Mr. Robert Middleton was born in Truro, Nova Scotia, and grew up in Vernon, British Columbia. He graduated from UBC in 1953 with a BA (Honours) in Economics. He joined the Department of External Affairs in 1955 and retired in 1992 after 37 years of service which included serving as Canadian Ambassador to Ghana, Canadian Ambassador to South Africa, and eventually Canadian Ambassador to Cuba. After retiring, Mr. Middleton spent many years living in London, England, before eventually returning to Canada to live in Kelowna. **The prize is adjudicated by Enrolment Services.**

**Amended Award Title: R. M. Middleton Student Prize**

## Amended Description:

A prize totalling \$11,000 has been endowed by the estate of Robert Morrice Middleton (1931-2016) for a graduating student attending UBC's Okanagan campus who is enrolled in a bachelor of fine arts or bachelor of arts in the Faculty of Creative and Critical Studies, or who is enrolled in the bachelor of arts in the Irving K. Barber School of Arts and Sciences majoring in history, economics, philosophy, political science, anthropology, gender and women's studies, geography or indigenous studies. The prize shall be awarded to the student in his/her graduating year who has attained the highest academic average within his/her program over the course of his/her studies. The prize will be conferred on students in the Faculty of Creative and Critical Studies for odd-numbered years and in the Irving K. Barber School of Arts and Sciences for even-numbered years. The purpose of the prize is to enhance the undergraduate experience by rewarding outstanding learning. Mr. Robert Middleton was born in Truro, Nova Scotia, and grew up in Vernon, British Columbia. He graduated from UBC in 1953 with a BA (Honours) in Economics. He joined the Department of External Affairs in 1955 and retired in 1992 after 37 years of service which included serving as Canadian Ambassador to Ghana, Canadian Ambassador to South Africa, and eventually Canadian Ambassador to Cuba. After retiring, Mr. Middleton spent many years living in London, England, before eventually returning to Canada to live in Kelowna. The prize is adjudicated by Enrolment Services.

Respectfully submitted,

Tamara Ebl  
Vice-Chair, Admissions and Awards Committee



24 October 2019

To: Senate

From: Senate Admissions and Awards Committee

RE: Report to Senate: Summer Session Courses and Student Awards

---

### ***Overview***

The Senate Admissions and Awards Committee has been tasked with considering the issue of including summer session courses in awards adjudication. The Committee's work in this regard is ongoing. This interim report provides an update regarding the work of the Committee to date, and identifies its planned next steps.

### ***Referral from Senate***

At the April 25, 2019 Senate meeting, the following motion was approved by Senate:

*That the question of whether and how summer session courses can be included in awards adjudication, in particular with respect to comparability of students, be referred to the Senate Admissions and Awards Committee, and that the Committee be required to submit a report to Senate by the October 2019 Senate meeting.*

As per Senate's direction, the Senate Admissions and Awards Committee has been engaged in a process of information-gathering and discussion of whether summer session courses can and should be included in awards adjudication and, if so, how to do so equitably. This process is ongoing, and the Committee is not yet in a position to make a final recommendation to Senate. The Committee is pleased to deliver this interim report on the status of the Committee's deliberations, detailing the work completed by the Committee to date and sets out the Committee's anticipated next steps.

### ***Scope + Principles***

The Committee's deliberations began with a discussion of the scope of the question referred by Senate and the identification of the principles that would govern the Committee's decision-making.

The scope of this inquiry is limited to considering the possibility of including summer session courses in awards adjudication for **undergraduate, merit-based** awards. Need-based awards are not in scope as they are not determined in a manner that would be affected by summer session courses (and UBC already offers summer session bursaries), while graduate awards are not in



scope as the current policy removing summer session courses from awards adjudication does not apply to awards for graduate students.

The Committee settled on four principles that would guide the Committee's decision-making process in this inquiry:

1. Equality of Access

*All students, regardless of campus, should have an equal opportunity to earn merit-based awards. Awards eligibility rules should not unreasonably disadvantage students for reasons unrelated to merit.*

2. Maintenance of Rigour

*Merit-based awards should continue to recognize academic or other achievement. Changes to awards eligibility rules should not dilute the significance of the achievement represented by merit-based awards.*

3. Transparency

*The criteria for granting awards should be clear, public, and easy to understand. Students should be able to determine in advance of registration whether or not they will be eligible for awards.*

4. Administrative Efficiency

*The administration of awards programs should not be an undue burden on the University's resources, within and across campuses, relative to the impact on students, and should be aligned and consistent across the institution, be administered equitably and efficiently, and not introduce system-wide inefficiencies.*

### ***Survey of Canadian Institutions***

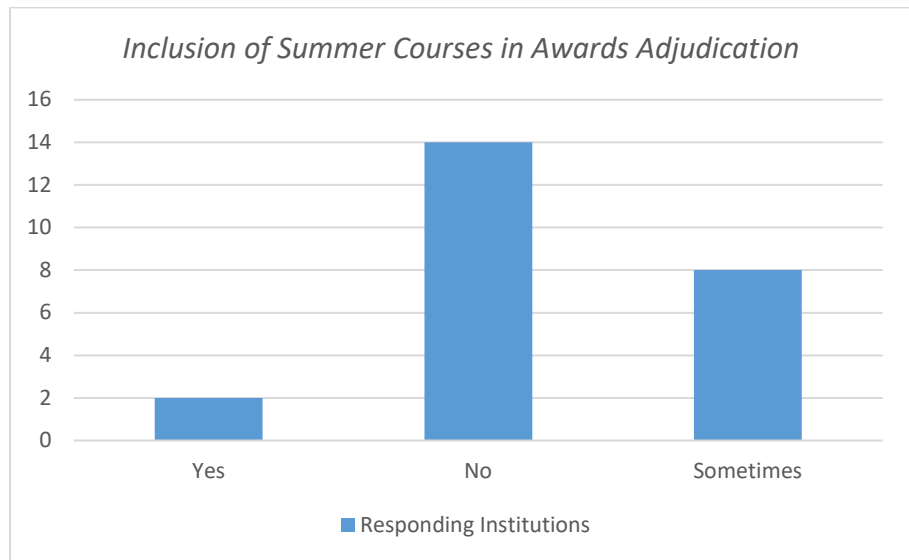
With the assistance of Enrolment Services, the Committee conducted a survey of other Canadian post-secondary institutions to examine how UBC's current policies compare to those in place elsewhere in Canada, and to gain a better understanding of practices at other institutions that could be considered for implementation at UBC in the event that that change is warranted. The survey was distributed on December 5<sup>th</sup>, 2018, and closed on December 21<sup>st</sup>, 2018.

The results of the survey revealed that there is no clear consensus as to whether and how summer courses are considered in awards adjudication processes in Canadian post-secondary educational institutions. While the majority of institutions do not consider summer session courses in





adjudicating awards, a significant number do take summer session courses into account, at least in some circumstances.



Among the institutions that indicated that they consider summer session courses in awards adjudication or ‘sometimes’ consider summer session courses, the following methods of considering summer session courses are used:

1. Considering summer courses for the purpose of renewal of renewable awards previously awarded to the student.
2. Permitting students to count a limited number of summer credits towards awards eligibility, either generally, or where special circumstances warrant it.
3. Permitting students to substitute the summer session for one winter session term, requiring a fixed number of credits over an eight-month period, but not necessarily the eight months of the winter session.
4. Considering summer courses for students in programs with mandatory summer study.
5. Distinct adjudication cycle and awards program for summer session courses.
6. Permit students to meet credit-load requirements using any course taken within full calendar year without restriction.

<sup>1</sup> The data obtained from the responding institutions has been supplemented with information obtained from online sources for institutions that did not respond to the survey.



The Committee is not yet in a position to comment on which, if any, of these options may be advisable or even possible at UBC in the event that change is warranted. They are listed here only for the purpose of informing Senate of some of the information gleaned from the survey of other Canadian institutions.

### ***Collection of Preliminary Views of the Faculties***

Following the survey of other Canadian institutions, the initial views of the Faculties were solicited. The Faculties were asked only for general reflections on the possibility of including summer session courses in awards adjudication, and were not asked to comment on specific options for reform.

Responses from Faculties expressed support for recognizing the achievements of students in summer session courses. Several Faculties commented that students have significant demands and commitments outside of school and should not be penalized for taking a reduced course-load in the winter and then completing degree requirements during the summer session. Faculties acknowledged the outdated systems used by UBC, wondered if the exclusion of summer courses was more of a historical practice and administrative systems issue, and hoped the new Workday system would be flexible enough to accommodate the inclusion of summer session grades.

Other comments raised by the Faculties included: use of summer courses recognizes such courses are equivalent to winter session courses; some programs (e.g. Bachelor of Education) run over the summer and the courses should be considered equitable in the adjudication process; concern that it would not be possible to develop an equitable method of considering summer session courses given the variability in summer session course-loads; concern that summer session grades would be finalized too late in the process to fit the current adjudication cycle resulting in delayed payments to students.

The views of the Faculties are, of course, important, and these issues will be carefully considered as the Committee moves forward. With the benefit of the data requested from PAIR (discussed below), it will be possible to gain some additional insight into these issues. In the event the Committee concludes that a policy change is advisable, the Faculties will be included in a further broader consultation effort on the proposed change(s).

### ***Request for Data from Planning and Institutional Research***

A request for data was made to Planning and Institutional Research (PAIR). The information requested relates to enrolment patterns in the summer and winter session and course offerings in the summer and winter session. This data will assist the Committee in understanding the extent to which current students are being excluded from awards eligibility by the current awards policy, the proportion of students that are taking courses in the summer session and the number of credits students are completing, and the opportunity students in different programs have to complete summer session courses. The response of PAIR has now been received, but the



Committee has not yet had an opportunity to consider the data provided. With this information, the Committee will be in a better position to assess the impact of the current policy, and that of possible alternatives.

### *Next Steps*

Once the Committee has had an opportunity to review the results of the Okanagan data provided by PAIR, the Committee will consider the implications of that data for different possible policy changes. The Committee will assess the potential impact of different changes and determine whether any promising options for policy change can be identified. The Committee will then seek an opinion from the Registrar on the impact of any such changes. The Committee will ask the Registrar to advise on the practicalities of implementing any such changes, both within the current Student Information System and within the Workday platform, and to leverage the expertise within Enrolment Services to offer guidance on the impact of any possible changes on students and on adjudication processes.

If, based on the opinion of the Committee after considering the recommendations of the Registrar, there remain policy changes worth considering, the Committee will then review and consider the recommendations brought forward by the Senate Vancouver Awards Committee and determine if the recommended changes are relevant and appropriate for the Okanagan campus. The Committee will also seek the input of the Academic Policy Committee and other relevant Senate Committees before proposing possible changes to the Faculties, representative student bodies and other stakeholders through a campus-wide consultation process. Subject to the results of this consultation process, the proposed changes would then be proposed to Senate for approval.

Comments and feedback from Senators regarding this work are most welcome at any time and may be forwarded to [alisa.dewald@ubc.ca](mailto:alisa.dewald@ubc.ca).