



Okanagan Senate

**THE THIRD REGULAR MEETING OF THE OKANAGAN SENATE
FOR THE 2013/2014 ACADEMIC YEAR
WEDNESDAY 27 NOVEMBER 2013
3:30 P.M. to 5:30 P.M.
ASC 130 | OKANAGAN CAMPUS**

1. **Senate Membership – Prof. Deborah Buszard**

a. New Secretary (information)

Dr Kathleen (Kate) Ross, Associate Vice-President & University Registrar to replace Ms Maggie Hartley, Registrar *Pro Tempore*

b. Nominating Committee (approval)

In response to the Call for Nominations issues at Senate on 30 October and due on 15 November 2013, Drs Carolyn Labun and Yves Lucet have been nominated for the one (1) non-student vacancy on Senate Nominating Committee. The Senator elected under this item shall serve until 31 August 2014 and thereafter until replaced.

2. **Minutes of the Meeting of 30 October 2013 – Prof. Deborah Buszard** (approval) (master pages 3-15)

3. **Business Arising from the Minutes – Prof. Deborah Buszard**

4. **Deputy Vice-Chancellor's Remarks – Prof. Deborah Buszard** (information)

5. **Candidates for Degrees**

Lists submitted by the Faculties are available for advance inspection at Enrolment Services and will also be available at the meeting. The Vice-Chair of Senate calls for the following motion:

That the candidates for degrees, as recommended by the faculties and the College of Graduate Studies, be granted the degrees for which there were recommended, effective November 2013, and that a committee composed of the Registrar, the appropriate dean(s) or their appointed designates, and the Chair of the Okanagan Senate, be empowered to make any necessary adjustments.

(2/3 majority required)

6. **Academic Policy Committee – Dr Jan Cioe**

Rolling Graduation (approval) (master pages 16-21)

7. Reports from the Deputy Vice-Chancellor – Prof. Deborah Buszard

- a. Financial Outlook – with Associate Vice-President Michael Shakespeare (information)
- b. Continuation of Campus Visioning (discussion)

8. Reports from the Provost – Dr Cynthia Mathieson

- a. Clarification of Retroactive Intent for Teaching Evaluation Resolution of 25 September 2013 (approval) (master page 22)
- b. 2012-2013 Enrolment Report – with Deputy Registrar (Okanagan) Fred Vogt (information) (master pages 23-42)

9. (IN CAMERA) Learning & Research Committee – Dr Peter Arthur

Candidates for Honorary Degrees (approval) (circulated at meeting)

10. Other Business

Regrets: telephone 604.822.5239 or e-mail: facsec@mail.ubc.ca

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



Okanagan Senate

Minutes of 30 October 2013

DRAFT

Attendance

Present:	Dr P. Arthur (Acting Vice-Chair); Mr C. Eaton (Acting Registrar); Mr R. Adl; Dr L. Allan; Ms H. Berringer; Dr L. Bosetti; Dr E. A. Broome; Mr S. Bullock; Dr J. Cioe; Mr D. Daniluck; Dr F. de Scally; Mr N. Dodds; Mr B. Edwards; Dr M. Grant; Ms F. Helfand; Dr J. Johnson; Dr C. Labun; Ms E. Lorie; Dr Y. Lucet; Mr C. MacKay; Dr B. Marcolin; Dr C. Mathieson; Mr W. McLean; Dr A. Milani; Dr B. Nilson; Ms L. Patterson; Dr A. Phillion; Dr D. Roberts; Dr B. Rutherford; Dr C. Scarff; Ms S. Sneg; Dr I. Stuart; Dr D. Tannant; Dr W. Tettey; Mr C. Tse; Mr D. Whitelaw; Dr S. Yannacopoulos
Regrets:	Dr P. Balcaen; Prof. D. Buszard; Mr J. Byron; Dr K. Carlaw; Mr I. Cull; Dr R. R. Dods; Ms A. Geddes; Ms M. Hartley; Dr K. Hewage; Ms S. Morgan-Silvester; Prof. M. Parlange; Dr C. Robinson; Dr R. Sugden; Dr E. Taylor; Dr P. van Donkelaar; Dr G. Wetterstrand
Via Videoconference:	Prof. S.J. Toope (President)

Call to Order

The Acting Vice-Chair, Dr Peter Arthur, called the second regular meeting of the Senate for the 2013/2014 Academic Year to order.

Senate Membership

NEW MEMBERS

The Acting Registrar, Mr Eaton, welcomed Dr Ian Stuart back to Senate as Faculty Representative for the Faculty of Management until 31 August 2014 and thereafter until replaced.

*Simon Bullock
Cody Mackay*

}

That Senate appoint Mr Wesley McLean (Student Representative for the Faculty of Applied Science) Mr Doug Whitelaw (Graduate Student Representative), and Daniel Daniluck (Student Representative for the Faculty of Education) to Senate on the recommendation of the Students' Union until 31 March 2014 and thereafter until replaced.

Approved

NOMINATING COMMITTEE

Mr Eaton reminded Senators of the two vacancies on the Senate Nominating Committee and asked that any nominations be directed to the secretary by 15 November 2013.

Minutes of the Previous Meeting

Jan Cioe
Curtis Tse

}

That the Minutes of the Meeting of 25 September 2013 be adopted as presented.

Approved

Business Arising From the Minutes

PUBLIC SECTORS EMPLOYERS COUNCIL

The Acting Registrar informed Senate that the Vice-President for Human Resources had advised as follows with reference to the question posed last meeting regarding the legislative mandate for PSEC to mandate limits to terms for appointments:

The authority of PSEC to guide and/or prescribe employment practices in the Provincially- regulated public sector is found under the Public Sector Employers' Act. Pursuant to that Act, the Government has passed a regulation called "Employment Termination Standards" and it provides for the length of term contracts for employees that fall under its ambit. For UBC purposes, this includes members of the Senior Administration such as Deans.

ATHLETICS FACILITY FEES

The Acting Registrar further informed Senate that the Associate Vice-President for Administration & Finance had advised as follows with reference to the question posed last meeting regarding the increase in athletics facility fees over the past year:

There has been an increase in the fees we charge for access to our fitness facilities and programming. The reason for the increase is to offset operating costs arising from the opening of our first ever built-to-purpose fitness facility – the Hangar. This facility has over 8,000 sq. ft. for individual and group fitness activities spread over two floors. Prior to the construction of this facility, the sole fitness area for the entire campus was located in a single ~2,200 sq. ft. subterranean, off-court storage area with no windows and inadequate air handling and lighting. Not only is the facility new, but also so is the equipment. In addition to new space, we have hired one additional professional and a number of student staff to operate the new facility and provide the programming.

President's Remarks

The President noted that UBC was in deep discussions with the Federal Government on the budget. The Association of University and Colleges of Canada (AUCC) and the U15 universities have made submissions. He stated that the first AUCC item relates to Tricouncil funding and emphasized the funding of core operating grants, noting that over the past few years there has been a tendency amongst the federal government to provide for boutique or targeted funding as opposed to core operating grants. Professor Toope went on to state that our second priority was CFI funding: noting that last year's budget contained money for the next round and so we are looking for a promise for the future for Government to continue to invest. Finally, the AUCC is promoting government support for research infrastructure: many costs around research endeavours are directly related but these are not supported through existing funding. UBC receives roughly a 17.5% top up while in the United States, for example, it is between 50 and 80% generally. The President suggested that a much higher percentage was the norm throughout the developed world; while to date we have not convinced Government that an increase to comparable levels should be supporting, in the last budget there was a reference to at least reviewing these costs and this review has now occurred - We have a modest hope that the government has heard out concerns.

The AUCC has made two suggestions, firstly a modest increase to the current program, and secondly, the Advantage Canada Research Excellence (ACRE) program that would provide an alternative mechanism to target funds to universities as measured by the research excellence. UBC would be a significant beneficiary of the ACRE program as we are second only to Toronto in our Tricouncil grant success.

The President shared his deep concern regarding recent sexual assaults at the Vancouver campus. We now have information that these assaults date back to the spring and we know of six incidents. A single perpetrator is suspected. The President expressed the great contributions of the AMS and GSS to work with UBC and the RCMP to make the Vancouver campus feel safe given these terrible attacks.

Senator Cioe asked how much UBC could benefit given the ACRE program.

The President replied that it would significantly assist UBC. Across Canada the increase would be \$100 million to \$400 million with UBC's benefit being commensurate.

From the Board of Governors

The President confirmed that the following items approved by the Okanagan Senate had been approved by the Board of Governors as required under the *University Act*:

16 May 2013

- New Awards
- Curriculum Proposals from the Faculties of Applied Science, Arts & Sciences, and Creative & Critical Studies

24 April 2013

- Revised Awards

Academic Policy Committee

The Chair of the Academic Policy Committee, Dr Jan Cioe presented

TERMS OF REFERENCE FOR THE FACULTY OF EDUCATION COUNCIL

<i>Cynthia Mathieson</i>	}	<i>That the Senate approve the terms of reference for the Faculty of Education Council as presented.</i>
<i>Yves Lucet</i>		

Dean Bosetti noted that these terms had been through several iterations and changes in nomenclature. Several changes had been made to the Faculty Standing Committee (formerly the Faculty Executive Committee) to address concerns raised.

Senator Cioe asked if the standing committee would recommend its own membership.

Dean Bosetti replied that the Standing Committee membership would be based upon nominations from the floor at faculty meetings.

Senator Stuart noted that many faculties organized themselves with executive or standing committees, but took pains to ensure that elected members had a majority over appointed. He also noted the lack of student representation on the committees.

Dean Bosetti noted that Education was not a departmentalized faculty. She noted that Education had tried to have representation from the various divisions of the faculty, both elected and appointed. She further noted that student representation is an issue for the Faculty of Education as most students are in a 12-month program with extensive practical. Education has a faculty course union but its involvement is sporadic.

Senator Tse suggested that no students being present on the committee suggested that student consultation did not occur. He agreed that it may be difficult to find student representation but that the possibility for formal student involvement should still be allowed.

Senator Phillion agreed regarding the missing student representation, stating that the issues identified around their lack of inclusion were procedural rather policy in nature. He noted that the Faculty of Education still internally referred to it as an Executive Committee and he was concerned about the tone of the document as a result.

Dean Bosetti responded that this sentiment was why the name was changed. The faculty is a small organization and has never functioned with an executive-style council.

Senator Johnson asked how the graduate student would be selected for the graduate programs council.

Senator Bosetti indicated that this section should refer to the graduate student association.

By General Consent the proposal was amended to change Section 3.3 to make reference to the “graduate student association” of the Faculty of Education in place of “Graduate Programs Council”

Senator Tse asked again if there had been student consultation and raised a concern with not all committees having student representation.

The Dean replied that the student representation was provided on the Council, but the faculty had not formally consulted with the students.

Senator Danyluck advised that the Education Course Union was mostly a social organization at this time.

Senator Stuart asked how if it was feasible for students to be elected to the Faculty Council but not to the committees.

Dean Bosetti replied that they did not have them on the committees due to student schedules.

Senator Danyluck agreed that they had a tight program and it was difficult for him to even attend Senate meetings.

Senator Phillion stated that we should always aspire to have students in our meetings even when it was not feasible. He noted that many persons were busy but technology such as email made participation possible even when physical presence was not possible.

AMENDMENT

<i>Lynn Bosetti</i>	}	<i>That the composition of the proposed Standing Committee of the Faculty of Education Council be amended to include 1 undergraduate and 1 graduate representative.</i>
<i>Carole Scarff</i>		

Senator Phillion asked if it was the standing committee or the program committee that developed curriculum proposals.

Dean Bosetti noted that decisions were made by the Faculty Council.

Senator Tannant noted that there was a feedback loop between the Standing and Program Committees.

Senator Johnson asked how student input could be provided by the undergraduate and graduate program committees.

Dean Bosetti noted that the students on the standing committee would now comment on recommendations and have them sent back to the undergraduate or graduate committees.

Senator Stuart suggested referring the proposal back to the faculty.

AMENDMENT TO AMENDMENT

Lynn Bosetti } *That the composition of the proposed Standing*
Carole Scarff } *Committee of the Faculty of Education Council*
 } *be amended to include 1 undergraduate and 1*
 } *graduate representative, **elected by the***
 } ***undergraduate and graduate student***
 } ***associations respectively .***

NB: Amendment to Amendment is set out in bold.

Senator Allen asked if we could confirm the names of the student groups.

A student senator asked if the graduate student association was recognized by the Students Union.

The Dean replied that she couldn't speak to the student organization.

Senator Grant advised that the College of Graduate Studies did have a graduate student representative from Education.

Senator Tse noted that grad students had tried to form their own elected council but were not able to do so.

Amendment to
Amendment
Approved

Amendment
Approved

Curtis Tse } *That the composition of the proposed Standing*
Alan Broome } *Committee of the Faculty of Education Council*
 } *be amended to include 1 undergraduate and 1*
 } *graduate representative, **elected by the***
 } ***undergraduate and graduate student***

associations respectively.

MOTION TO POSTPONE

Curtis Tse } *That the proposal be postponed to the next*
E. Alan Broome } *regular meeting of Senate.*

Senator Tse suggested that although it was difficult to ensure student representation, UBC should still make the effort. He proposed a postponement so that the Faculty could consult with its students.

Senator Bosetti stated that she was puzzled as to what the outcome could be from any consultation. We have now made provisions for student representation on both the council and on its standing committee.

Senator Cioe opined that consultation should be on the entire document, not just for student representation.

SUBSTITUTE AMENDMENT TO MOTION TO POSTPONE (MOTION TO REFER)

James Johnson } *That the proposal be referred back to the Faculty*
Jan Cioe } *of Education and that the Faculty be directed to*
consult with its students on the proposal before it
is reported back to Senate.

Senator Johnson proposed referring the matter back to the Faculty for consultation rather than postponing consideration.

Approved

Joint Report of the Admissions & Awards and Curriculum Committees

See Appendix A: Master of Fine Arts

The Chair of the Curriculum Committee, Dr Dwayne Tannat, presented.

NEW AND REVISED AWARDS

Dwayne Tannant } *That Senate approve the new program and the*
Laura Patterson } *new courses brought forward from the Faculty of*
Creative and Critical Studies; and the revised
program brought forward from the College of
Graduate Studies as set out in the attached

proposals.

Senator Tannant explained that the proposal before Senate was to allow the Master of Fine Arts to exist as a stand-alone degree instead of as an IGS theme.

Senator Nilson suggested that the program overview was tautological.

Senator Roberts suggested changing “degree” to “program”.

By General Consent the proposal was amended to change the first reference to the word “degree” to “program” in the Program Overview.

Senator Stuart asked why we were moving towards disciplinary degrees.

With permission of Senate, Dr Nancy Holmes noted that while we were creating a disciplinary degree, one of the specializations would provide for an interdisciplinary MFA.

Dean Tetley suggested that the content of the program provided a lot of interdisciplinary opportunity. He noted that the Faculty was committed to ensuring that all of our students had an opportunity to engage in interdisciplinary studies.

Senator Yannacopoulos noted that 95% of Applied Sciences’ graduate students were not in IGS but this did not mean that the faculty did not support interdisciplinarity.

Senator Johnon asked about the TOEFL scores set.

Mr Eaton replied that the scores set were slightly above the College of Graduate Studies minimums.

Approved

Admissions & Awards Committee

Dr Spiro Yannacopoulos, Chair of the Committee, presented.

REVISIONS TO ADMISSION REQUIREMENTS FOR APPLICANTS TO THE BACHELOR OF SCIENCE IN NURSING PROGRAMS FOLLOWING THE BC/YUKON SECONDARY SCHOOL CURRICULUM

*Spiro Yannacopoulos
E Alan Broome*

}

*That Senate approve the admissions proposal
Specific Program Requirements for Applicants
Following the BC/Yukon Secondary School
Curriculum (Bachelor of Science in Nursing,*

B.S.N. program) for admission to the 2015 Winter Session and thereafter.

Senator Yannacopoulos noted that this change was to add Biology 11 and Chemistry 12 to the BSN admission requirements.

Approved

Curriculum Committee

See Appendix B: Curriculum Report

Dr Dwayne Tannant, Chair of the Committee, presented.

Dwayne Tannant } *That Senate approve the new courses brought forward from the Faculty of Applied Science as set out in the attached proposals.*
Sprio Yannacopoulos

Senator Tannant advised that three new courses were proposed to broaden our Applied Sciences graduate course offerings.

Senator Johnson asked why ENGR 465 was prohibited from being taken for credit with ENGR 565.

Senator Tannant replied that these courses were cross listed.

Approved

Nominating Committee

Dr Deborah Roberts, Chair of the Committee, presented.

APPOINTMENT OF NEW SENATORS TO COMMITTEES

Deborah Roberts } *That Senate appoint Dr Ian Stuart to the Learning and Research Committee to serve until 31 August 2014 and thereafter until replaced; and,*
Dwayne Tannant

That Senate appoint Mr. Douglas Whitelaw to the Senate Academic Policy and Appeals of Standing and Discipline Committees, and Mr. Wesley McLean to the Senate Learning and Research Committee until 31 March 2014 and thereafter

until replaced.

Approved

ADJUSTMENT OF STUDENT SENATOR COMMITTEE APPOINTMENT

Deborah Roberts }
Jan Cioe } *That Senate appoint Mr Blake Edwards to serve
on the Senate Curriculum Committee until 31
March 2014 and thereafter until replaced.*

Approved

Other Business

Senator Phillion asked the Provost about the uncomfortable furniture installed in the EME building and why these tables were chosen.

Dr Mathieson suggested that she was unsure why the Provost's Advisory Committee on Informal Learning spaces would have chosen these particular tables but she would find out.

Senator Tse agreed that they were very uncomfortable.

Adjournment

There being no further business, the meeting was adjourned at 4:58 pm.

Appendix A: Master of Fine Arts

Faculty of Creative and Critical Studies

New program:

- a. Master of Fine Arts (M.F.A.)

New courses:

- b. CCS 506 (3) M.F.A. Graduate Colloquium I;
CCS 507 (3) M.F.A. Graduate Colloquium II
- c. CCS 599 (15) Master's Thesis
- d. CRWR 520 (3) Special Topics in Creative Writing;
CRWR 530 (3) Directed Studies in Creative Writing
- e. THTR 520 (3) Special Topics in Theatre;
THTR 530 (3) Directed Studies in Theatre
- f. VISA 520 (3) Special Topics in Visual Arts;
VISA 530 (3) Directed Studies in Visual Arts
- g. VISA 582 (3) Graduate Studio in Visual Arts I;
VISA 583 (3) Graduate Studio in Visual Arts II

College of Graduate Studies

Revised program:

- h. Interdisciplinary Graduate Studies (I.G.S.), Program Overview (removal of the M.F.A. from the degree credentials offered)

Appendix B: Curriculum Report

Faculty of Applied Science

New courses:

- a. ENGR 540 (3) Unsaturated Soil Behaviour
- b. ENGR 583 (3) Multiphase Flows
- c. ENGR 565 (3) Wireless Communications



15 November 2013

To: Okanagan Senate

From: Senate Academic Policy Committee

RE: Rolling Graduation – College of Graduate Studies

The Dean of Graduate Studies has brought forward a proposal to allow graduate degrees to be approved at any regular meeting of the Okanagan Senate. Thesis-based graduate students can defend at any time during the year. Rolling graduation would allow for the degree to be granted and appear on the student transcript after approval by Senate. This proposal is in response to numerous requests from students to inform prospective employers that they have completed all their degree requirements in advance of convocation ceremonies. Parchments would continue to be given out at convocation.

The Senate Academic Policy Committee has reviewed this proposal and is pleased to recommend the following to Senate:

Motion: *“That rolling graduation for graduate programs be approved as set out in the attached calendar change form.”*

Respectfully submitted,

Dr. Jan Cioe, Chair
Senate Academic Policy Committee



DRAFT
Calendar Change Form
Okanagan Campus

<p>Faculty/School: Department/Unit: Faculty/School Approval Date: Effective Session:</p>	<p>Date: Contact Person: Phone: 250.807. Email:</p>
<p>Proposed Academic Calendar Entry:</p> <p><i>Application to Graduate</i></p> <p>Note: Generally, the Okanagan Senate grants degrees twice annually, in the fall and in the spring. The Chancellor confers degrees once annually at the UBC Okanagan campus Convocation, a ceremony held each June. Students whose degrees are granted in November will be invited to attend the following June Convocation.</p> <p>Every candidate for a degree must make formal application for graduation. Students make a formal application for graduation via the <u>Student Service Centre (SSC)</u>.</p> <p>The application deadline for Spring Convocation is February 28. The earliest date to make an application for Spring Convocation is December 15 of the previous year. The application deadline for November graduation is August 31. The earliest date to make an application for November graduation is June 15.</p> <p>An application must be submitted if the student plans to graduate, regardless of whether or not</p>	<p>Draft Academic Calendar URL: http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,295,0,0</p> <p>Present Academic Calendar Entry:</p> <p><i>Application to Graduate</i></p> <p>Note: the Okanagan Senate grants degrees twice annually, in the fall and in the spring. The Chancellor confers degrees once annually at the UBC Okanagan campus Convocation, a ceremony held each June. Students whose degrees are granted in November will be invited to attend the following June Convocation.</p> <p>Every candidate for a degree must make formal application for graduation. Students make a formal application for graduation via the <u>Student Service Centre (SSC)</u>.</p> <p>The application deadline for Spring Convocation is February 28. The earliest date to make an application for Spring Convocation is December 15 of the previous year. The application deadline for November graduation is August 31. The earliest date to make an application for November graduation is June</p>



he or she intends to participate in the scheduled June ceremony. If the student's request to graduate is not approved by their faculty, a reapplication for the next convocation will be required.

Applications for Spring Convocation are not acknowledged until the end of March when graduation ceremony information is mailed. Acknowledgment for November applications to graduate will be emailed at the end of September. The receipt of graduation information does not confirm the satisfactory completion of a degree program. The Senate approves candidates for degrees, upon recommendation from the faculty, in collaboration with Enrolment Services. Students can access the SSC one week prior to the ceremonies to confirm graduation.

Students completing degree requirements at another institution are also reminded that, because of the delay in obtaining official transcripts, all applications for degrees for such students will be treated by Enrolment Services as applications for fall graduation.

No student will receive a graduation diploma until all academic fees have been fully paid (see [Financial Hold](#)).

Graduate Programs – Rolling Graduation

The general regulations for graduation notwithstanding, graduate degrees may be approved at any regular meeting of the Senate during the Winter Session; however, graduation ceremonies

15.

An application must be submitted if the student plans to graduate, regardless of whether or not he or she intends to participate in the scheduled June ceremony. If the student's request to graduate is not approved by their faculty, a reapplication for the next convocation will be required.

Applications for Spring Convocation are not acknowledged until the end of March when graduation ceremony information is mailed. Acknowledgment for November applications to graduate will be emailed at the end of September. The receipt of graduation information does not confirm the satisfactory completion of a degree program. The Senate approves candidates for degrees, upon recommendation from the faculty, in collaboration with Enrolment Services. Students can access the SSC one week prior to the ceremonies to confirm graduation.

Students completing degree requirements at another institution are also reminded that, because of the delay in obtaining official transcripts, all applications for degrees for such students will be treated by Enrolment Services as applications for fall graduation.

No student will receive a graduation diploma until all academic fees have been fully paid (see [Financial Hold](#)).

Please see [Current Students](#) and [Graduation at UBC's Okanagan campus](#) for the latest



(Convocation) are only held in June of each year. Although the granting of a degree will be noted on the student's transcript once approved by the Senate, degree certificates will normally only be issued once conferred at the Convocation ceremonies following approval.

For application deadlines and expected approval dates please see the College of Graduate Studies Website (*link to:* <http://gradstudies.ok.ubc.ca/welcome.html>)

Please see [Current Students](#) and [Graduation at UBC's Okanagan campus](#) for the latest information on graduation.

information on graduation.

Type of Action: Change to academic regulations to allow for rolling graduation for graduate-level graduands.

Rationale: Rolling graduation is a mechanism by which students can be formally awarded a degree more than twice a year. As a result, approving list of graduates would become regular business of Graduate Council, which has a minimum of 4 meetings and a maximum of 5 meetings each year. This would provide an additional 4 to 5 exit points for graduates

Benefits: •

Since thesis-based students can defend at any time during the year, the rolling conferral of degrees would be beneficial because once the defended copies of the thesis or dissertation have been submitted to the Faculty of Graduate Studies, the student will need to wait only a relatively short time before their name goes forward for the granting of the degree.

Students also will not need to wait up to 6 months before the degree will show on their transcript. •

We have requests from students to inform their prospective employers that they have completed all their degree requirements.

Students would not actually receive their degree parchments at this time. Parchments would continue to be given out at the two convocation ceremonies (one in Spring, one in Fall). If students require their degree parchment before the next convocation ceremony, they would need to make a request to have an early release of the parchment at a cost to be set by Enrolment Services.



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THE UNIVERSITY OF BRITISH COLUMBIA

College of Graduate Studies
Okanagan Campus
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Kelowna, BC Canada V1V 1V7

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Fax 250 807 8799
gradask.ok@ubc.ca
www.ubc.ca/okanagan/gradstudies

September 30, 2013

To: Deans' Council

From: Miriam Grant, Vice Provost and Dean of Graduate and Post-Doctoral Studies

Re: Rolling Graduation – College of Graduate Studies

Proposal

The College of Graduate Studies would like to propose that graduate degrees be approved an additional two (2) times per year by the Okanagan Senate. We recommend a February and September addition to the current months of May and November.

Rationale

Thesis-based graduate students can defend at any time during the year. Rolling graduation would allow for the degree to be granted and appear on the student transcript after approval by Senate. This proposal is in response to numerous requests from students to inform their prospective employers that they have completed all their degree requirements in advance of convocation ceremonies. Parchments would continue to be given out at the two convocation ceremonies.

A similar initiative was approved by UBC's Vancouver Senate in 2012.

A handwritten signature in cursive script that reads "Miriam Grant".

Miriam Grant, PhD
Vice Provost and Dean
Graduate and Post-Doctoral Fellows



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THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Provost and
Vice-Principal Academic

MEMORANDUM

Date: 15 November 2013

To: Senate

From: Dr. Cynthia Mathieson, Interim Provost and Vice-Principal Academic

A handwritten signature in cursive script that reads "Cynthia Mathieson".

Re: Clarification of Effective Date for Senate Resolution on Teaching Evaluations

As Senators are aware, at its meeting of 25 September 2013, Senate resolved as follows:

That the Senate approve that, within the current policy framework that applies to the Student Evaluation of Teaching on the Okanagan campus, the following changes be made:

that individual instructors may consent to have the quantitative results of their teaching evaluations made available to students; and

that Deans, Heads, and Directors will have access to all information contained in student evaluations of teaching except for the confidential questions collected at the specific request of individual instructors.

Since that time, questions have arisen regarding access to evaluations submitted last year, and we have been advised that Senate resolutions generally only take effect from the date of their approval and are only retroactive when explicitly stated. Heads have indicated that last and this year's data – the first available under the online evaluation system – would be of value in providing greater context for supporting quality teaching, and thus I would request that Senate further resolve as follows:

That Deans, Heads, and Directors have access to all information contained in student evaluations of teaching except for the confidential questions collected at the specific request of individual instructors as submitted to the University in the 2012 and 2013 Academic Years.



University of British Columbia

2013 Annual Report on Enrolment

Dr. David H. Farrar

Provost and Vice-President Academic

UBC Vancouver

Cynthia Mathieson

Interim Provost and Vice-Principal, Academic

UBC Okanagan



Total Enrolment Summary

Total enrolment at both campuses (domestic and international) for 2013/14 is now at 58,284 students, an increase of 1% over last year. At the Okanagan campus, there are now 8,388 students enrolled, 8% (640 students) at the graduate level. At the Vancouver campus, there are 49,896 students enrolled, with 20% (9,912 students) at the graduate level. Enrolment trends by campus, status and program for the past six years can be found in Table 1 below.

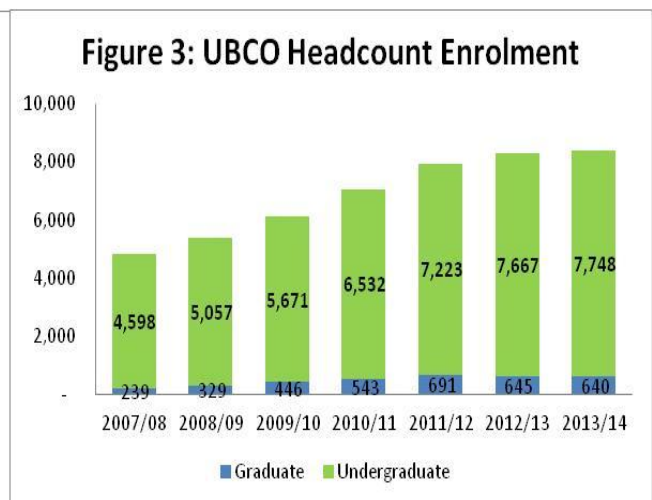
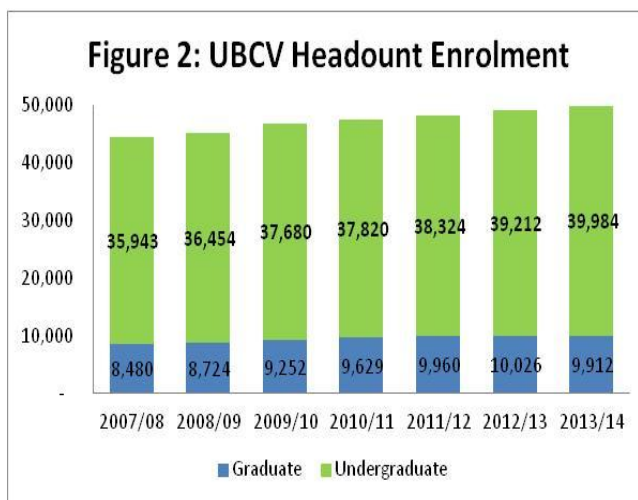
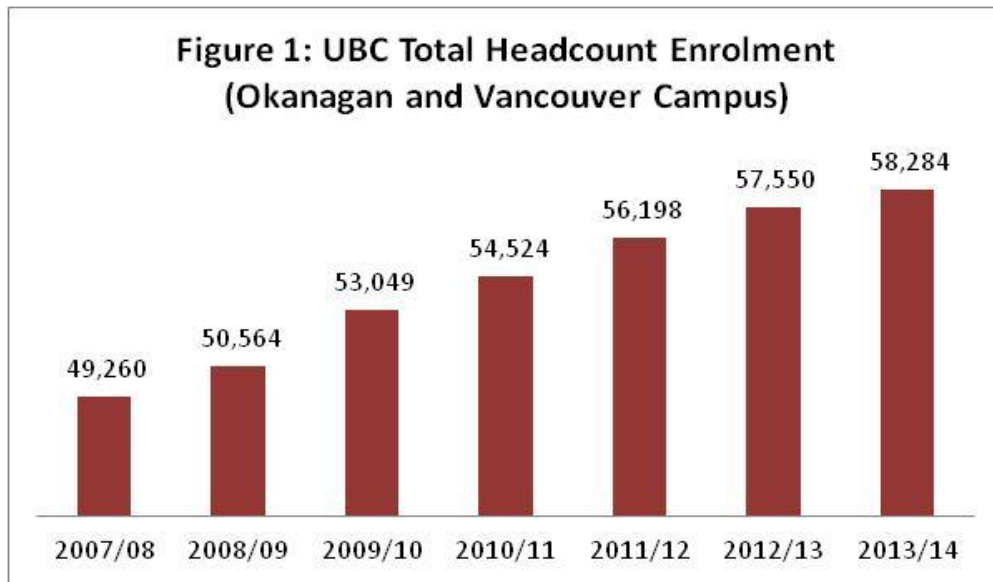


Table 1 : UBC Headcount Enrolment (at November 1st)			2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
UBC Vancouver									
Full-Time Headcount									
Graduate	Doctoral		3,277	3,335	3,469	3,517	3,660	3,727	3,678
	Masters		3,627	4,034	4,481	4,694	4,813	4,823	4,889
	Total Graduate		6,904	7,369	7,950	8,211	8,473	8,550	8,567
Undergraduate	Diploma & Certificate		109	102	56	67	53	59	67
	Non-Degree		259	275	253	223	283	266	265
	Post-Baccalaureate Degree		2,516	2,455	2,516	2,529	2,431	2,388	2,453
	Residents		988	1,056	1,122	1,158	1,202	1,232	1,266
	Undergraduate Degree		19,677	20,132	21,370	21,644	22,134	22,971	23,190
	Total Undergraduate		23,549	24,020	25,317	25,621	26,103	26,916	27,241
	Total Full-time Headcount		30,453	31,389	33,267	33,832	34,576	35,466	35,808
Part-Time Headcount									
Graduate	Masters		1,576	1,355	1,302	1,418	1,487	1,476	1,345
Undergraduate	Diploma & Certificate		2,165	2,376	2,413	2,269	2,163	2,113	2,102
	Non-Degree		2,240	2,269	2,417	2,500	2,428	2,200	2,142
	Post-Baccalaureate Degree		138	139	134	116	122	95	87
	Undergraduate Degree		7,851	7,650	7,399	7,314	7,508	7,888	8,412
	Total Undergraduate		12,394	12,434	12,363	12,199	12,221	12,296	12,743
	Total Part-Time Headcount		13,970	13,789	13,665	13,617	13,708	13,772	14,088
Total UBC-V Headcount									
Graduate			8,480	8,724	9,252	9,629	9,960	10,026	9,912
Undergraduate			35,943	36,454	37,680	37,820	38,324	39,212	39,984
	Total		44,423	45,178	46,932	47,449	48,284	49,238	49,896
	% Change over prior year			2%	4%	1%	2%	2%	1%
UBC-Okanagan									
Full-Time Headcount									
Graduate	Doctoral		36	62	98	138	201	216	226
	Masters		145	133	224	233	375	309	329
	Total Graduate		181	195	322	371	576	525	555
Undergraduate	Non-Degree		7	8	5	17	14	11	12
	Post-Baccalaureate Degree		202	208	207	184	175	178	178
	Undergraduate Degree		3,102	3,441	4,252	4,876	5,591	5,814	5,834
	Total Undergraduate		3,311	3,657	4,464	5,077	5,780	6,003	6,024
	Total Full-Time Headcount		3,492	3,852	4,786	5,448	6,356	6,528	6,579
Part-Time Headcount									
Graduate	Masters		58	134	124	172	115	120	85
Undergraduate	Diploma & Certificate		-	-	1	1	10	5	3
	Non-Degree		149	174	145	175	189	203	209
	Post-Baccalaureate Degree		4	3	8	4	7	5	5
	Undergraduate Degree		1,134	1,223	1,053	1,275	1,237	1,451	1,507
	Total Undergraduate		1,287	1,400	1,207	1,455	1,443	1,664	1,724
	Total Part-Time Headcount		1,345	1,534	1,331	1,627	1,558	1,784	1,809
Total UBC-O Headcount									
Graduate			239	329	446	543	691	645	640
Undergraduate			4,598	5,057	5,671	6,532	7,223	7,667	7,748
	Total		4,837	5,386	6,117	7,075	7,914	8,312	8,388
	% Change over prior year			11%	14%	16%	12%	5%	1%
UBC System (Vancouver & Okanagan)									
Graduate			8,719	9,053	9,698	10,172	10,651	10,671	10,552
Undergraduate			40,541	41,511	43,351	44,352	45,547	46,879	47,732
	Total		49,260	50,564	53,049	54,524	56,198	57,550	58,284
	% Change over prior year			3%	5%	3%	3%	2%	1%



University of British Columbia

2013 Annual Report on Enrolment: Okanagan Campus

Cynthia Mathieson

Interim Provost and Vice-Principal, Academic

UBC Okanagan



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Introduction

The Okanagan enrolment report for the 2013 year identifies the second year of attaining the enrolment level mandated by funding allocations established by the provincial government. Government funding is allocated for a defined number of full time equivalent (FTE) domestic students. For the Okanagan campus of UBC the allocation for 2013/14 is based on 6947 FTE students. It is not possible to translate that number into an exact headcount of students, because for most students the calculation depends on the average course credit load, which fluctuates from year to year.

Based on preliminary data for the 2013/14 year, we estimate a utilization rate of 100% in meeting our ministry target. Enrolment strategy focuses on maintaining domestic enrolment levels and pursuing the optimal distribution of enrolments across academic programs to ensure the health of the campus and student satisfaction. The campus continues to seek increased aboriginal student enrolment and graduation, improve retention rates in all programs, and increase international student enrolment.

The transition from a growing campus to one that manages enrolment within an unchanging funding model takes four or five years. In a growth period, most of the increased enrolment is realized through new first year students. The entering first year class is disproportionately large in each of those growth years. When transitioning to steady state enrolment, the entering class actually has to be slightly proportionally smaller, as the oversized enrolment cohorts at the other year levels work their way through to degree completion. The details in this report identify a slightly smaller entering class, exactly as should be expected at this point in the maturation of the Okanagan campus

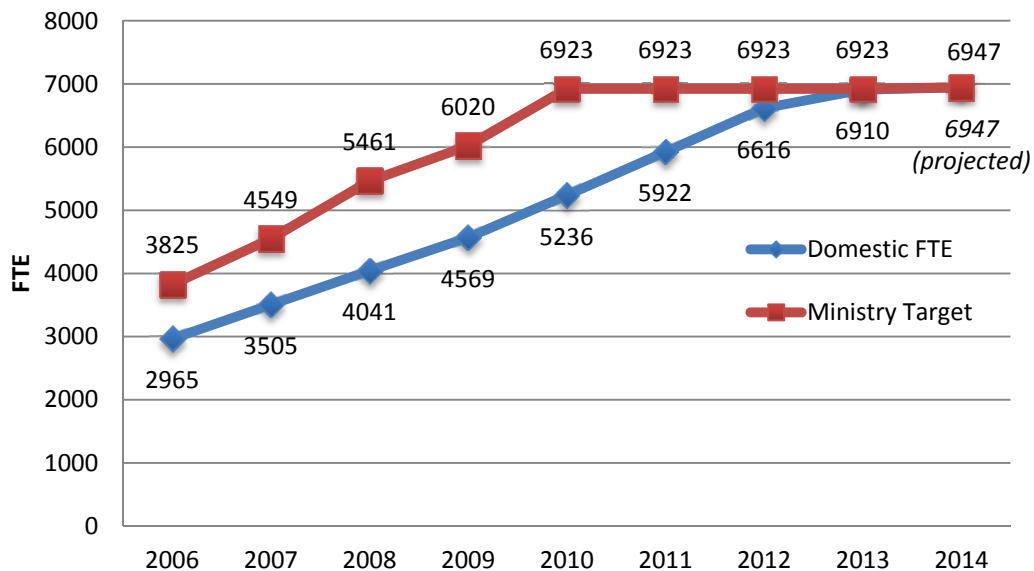
Enrolling students from diverse backgrounds enriches the learning environment for all students and international students are an essential component for that enrichment. International student tuition is set at cost recovery levels, so growth in international enrolment is not tied to government funding allocations. Details within this report reflect a continued trend of growth in international student enrolment and detail the diversity in the countries of origin for these students. Similarly, aboriginal student enrolment continues to increase every year through a number of efforts including Aboriginal Access programming and retention efforts.

The retention information in this report indicates that the Okanagan campus has not yet fully matured. There are some oscillations noted in retention levels from year to year and the range that contains this movement is still below long-term aspirations, however the general upward trend is very positive. Specific long-term targets are under consideration, but that does not affect the focus on improvements to student retention and graduation rates.

Enrolment

Dramatic enrolment growth for eight consecutive years led the campus to 100% utilization of ministry funding for the first time last year. Figure 1 identifies an estimate of 100% utilization again this year based on preliminary data to be confirmed in March. This trend line will continue to be flat as long as government funding is unchanged, however this is only for domestic students. If international students were included, the trend line continues upward. The ministry funded FTE value increased by 24 this year due to a funded nursing partnership program with Okanagan College.

Figure 1. Okanagan Funded Domestic FTE and Actual Domestic FTE



Overall undergraduate FTE enrolment growth is diagrammed in Figure 2. FTE enrolment represents the number of students registered each year, adjusted based on the number of credits taken and the normal number of credits by program. The undergraduate student FTE count increased by 0.7% over 2012 (November 1). The March 1 data tend to be lower than the November 1 numbers for several reasons: first, some students who attend the first winter term (September to December) do not return for the second term (January to April); second, some students who stay for the second term decide to lower their course loads, and this is reflected in our FTE calculation; finally, relatively few undergraduate students begin programs in the second winter term, so the reductions due to the first two factors are not offset by any significant gains.

Figures 2 and 3 show the growth lines for all undergraduate FTE’s and domestic undergraduate FTE’s respectively. While the trendlines are very similar it can be observed that while the overall FTE’s continue to rise this year, the domestic value actually drops slightly. This is a reflection of the deliberate plan to decrease the size of the incoming first year class to ensure that overall enrolment stays in line with ministry funding levels. The November 1st lines are based on preliminary actual values. The March 1st lines are the final actuals reported to the ministry.

Figure 2. Undergraduate Winter Session FTE

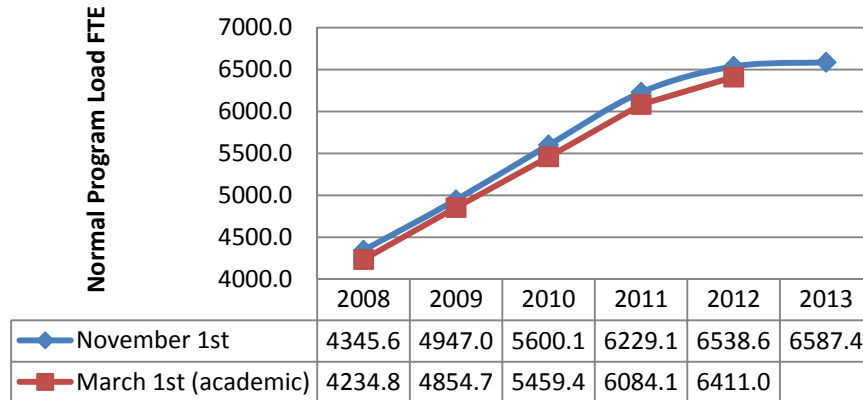
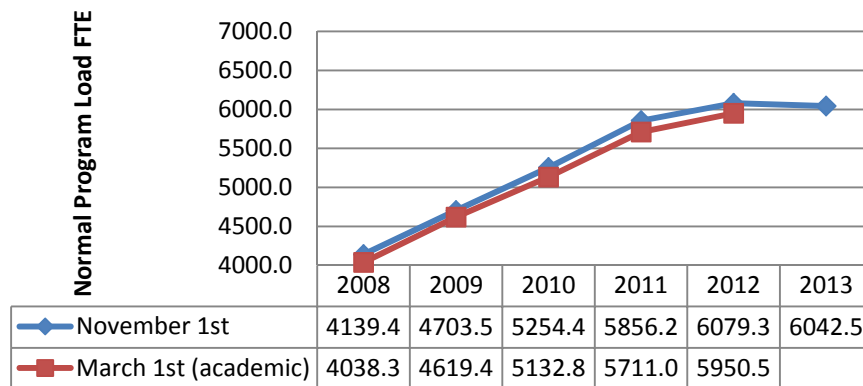


Figure 3. Domestic Undergraduate Winter Session FTE



Graduate annualized FTE is calculated slightly differently from undergraduate FTE due to the differing nature of graduate programs. A student counts for one full FTE if they are enrolled full-time throughout the entire school year (May through April). Because relatively few graduate students leave their studies after one semester and quite a few begin programs in January, the March 1 FTE count tends to be higher than the November 1 count.

Figure 4. Graduate Annualized FTE

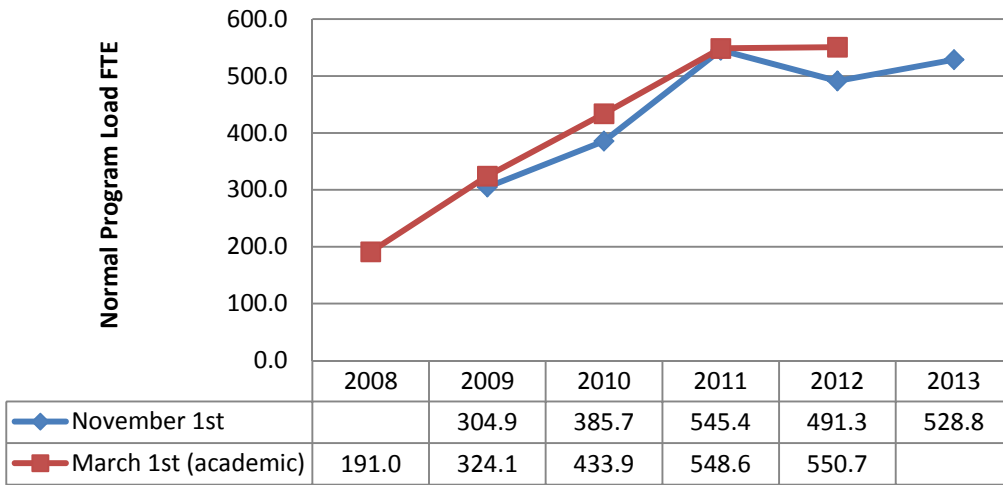


Figure 5. Headcount Enrolment Perspectives, 2013 Winter Term

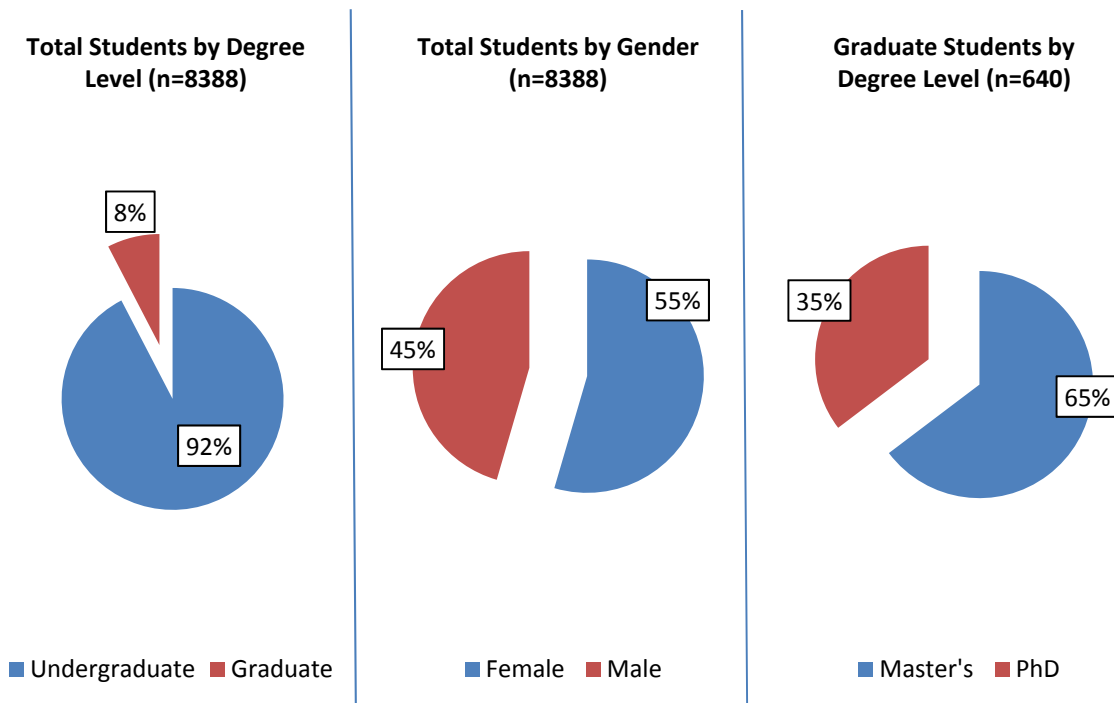
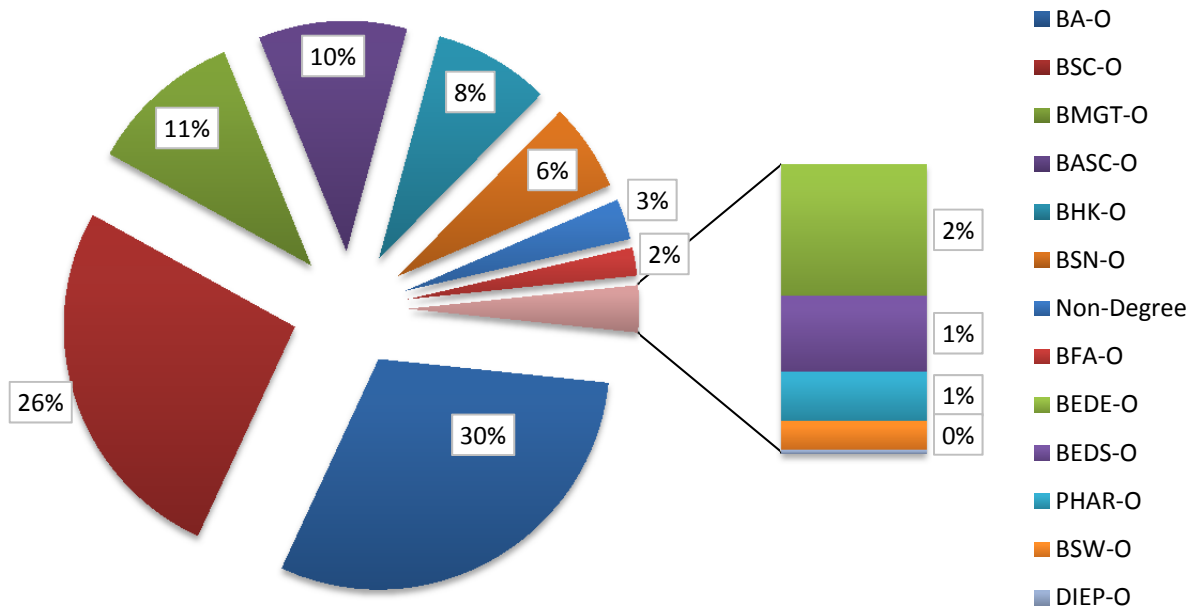


Figure 6. Undergraduate Students by Degree Program, 2013 winter session (n=7748)

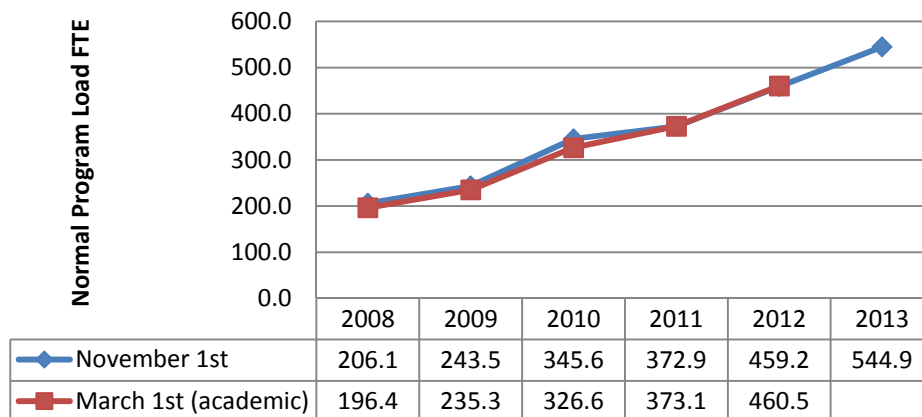


International and Regional Diversity

International enrolment continues to show strong growth at the Okanagan campus, particularly in the most recent two years. A large subset of International student are identified as ISI (international student initiative). “ISI” refers to international undergraduate students who are in Canada on student or visitor visas and pay full-cost recovery tuition, and includes both degree and non-degree students. There are a small number of additional undergraduate international students on other tuition plans as well as international graduate students.

Recruitment efforts for undergraduate international students focus primarily on undergraduate direct entry programs. These efforts continue to be extremely successful at the Okanagan campus, showing about a 19% increase in the international undergraduate FTE count over last year. The domestic category embraces both permanent residents and citizens of Canada.

Figure 7: International Undergraduate Winter FTE



While ISI classification captures most undergraduate international students at the Okanagan campus, some undergraduate students do not pay international fees (e.g. exchange students, dependents of diplomats). In the 2013 winter term, there are 650 undergraduate international students registered at the Okanagan campus, and an additional 159 international graduate students, which represents about 10% of our total student enrolment. This is an increase of about 16% over last year when the enrolment was 698 total international students registered at this campus.

Aboriginal student enrolment is now at the highest level in the history of the Okanagan campus. The increase of 23% over the previous year for undergraduate Aboriginal students is also the largest ever for the Okanagan campus. Clearly, enrolment initiatives such as Aboriginal Access and targeted admissions in nursing and human kinetics are contributing factors to this positive trend.

Table 1. Total Winter Student Headcount by Status (graduate and undergraduate)

	2008	2009	2010	2011	2012	2013
Undergraduate Total	5061	5671	6533	7224	7667	7748
Domestic	4832	5377	6124	6777	7116	7098
<i>Aboriginal*</i>	164	182	196	207	235	290
ISI International	229	294	409	447	551	650
Graduate Total	329	446	543	691	643	640
Domestic	297	377	442	545	496	481
<i>Aboriginal*</i>	4	7	9	17	23	25
International	32	69	101	146	147	159
TOTAL	5390	6117	7076	7915	8310	8388

*Students who self-identified as Aboriginal. They are included in the Domestic headcount.

At the Okanagan campus, students from China again represent the largest percentage of the international student body. The remaining distribution of students by country of origin remains much the same, except that the USA moves from 5th place to second place.

Figure 8. All students: International enrolment by country, winter 2013 (n>8)

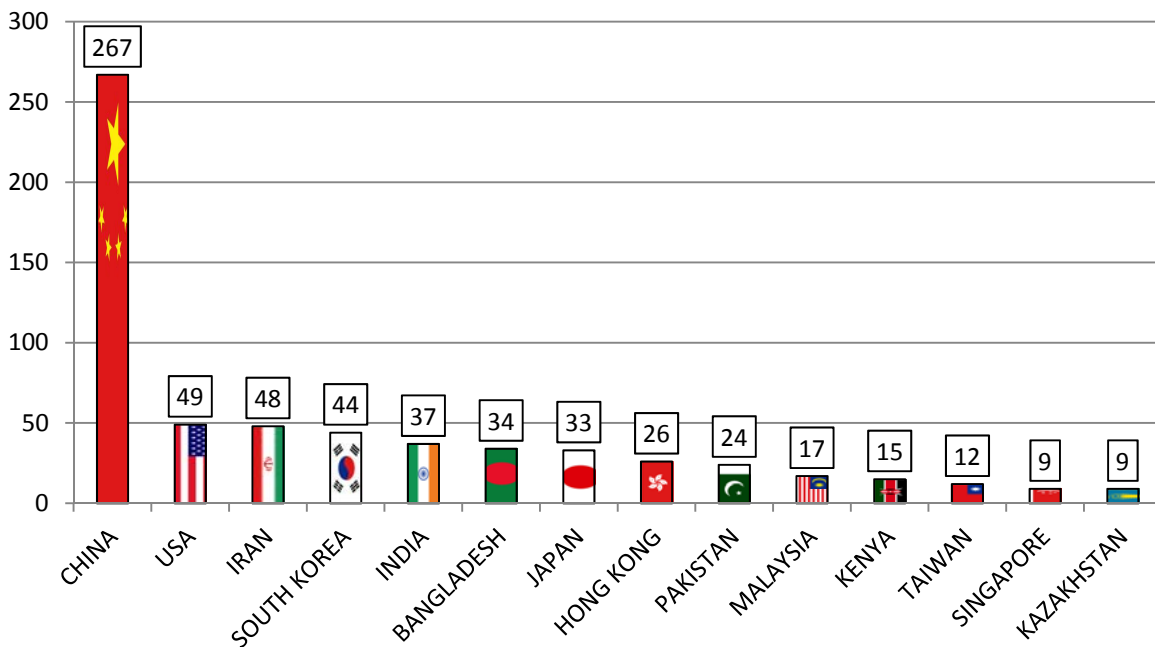
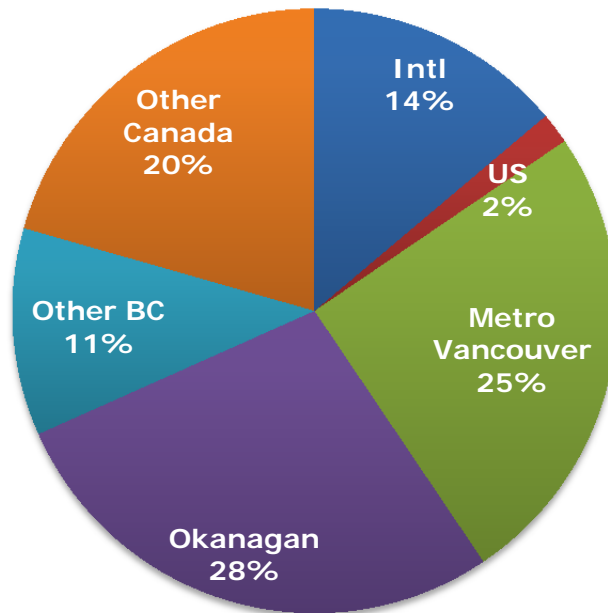


Figure 9 shows the place of origin for new students in direct entry undergraduate programs. There is strong representation from the Okanagan region, from the rest of British Columbia and from Canada in general outside of the province. There appears to be solid provincial and national awareness of the Okanagan campus of UBC.

Figure 9. Direct-entry, new to UBC Student Origins, 2013 winter term (n=1632)

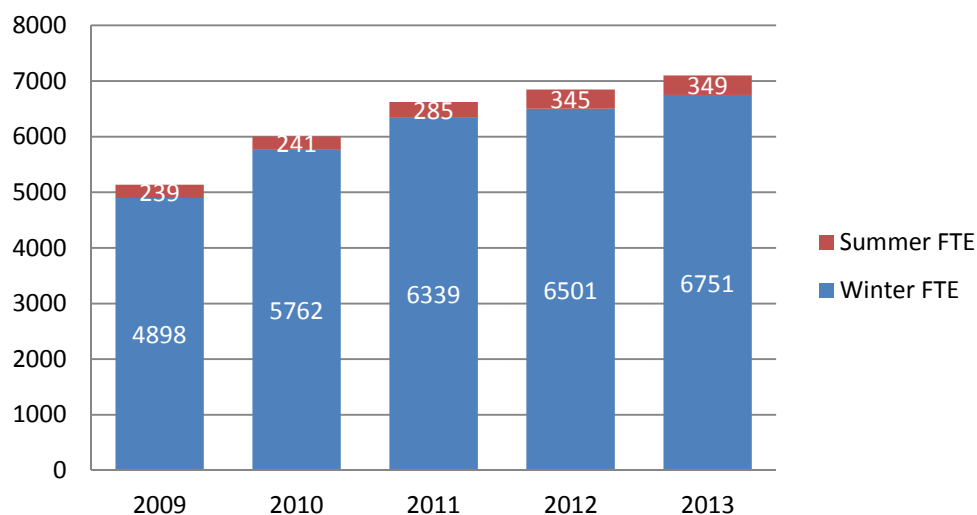


Teaching Activity

Undergraduate course taught FTE (Figure 10) provides a good measure of the teaching activity occurring on campus at UBC's Okanagan campus. It is distinct from the program FTEs used for government reporting purposes. Course taught FTE includes primary activity delivered in the winter and summer terms but excludes the following activity types: exchange program, tutorial and work placement courses. These values include all student registrations in undergraduate courses.

Course taught FTE is calculated for each term as the sum of credits per course section, multiplied by the number of students enrolled, and then the total is divided by 30.

Figure 10. Undergraduate Course Taught FTE



New Student Retention

This section explores student retention rates for UBC's Okanagan campus over the past four years. Figures 11 to 13 focus on campus retention, meaning that students formally transferring to a Vancouver UBC program are counted as a loss. This summary includes new to UBC, first-year, full-time students starting their programs on the Okanagan campus and enrolling at the Okanagan campus in the following year.

Overall retention has improved as compared to the levels of 2005. Over the previous four years retention rates have been relatively consistent, but there is a noticeable improvement this year. As would be expected because of the smaller size of each population segment, the rates within each program have experienced greater fluctuation. The increase over 2005 rates is likely due to improving academic qualification of new students, a growing appreciation on the part of

applicants of the distinctiveness between UBCs two campuses, more robust and wider selection of academic programs, an improved campus environment, and maturation of several key student engagement programs.

Improving retention rates continues to be a key objective for the campus and will be a focus of Strategic Enrolment Management efforts.

Figure 11. All First-year, Full-time, New-to-UBC Retention by degree program, 2009-2012

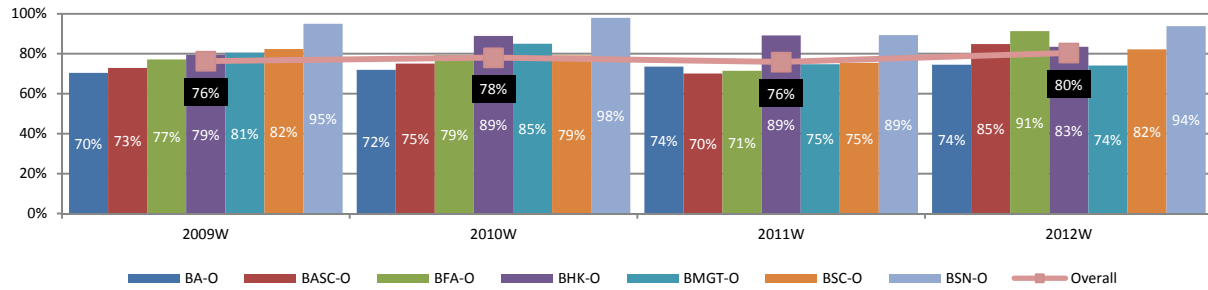


Figure 12. Domestic, First-year, Full-time, New-to-UBC Retention by degree program, 2009-2012

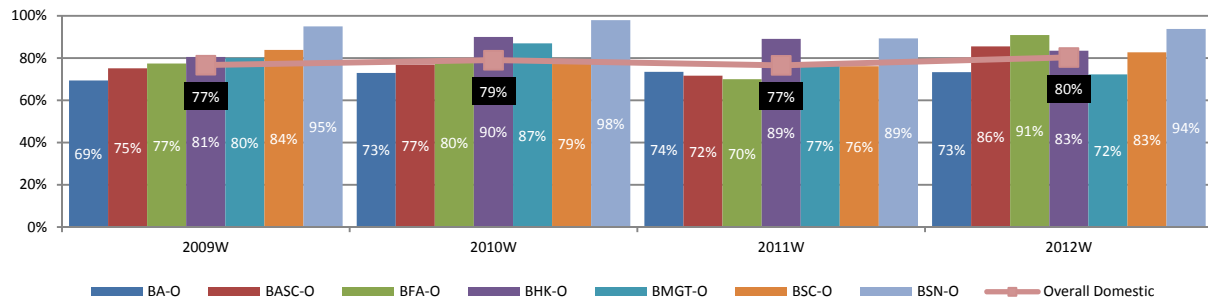
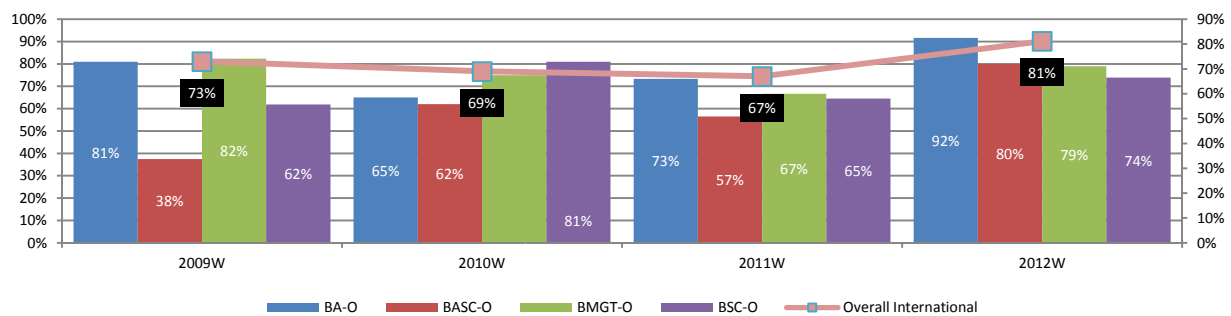


Figure 13. International, First-year, Full-time, New-to-UBC Retention by degree program, 2009-2012

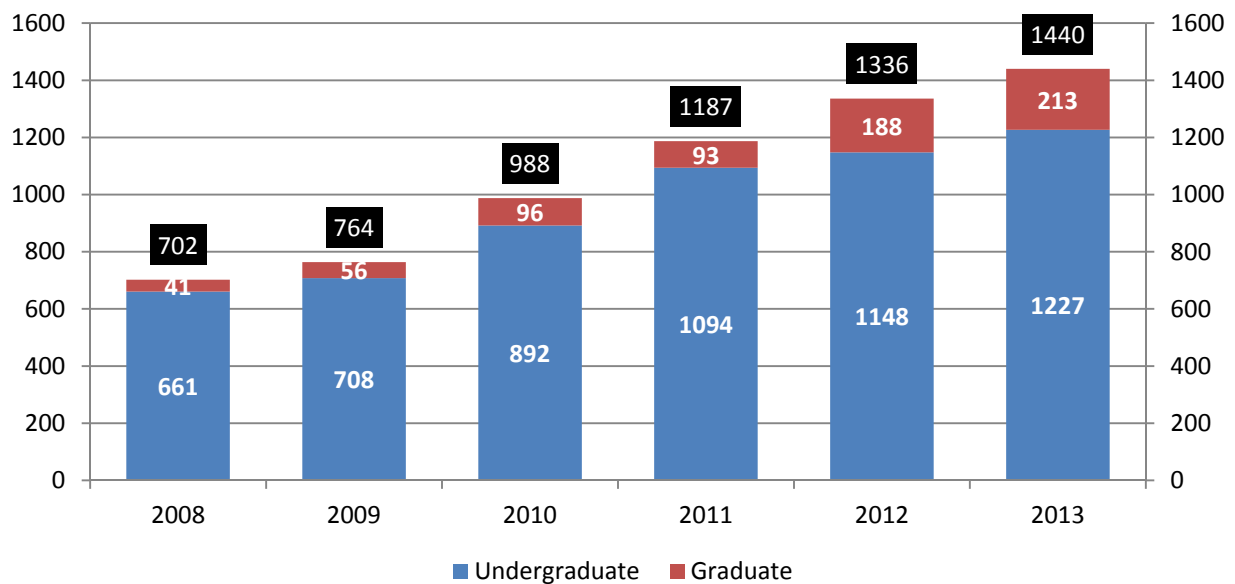


Graduation

The steady growth in degrees conferred corresponds to the enrolment growth experienced in the Okanagan. Levelling off from this pattern will be similar to the overall levelling off of enrolment growth, but there will be a lag of several years because the large number of first year students during the period of enrolment growth will take at least four years to complete their undergraduate degree.

In 2005 there were two graduation ceremonies in early June and that has now increased to five ceremonies over two days. Some students have their degrees conferred in November, starting with 41 in 2006 and increasing to 213 in 2013 (approved graduations as of November 1). The students who graduate in November are invited to attend a ceremony in the following spring.

Figure 14. Degrees conferred, 2008-2013



UBC Admissions

The admission process involves a series of filters, some controlled by the applicant (e.g. choosing to include all the required information) and some controlled by UBC (e.g. establishing minimum performance thresholds). At each stage the number of applicants moving forward is decreased. These steps are commonly referred to as the “enrolment funnel” and within the process ‘conversion rates’ are carefully monitored. In this report we explore the conversion rate that represents the percentage of admitted students who subsequently register at UBC’s Okanagan campus and how that rate has trended over the past five years. The following charts are based only on undergraduate students whose first choice was the Okanagan campus. These data were provided by the Associate Registrar of Undergraduate Admissions.

Figure 15. Overall Conversion rates, 2009-2013

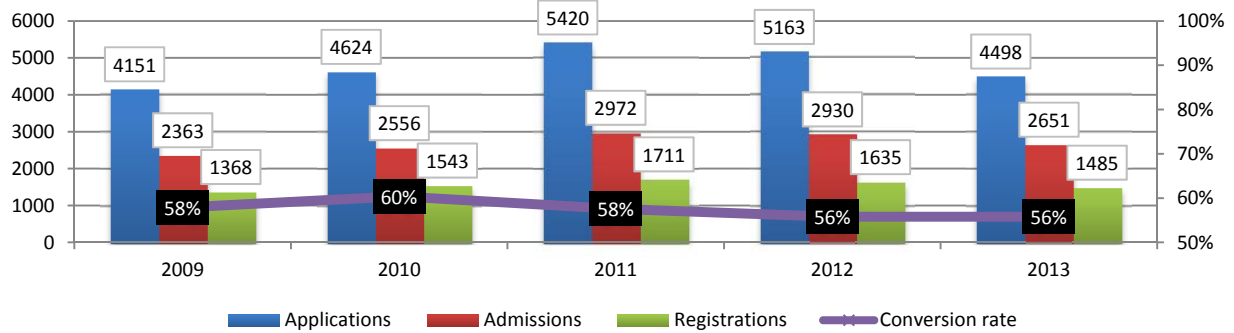


Figure 16. Domestic Conversion rates, 2009-2013

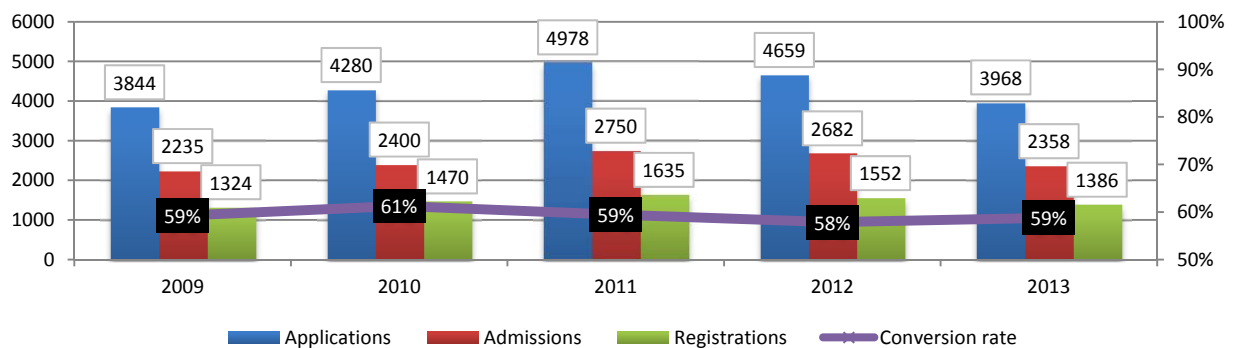
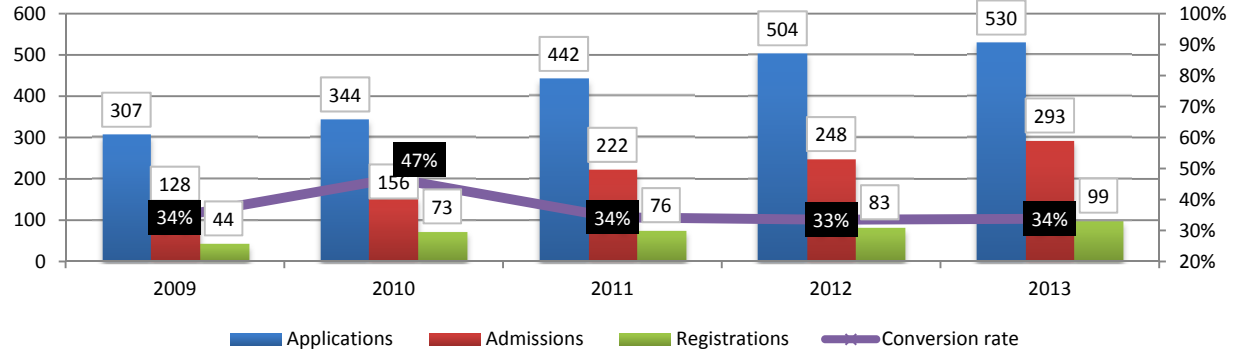


Figure 17. International Conversion rates, 2009-2013



In 2013, even though undergraduate domestic applications dropped noticeably from the previous year, the quality of applicants was high and the number of admissions declined at a much smaller rate. The slight reduction in registrants is a reflection of the deliberate management of enrolment of new students, intentionally enrolling a marginally smaller first year class to ensure a smooth multi-year transition to stable domestic enrolment.

It is likely that the lower total number of applications received was partially due to the implementation of holistic admission for all undergraduate programs at the Okanagan campus. Ultimately, this had little effect on the ability to enrol a full complement of well qualified programs and in fact the mean admission grade average is at the highest level ever for the campus.



Strategic Initiatives

UBC's Okanagan campus is a young and distinctive learning community earning international recognition for excellence in research and teaching. We are at the point in our evolution where we have accomplished many great things, including: reaching student enrolment targets; tripling the physical infrastructure of the campus; building an intensive research community; and establishing new programs, including professional programs. An enormous investment in infrastructure and resources has enabled us to build a vibrant learning and research community here in the BC Interior. As we stabilize, we have the insights to think about the future in a more informed way than even a few years ago.

We are now developing our vision for the next phase of life for our campus. "Aspire" is a consultative process with our university community for envisioning our future opportunities in transformative learning, research excellence and community engagement.



Appendix: Okanagan Headcount Enrolment by Faculty, Program and Citizenship

Faculty	Program	2012			2013		
		Domestic	International	Total	Domestic	International	Total
Non-Degree	Access Studies	77		77	87		87
	Exchange	8		8	9		9
	Unclassified	117		117	117	1	118
	Visiting	12	1	13	9		9
Faculty Total		214	1	215	222	1	223
Applied Science	Bachelor of Applied Science	689	49	738	746	59	805
	Master of Applied Science	23	40	63	24	43	67
	Master of Engineering	5	1	6	3	10	13
	Doctor of Philosophy	25	53	78	24	54	78
Faculty Total		742	143	885	797	166	963
Arts and Science	Bachelor of Arts	2094	179	2273	1955	205	2160
	Bachelor of Science	1770	126	1896	1869	158	2027
	Pre-Pharmacy Studies	53		53	43		43
	Master of Arts	40	2	42	35	2	37
	Master of Science	59	15	74	52	10	62
	Doctor of Philosophy	63	22	85	66	24	90
Faculty Total		4079	344	4423	4020	399	4419
Education	Bachelor of Education, Elementary	108		108	116		116
	Bachelor of Education, Secondary	75		75	67		67
	Certificate Programs	1		1			0
	Diploma Programs	4		4	2		2
	Master of Arts	22	2	24	20	3	23
	Master of Education	58		58	42	1	43
	Doctor of Philosophy	10		10	12	1	13
Faculty Total		278	2	280	259	5	264
Creative/Critical	Bachelor of Arts	200	9	209	179	5	184
	Bachelor of Fine Arts	150	12	162	142	10	152
	Master of Arts	27	2	29	17	2	19
	Master of Fine Arts	14	2	16	16	1	17
	Doctor of Philosophy	14	1	15	14	1	15
Faculty Total		405	26	431	368	19	387
Health/Soc. Dev.	Bachelor of Arts in Health Studies	2		2			0
	Bachelor of Human Kinetics	585	6	591	627	3	630
	Bachelor of Science in Nursing	450	1	451	478		478
	Bachelor of Social Work	65		65	26		26
	Master of Arts	1		1	2		2
	Master of Science	15		15	24	1	25
	Master of Science in Nursing	33		33	24	1	25
	Master of Social Work	52	2	54	77	2	79
Doctor of Philosophy	24	1	25	24	1	25	
Faculty Total		1227	10	1237	1282	8	1290
Management	Bachelor of Management	656	168	824	626	209	835
	Master of Arts	1	1	2	2		2
	Master of Management	8	2	10			0
	Master of Science		1	1			0
	Doctor of Philosophy	2		2	3	2	5
Faculty Total		667	172	839	631	211	842
Grand Total		7612	698	8310	7579	809	8388