

**THE UNIVERSITY OF BRITISH COLUMBIA****OKANAGAN SENATE SECRETARIAT****Enrolment Services****Senate and Curriculum Services**

University Centre · UNC 322

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[okanagan.senate@ubc.ca](mailto:okanagan.senate@ubc.ca)[www.senate.ubc.ca](http://www.senate.ubc.ca)**The Okanagan Senate****AGENDA****THE SEVENTH REGULAR MEETING OF THE OKANAGAN SENATE  
FOR THE 2011/2012 ACADEMIC YEAR****WEDNESDAY, MARCH 28, 2012****3:30 PM TO 5:30 PM****ASC 130 | UBC OKANAGAN CAMPUS**

- 1. Minutes of the Previous Meeting, February 29, 2012 – Prof. Stephen J. Toope**  
(approval) (Master Pages 3 - 8)
- 2. Business Arising from the Minutes – Prof. Stephen J. Toope**
- 3. President’s Comments and Related Questions – Prof. Stephen J. Toope**
  - a) Certificates of Appreciation for Student Senators completing their terms on March 31, 2012 (information)
  - b) Record of President’s Activities for 3 January to 29 February 2012 (information)  
(Master Pages 9 - 16)
- 4. Deputy Vice-Chancellor’s Comments and Related Questions – Dr. Doug Owrarn**
- 5. Academic Policy Committee – Dr. Jan Cioe**
  - a) Policy O-2: Faculty Councils (approval) (Master Pages 17 - 23)
  - b) Faculty Council Terms of Reference (approval)
    - i. Faculty of Arts and Sciences (Master Pages 24 – 27)
    - ii. Faculty of Creative and Critical Studies (Master Pages 28 – 31)
    - iii. Faculty of Management (Master Pages 32 – 33)
    - iv. School of Engineering (Master Pages 34 – 35)

**6. Joint Report of the Admissions and Awards and Curriculum Committees – Dr. Spiro Yannacopoulos**

English Foundation Program and Associated Courses (approval) (Master Pages 36 - 53)

*Note: The full program proposal is available from Enrolment Services upon request.*

**7. Admissions and Awards Committee – Dr. Spiro Yannacopoulos**

- a) New and Revised Awards (approval) (Master Pages 54 - 57)
- b) Admissions Proposals (approval) (Master Pages 58 - 66)
  - i. Homeschooled Secondary School Applicants
  - ii. Maximum Allowable Transfer Credit
  - iii. BFA Major in Visual Arts – Deadline for Portfolio, Letter of Intent
- c) Policy 0-50: *Broad Based Admission* (approval) (Master Pages 67 - 76)
- d) UBC Annual Report on Admissions Targets, Okanagan Campus 2012/2013 (approval) (Master Pages 77 - 83)

**8. Curriculum Committee – Dr. Dwayne Tannant**

Curriculum Proposals from the Faculties of Arts and Sciences, and Health and Social Development (approval) (Master Pages 84 - 114)

**9. Nominating Committee – Dr. Gurupdesh Pandher**

Amendment to the Membership of the Learning and Research Committee (approval) (Master Pages 115 - 117)

**10. Other Business**

**Next Meeting of the Okanagan Senate – April 25, 2012**

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Kindly send meeting regrets to: Okanagan Senate Secretariat [okanagan.senate@ubc.ca](mailto:okanagan.senate@ubc.ca)

Senate meetings schedule [www.senate.ubc.ca/okanagan/schedule.cfm](http://www.senate.ubc.ca/okanagan/schedule.cfm)



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**THE UNIVERSITY OF BRITISH COLUMBIA**

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## The Okanagan Senate

### DRAFT MINUTES

SIXTH REGULAR MEETING OF THE 2011/2012 ACADEMIC YEAR

29 February 2012 | 3:30 – 5:30 p.m. | ASC 130

Present:	Mr. James Ridge (Secretary); Mr. Ramine Adl; Dr. Linda Allan; Mr. Morgan Andreychuk; Dr. Peter Arthur; Dr. Philip Balcaen; Dr. E. Alan Broome; Ms. Melia Campos; Dr. Kenneth Carlaw; Dr. Jan Cioe; Mr. Ian Cull; Dr. R. Robin Dods; Mr. John Fache; Ms. Mayling Fennell; Ms. Fern Helfand; Dr. Kasun Hewage; Dr. Sandy Hilton; Dr. James Johnson; Dr. Carolyn Labun; Ms. Kaitlyn Levy; Dr. Cynthia Mathieson; Dr. Abbas Milani; Ms. Darby Milner; Dr. Ben Nilson; Dr. Gurupdes Pandher; Ms. Laura Patterson; Dr. Andre Phillion; Dr. Wesley Pue; Dr. Deborah Roberts; Dr. Carole Robinson; Dr. Caro Scarff; Dr. Dwayne Tannant; Dr. Wisdom Tettey; Dr. Paul van Donkelaar; Dr. Greg Wetterstrand; Dr. Spiro Yannacopoulos
Regrets:	Dr. Gordon Binsted; Ms. Cara Bonini; Dr. Lynn Bosetti; Ms. Melody Burton; Mr. Kirk Chavarie; Dr. Fes deScally; Mr. Christopher Gorman; Dr. Miriam Grant; Dr. Eric Hall; Mr. Jordan Haynes; Mr. Josiah McDermott; Ms. Sarah Morgan-Silvester; Dr. Daniel Murray; Mr. Kyle Nolan; Dr. Doug Owram; Ms. Kristin Vidi; Mr. Calvin Wain
By Videoconference	Prof. Stephen J. Toope (President)
Guests:	Ms. Jackie Podger, Associate Vice-President, Finance and Administration; Ms. Stephanie Barclay-McKeown, Director, Educational Research, Planning, and Analysis; Ms. Catherine Alkenbrack, Associate Director, Facilities Planning; Ms. Teresa Syrnyk, Senior Planner
Senate Secretariat:	Mr. Christopher Eaton; Ms. Nathalie Hager; Mr. Steve Siblock (Recording Secretary)

Call to Order: Acting Chair Dr. Peter Arthur called the meeting to order at 3:33 p.m.

President Stephen J. Toope participated by videoconference from the Vancouver campus. In the absence of both the President and the Vice-Chair of Senate, Dr. Peter Arthur presided as Acting Chair. Prior to continuing with the Agenda, Dr. Arthur announced the recent passing of a UBC Okanagan student, Mr. Coby Cross, a classmate of many of the student senators. A moment of silence was observed in Mr. Cross' honour.

1.	<p>Minutes of the Previous Meeting</p> <p>Dr. Johnston noted that Dr. Dan Muzyka ought to be removed from the list of regrets for the meeting.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> <p><i>Dr. J. Cioe; Dr. R. Dodds</i></p> </td> <td style="width: 5%; text-align: center; vertical-align: middle;"> <p>}</p> </td> <td style="vertical-align: top;"> <p><i>That the minutes of the meeting of January 25, 2012 be approved as circulated with the friendly amendment to remove Dr. Muzyka's name on the list of regrets.</i></p> <p>Approved.</p> </td> </tr> </table>	<p><i>Dr. J. Cioe; Dr. R. Dodds</i></p>	<p>}</p>	<p><i>That the minutes of the meeting of January 25, 2012 be approved as circulated with the friendly amendment to remove Dr. Muzyka's name on the list of regrets.</i></p> <p>Approved.</p>
<p><i>Dr. J. Cioe; Dr. R. Dodds</i></p>	<p>}</p>	<p><i>That the minutes of the meeting of January 25, 2012 be approved as circulated with the friendly amendment to remove Dr. Muzyka's name on the list of regrets.</i></p> <p>Approved.</p>		
2.	<p>Business Arising from the Minutes</p> <p>The Chair noted there was no business arising from the previous Minutes.</p>			
3.	<p>President's Comments and Related Questions</p> <p>The President extended his thanks to Dr. Arthur for presiding as Chair.</p> <p>Speaking to the budget, Professor Toope informed Senate of a commitment from the provincial government to provide funding for capital investments on deferred maintenance and maintenance projects, with the clarification that this funding did not apply to new building construction. These funds help offset the reduction in the annual capital grant which the University used to receive for building maintenance, which has been reduced from \$27 million to \$2 million over the past four years. In addition, he explained that the Presidents of the large research universities were in urgent discussion with Government regarding an unexpected gradual cut to their operating grants, noting that no other social service ministries were experiencing bottom-line cuts to their operating grants.</p>			
4.	<p>From the Board of Governors</p> <p>The Chair reported that at their February 2, 2012 meeting, the Board of Governors had approved recommendations made by Senate from the December 15, 2011 and January 25, 2012 meetings as required under the <i>University Act</i>.</p>			

Senate meeting schedules: <http://www.senate.ubc.ca/okanagan/schedule.cfm>

<p>5.</p>	<p><b>Report from the Admissions and Awards Committee</b></p> <p>Dr. Yannacopoulos presented the report from the Admissions and Awards Committee, introducing a new joint policy <i>J-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum</i></p> <p>In response to a question from Dr. Carol Robinson, Ms. Michelle Davis outlined the process whereby for a capped program, the admissions process would not immediately reject any students who might be flagged with an initial false refusal early in the admissions cycle. From a further question from Dr. Cioe, Ms. Davis outlined how students in a capped program with a waitlist would be processed. Students on a waitlist would be admitted in a phased approach based on ranking and probability of consistent final official grades.</p>
<p><i>Dr. S. Yannacopoulos;</i> <i>Dr. D. Tannant</i></p>	<p>} <i>That Senate approve Policy J-52 as submitted by the Committee.</i></p> <p>Approved.</p>
<p>6.</p>	<p><b>Report from the Curriculum Committee</b></p> <p>Dr. Dwayne Tannant presented the report, outlining curriculum proposals from the Faculties of Education, and Health and Social Development. Dr. Carol Scarff provided additional details on the changes being brought forward from the Faculty of Education. Dr. Scarff indicated that the changes being proposed were in response to student concerns regarding obtaining their full B. Ed. degree and their professional teaching certifications. The second reason for the proposals was in response to changing government regulations in the Ministry of Education Teacher Regulation Branch, mandating that two courses in Special Needs Education and Aboriginal Education be adopted into the program.</p> <p>Comments were received pertaining to the apparent heavy course load in the program, which awarded 60 credits over a twelve-month period, and the effect this would have on the student experience. Concerns were also raised regarding the credit value over the duration of the program, compared to other traditional university programs.</p> <p>In response to a question from Dr. Phillion, Dr. Tannant explained that the two new courses being added were already approved at the previous Senate meeting.</p> <p>At the request of Dr. Cioe, abstentions from the vote were recorded.</p>
<p><i>Dr. D. Tannant; Dr.</i></p>	<p>} <i>That Senate approve the revised program and the new policy brought forward by the Faculties of Education, and Health and Social</i></p>

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	<i>P. Balcaen</i>		<p><i>Development as set out in the attached proposals.</i></p> <p>Approved by majority vote, with four abstentions.</p>
7.	<p>Report from the Nominating Committee</p> <p>Dr. Gurupdesh Pander presented the report outlining routine adjustments to Senate Subcommittee memberships.</p>		
	<p><i>Dr. G. Pandher; Dr. W. Tettey</i></p>	<p>}</p>	<p><i>That Mr. John Fache, student, be named to the Admissions and Awards Committee, replacing Mr. Yaw Obrenu-Yamoah, effective until March 31, 2012 and thereafter until replaced.</i></p> <p>Approved.</p>
8.	<p>Report from the Deputy Vice-Chancellor</p> <p>Dr. Wesley Pue, Provost, and Ms. Jackie Podger, Associate Vice-President, Administration and Finance, presented an overview of the 2012/2013 operating budget on behalf of Deputy Vice-Chancellor Dr. Doug Owram. The overall summary represented in the report shows the following key points:</p> <ul style="list-style-type: none"> <li>• the Okanagan campus is in a good financial position</li> <li>• the campus was well funded at the outset, and the completion of build-out and buildup in enrolment was in alignment with the funding that was given</li> <li>• overall discretionary monies are reduced</li> <li>• the 10 year budget plan has been updated with the assumption that government funding remains stable</li> <li>• any inflationary costs must be covered by the existing budget</li> <li>• the bottom line reflects a balanced budget and a recurrent surplus</li> <li>• recurring surplus funds are to be invested into academic programs and the objectives of <i>Place &amp; Promise</i></li> <li>• the campus has so far succeeded in reducing its overall debt from \$50 million at startup to \$34 million</li> </ul> <p>Infrastructure priorities were identified as:</p> <ul style="list-style-type: none"> <li>• Student Housing: Phase 5 and 6</li> <li>• Unfunded Academic Projects: Library, Multi-Purpose Building (including Black-Box Theatre) and Health Building</li> <li>• Rapidly developing record of success in science research is creating pressures on lab space</li> <li>• Improvements in pedagogy are creating pressures with respect to classrooms and learning spaces</li> <li>• Graduate student growth was not anticipated at current levels when campus build-out was planned and is creating significant space demands</li> </ul>		

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	<p>Priorities are to be evaluated against the results of the space audit currently in progress.</p> <p>President Toope commented that from the University's perspective as a whole, the purpose of increasing international student enrollment is to enrich the educational experience of all students, starting from an academic perspective and enhancing international engagement in the classroom. He emphasized that a strong cohort of international students with strong academic backgrounds is important to challenge all to think differently.</p>
9.	<p>Report from the Provost</p> <p>Ms. Catherine Alkenbrack, Associate Director, Facilities Planning, and Ms. Teresa Syrnyk, Senior Planner, assisted Dr. Pue in the presentation of the preliminary report on space utilization at the Okanagan campus.</p> <p>Dr. Pue began by noting that the Engineering, Management, and Education building is the last academic building planned. The preliminary results show that campus space needs to be used in different ways, and we need to live better within the buildings we have. He offered praise to the space-planning group from the Vancouver campus who understand and care about meeting university and academic needs. They are experts in space utilization, architecture, and the government's space standards to which the university is held.</p> <p>Dr. Pue outlined the distribution of the preliminary report, including the draft report available from the Provost's web page two weeks ago, a number of email reminders, seven event forums across campus, plus the presentation to Senate.</p> <p>Key space issues, findings, observations, and an outline of the process for moving forward were provided in the report available on the Provost's web page <a href="http://www.ubc.ca/okanagan/provost/welcome.html">http://www.ubc.ca/okanagan/provost/welcome.html</a></p>
10.	<p>Report from the Associate Vice-President and Registrar</p> <p>Ms. Stephanie Barclay-McKeown, Director, Educational Research, Planning and Analysis, presented the report "Enrolment Summary Report for the UBC Okanagan Campus Winter Term 2011/12".</p> <p>At 5:30 p.m., the Acting Chair raised a point of order and called for a motion to extend the meeting beyond the scheduled ending time. A motion to extend the meeting for thirty minutes was moved by Dr. Cioe, seconded by Ms. Patterson, and approved.</p> <p>Highlights of the report included:</p> <ul style="list-style-type: none"><li>- between 2010/2011 and 2011/2012, a 10.6% increase in undergraduate enrolment, a 27.3% increase in graduate student enrolment, showing an</li></ul>

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	<p>overall increase of 11.9% for the Okanagan campus</p> <ul style="list-style-type: none"><li>- approximately 97% of the Ministry funded target of 6,923 has been achieved</li><li>- 74% domestic student retention and 61% international student retention at the Okanagan campus, with an overall system retention of 81% and 82% for domestic and international students</li></ul> <p>Ms. Barclay-McKeown noted that a change in policy which now requires students across many faculties to withdraw for a period of 12 months if they did not achieve a passing academic standing has resulted in lower retention figures, but if the new rule is not applied using the same data, the retention rates were not significantly different from the previous year.</p>

Adjournment:	There being no further business, the Chair adjourned the meeting at 5:41 p.m.
Next Meeting:	Wednesday, March 28, 2012

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## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

### External Group

January 4	Iain Black, President & CEO, Vancouver Board of Trade
January 4	Great Northern Way Campus (GNWC) Meeting
January 5	Canada West Task Force on Future Competitive Structure for University Sport in Canada West and the Canadian Interuniversity Sport (CIS)
January 5	Robert Quartermain, President, CEO & Director, Pretium Resources Inc.
January 10	Christine Tausig-Ford, Vice-President & COO, Association of Universities and Colleges of Canada (AUCC)
January 10	U-15 Executive Heads Meeting
January 13	The Research Universities' Council of British Columbia (RUCBC) Presidents' Meeting
January 13	Chaviva Hosek, President & CEO, Canadian Institute for Advanced Research (CIFAR)
January 13	Andrew Petter, President & Vice-Chancellor, and Jon Driver, Vice-President Academic & Provost, Simon Fraser University (SFU)
January 13	David Naylor, President, University of Toronto
January 16	Association of Universities and Colleges of Canada (AUCC) and Access Copyright Meeting
January 16	Paul Davidson, President & CEO, AUCC
January 16	Harvey P. Weingarten, President & CEO, Higher Education Quality Council of Ontario (HEQCO)
January 17	Paul Davidson, President & CEO, and Christine Tausig-Ford, Vice-President & COO, AUCC
January 17	Chris O'Neill, Managing Director, Google Canada
January 17	Janice Gross Stein, Director, Munk School of Global Affairs, University of Toronto
January 18	George Cope, President & CEO, Bell Canada & BCE Inc., and Mary Deacon, Chair, Bell Mental Health Initiative

## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

January 19	Association of Universities and Colleges of Canada (AUCC) Board of Directors Meeting
January 19	S/Sgt. Kevin Jones, Detachment Commander, University Detachment (UBC), RCMP
January 20	World University Service of Canada (WUSC) Executive Committee Meeting
January 20	Alan MacGibbon, Board Chair, Conference Board of Canada
January 23	Discovery Foundation Board of Directors Meeting
January 23	Canada-China Joint Committee on Science & Technology
January 23	U-15 Executive Heads Meeting
January 23	Arvind Gupta, CEO & Scientific Director, The Mathematics of Information Technology & Complex Systems (MITACS)
January 24	Claudia Hepburn, Executive Director & Co-Founder, The Next 36
January 24	Denis Therien, Vice-President, Canadian Institute for Advanced Research (CIFAR)
January 24	Cundill Foundation Trustees Meeting
January 30	Don Avison, Former President, Research Universities' Council of British Columbia (RUCBC), and Carol Hebert, Former Dean, Schulich School of Medicine and Dentistry, University of Western Ontario
January 30	Stuart McCutcheon, Vice-Chancellor, University of Auckland
February 1	Dick White, Co-Chair, CW Task Force, and Director of Athletics, Faculty of Kinesiology & Health Studies, University of Regina
February 3	The Research Universities' Council of British Columbia (RUCBC) Presidents' Meeting
February 3	Deborah Orange and Hector Mackay-Dunn, Board Members, B.C. Representatives, Board of Directors, Tennis Canada
February 6	Pradipta Banerji, Director, IIT Roorkee, India
February 6	Paul Davidson, President & CEO, and Christine Tausig-Ford, Vice-President & COO, Association of Universities and Colleges of Canada (AUCC)

## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

February 7	Paul Davidson, President & CEO, AUCC
February 7	Canada West Universities Athletic Association
February 7	Andrew Petter, President & Vice-Chancellor, Simon Fraser University (SFU)
February 8	Indira Samarasekera, President & Vice-Chancellor, University of Alberta
February 9	John D. Harris, Director & Chairperson, and Deborah Harris, Director & Secretary, John & Deborah Harris Family Foundation
February 9	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
February 9	The Conference Board of Canada's 127 <sup>th</sup> Board Meeting
February 13	Stuart Belkin, Chairman & CEO, Belcorp Industries Inc.
February 13	David McLean, Chairman, CN Railway, and Brenda McLean, Co-Chair, UBC Campaign
February 15	Lei Zhang, Chairman, and Robbie Zhang, Managing Director, Modern Green Development
February 15	Nereus Annual Advisory Committee Meeting
February 15	Mitsuyuki Unno, Executive Director & Trustee, Yoshitaka Ota, Liaison, The Nippon Foundation
February 16	John Dirks, President & Scientific Director, The Gairdner Foundation
February 17	Paul Davidson, President & CEO, Association of Universities and Colleges of Canada (AUCC)
February 17	Tobin Smith, Vice-President for Policy, Association of American Universities (AAU)
February 17	The Research Universities' Council of British Columbia (RUCBC) Presidents' Meeting
February 20	Peter Gruss, President, Max Planck Society

## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

February 20	Roundtable on the Centre for Quantum Materials & the Basis for Innovation in the Next Decade, and the Official Signing of Agreement with Peter Gruss, President, Max Planck Society
February 21	Public Policy Forum Board of Directors Retreat
February 22	The Research Universities' Council of British Columbia (RUCBC) Presidents' Meeting
February 22	Jack Cockwell, Group Chairman & Director, Brookfield Asset Management Inc., and Lynda Hamilton, President & CEO, Edper Investments Ltd.
February 23	Patrick Deane, President, McMaster University
February 23	Clifford Frame, President, Frame Mining Corporation
February 23	Roy MacLaren, Former High Commissioner for Canada to the United Kingdom of Great Britain and Northern Ireland
February 24	The Mathematics of Information Technology & Complex Systems (MITACS) Board of Directors Meeting
February 27	The Research Universities' Council of British Columbia (RUCBC) Presidents Meeting
February 27	Alan MacGibbon, Board Chair, Conference Board of Canada
February 28	Robin Ciceri, President, The Research Universities' Council of British Columbia (RUCBC)
February 28	Robert (Bob) Lee, Founder and Chairman, Prospero International Realty Inc.
February 29	Suzanne Anton, Former Councillor, City of Vancouver, Province of British Columbia
February 29	Hans Jürgen Prömel, President, Technische Universität Darmstadt
February 29	Universitas 21 Executive Committee Meeting

## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

### Government

January 6	Chad Gaffield, President, Social Sciences & Humanities Research Council of Canada (SSHRC), Government of Canada
January 11	U-15 Executive Heads Meeting with Stephen Harper, Prime Minister, Government of Canada
January 20	Mthabo Tsepa, High Commissioner of the Kingdom of Lesotho to Canada, the Kingdom of Lesotho
January 25	Robert Sawatzky, Mayor, City of Vernon, Province of British Columbia
January 30	Michael Horgan, Deputy Minister, Department of Finance, Government of Canada
February 1	Cheryl Wenezenki-Yolland, Deputy Minister of Advanced Education, Government of Canada, and Various University Presidents from the Province of British Columbia
February 3	Nigel Wright, Chief of Staff to Prime Minister Stephen Harper, Government of Canada
February 8	Gilles Patry, President & CEO, Canada Foundation for Innovation
February 8	Stephen Wallace, Secretary to the Governor General, Government of Canada
February 8	Chad Gaffield, President, Social Sciences and Humanities Research Council (SSHRC), Government of Canada
February 8	Jim Flaherty, Minister of Finance, Government of Canada
February 8	Rod Bruinooge, Founder & Chair, PSE Caucus, Parliamentary Secretary, Aboriginal Affairs and Northern Development, and MP (Winnipeg South), Province of Manitoba
February 16	Entrepreneurship & Innovation Roundtable with HE the Right Hon. David Johnston, Governor General of Canada, Government of Canada
February 16	Canada@AAAS & TRIUMF's Private Reception Celebrating Canada Science & Technology Leadership & Excellence with HE the Right Hon. David Johnston, Governor General of Canada, Government of Canada
February 17	The City of Vancouver's Corporate Management Team, Province of British Columbia

## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

February 17	Sir Peter Gluckman, Chief Science Advisor to the Prime Minister of New Zealand, Government of New Zealand
February 19	HE Chris Cooter, Canadian High Commissioner to the Federal Republic of Nigeria, Government of Canada
February 23	Glen Murray, Minister, Ministry of Training, Colleges & Universities, and MPP (Toronto-Centre), Province of Ontario
February 27	HE Salem Mubarak, Ambassador from the State of Qatar to Canada
February 28	Cheryl Wenezenki-Yolland, Deputy Minister of Advanced Education, Government of Canada, and Various University Presidents from the Province of British Columbia

### Travel

January 11	Ottawa, ON – U-15 Executive Heads Meeting with Stephen Harper, Prime Minister, Government of Canada
January 12	Chicago, IL, U.S.A. – Conference on The New Terrain of International Law: Courts, Politics, Rights
January 16 – 18	Toronto, ON – Association of Universities and Colleges of Canada (AUCC) Meetings and Development Meetings
January 25	Kelowna, BC – Meetings and President's Research Lunch
February 6 – 7	Calgary, AB – UBC Dialogues, Canada West Universities Athletic Association Meeting
February 7 – 8	Ottawa, ON – Government Relations Meetings
February 9 – 10	Toronto, ON – Development Meeting and The Conference Board of Canada 127 <sup>th</sup> Board Meeting
February 21 – 22	Ottawa, ON – Public Policy Forum Board of Directors Retreat and AUCC Meetings
February 22 – 24	Toronto, ON – Development Meetings and The Mathematics of Information Technology & Complex Systems (MITACS) Board of Directors Meeting

## Record of President's Activities

### Period of: 3 January 2012 to 29 February 2012

#### Speeches / Events

January 14	Opening Ceremony: 2012 Student Leadership Conference
January 20	Celebration of Life for Milton K. Wong, Business Leader, Philanthropist, and Former Chancellor, Simon Fraser University (SFU)
January 24	2012 Lunar New Year Luncheon
January 25	President's Research Lunch, Okanagan Campus
January 27	Luncheon for Thomas Kwok, Joint Chairman & Managing Director, Sun Hung Kai Properties Ltd. of Hong Kong, hosted by Lindsay Gordon, President & CEO, HSBC Canada
January 30	Dinner in Honour of Michael Burgess for his term as Principal of the College of Interdisciplinary Studies
January 31	Keynote Address for the Opening of the Ismaili Lecture Series: The Role of Universities in Developing Human Potential: Pluralism and Pragmatism
February 1	The Cities Summit – Session III: The Next Edge: Cities as Urban Laboratories (Panelist)
February 5	<i>The Tertiary Outlook Globally</i> , Plenary Session, University of Melbourne (by teleconference)
February 6	UBC Dialogues: Is Calgary at the Forefront of a Political & Social Change?
February 15	UBC Alumni Association Board Meeting
February 16	Premier Undergraduate Awards
February 16	The American Association for the Advancement of Science (AAAS) Opening Ceremony and Presidents' Reception for the 178 <sup>th</sup> Meeting of AAAS
February 22	Q&A Session with Staff Members of the Association of Universities and Colleges of Canada (AUCC)
February 28	2012 TELUS Millennium Scholarship Breakfast
February 29	Groundbreaking for the new Student Union Building

<p><b>Record of President's Activities</b>  <b>Period of: 3 January 2012 to 29 February 2012</b></p>
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### **Student Events/Meetings**

January 6	UBC vs. University of Alberta Men's and Women's Basketball Games
January 9	Alma Mater Society (AMS) All Presidents' Dinner, Vancouver Campus
January 13	Graduate Student Society (GSS) Executive, Vancouver Campus
January 23	Lunch for the Vancouver Student Senators
January 24	Applied Sustainability Course Lecture (Class APSC 364)
January 25	UBC Student Union Okanagan Executive Meeting, Okanagan Campus
January 28	UBC Concerto Competition Finals, Vancouver Campus
January 30	Alma Mater Society (AMS) Executive, Vancouver Campus
February 27	Graduate Student Society (GSS) Executive, Vancouver Campus

### **Media Interviews**

January 31	Denise J. Deveau, Postmedia News
February 15	Vancouver Sun Editorial Board with Alan Leshner, CEO, American Association for the Advancement of Science (AAAS), and Executive Publisher, Science



## THE UNIVERSITY OF BRITISH COLUMBIA



## OKANAGAN SENATE SECRETARIAT

## Enrolment Services

## Senate and Curriculum Services

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March 7, 2012

To: Okanagan Senate

From: Academic Policy Committee

Re: Recommendation for Amendments to *Policy O-2: Faculty Councils*; and Faculty Council Terms of Reference for the Faculties of Arts and Sciences, Creative and Critical Studies, Management, and the School of Engineering (approval)

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At its meeting of March 7, 2012, the Academic Policy Committee met to review *Policy O-2: Faculty Councils* in order to consider amendments pursuant to the introduction of the title "Professor of Teaching" as set out in Article 1.01 of the Faculty Collective Agreement.

The definition of "Faculty Member" in the *University Act* reads as follows:

**"faculty member"** means a person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the senate;

Under the *University Act*, Section 37(1)(k), the Senate has jurisdiction to determine the members of the teaching and administrative staffs who are to be members of each faculty.

A revised *Policy O-2: Faculty Councils* is attached showing the inclusion of the title "Professor of Teaching" in section 2(e) as the recommended amendment.

In addition, the Committee has received and reviewed the Faculty Council Terms of Reference documents for the Faculty of Arts and Sciences, the Faculty of Creative and Critical Studies, The Faculty of Management, and the School of Engineering with respect to consequential amendments resulting from the inclusion of "Professor of Teaching" in *Policy O-2: Faculty Councils*.

Motion: *That Senate designate the rank of "Professor of Teaching" as equivalent to those ranks set out in the definition of "Faculty Member" found in the University Act;*

*And*

*That the Okanagan Senate amend "Policy O-2: Faculty Councils" as set out in the attached proposal;*

*And*

*That Senate approves the Faculty Council Terms of Reference for the Faculty of Arts and Sciences, the Faculty of Creative and Critical Studies, the Faculty of Management, and the School of Engineering as set out in the attached proposals.*

Submitted on behalf of the Academic Policy Committee,

Dr. Jan Cioe  
Chair

# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: O-2

**OKANAGAN SENATE**  
c/o Enrolment Services  
University Centre  
UBC Okanagan Campus

### Number & Title

*O-2: Faculty Councils*

### Effective Date:

1 January 2011(original)  
1 May 2012 (revised)

### Approval Date:

27 October 2010 (original)  
28 March 2012 (anticipated)

### Review Date:

This policy shall be reviewed 5 (five) years after approval and thereafter as deemed necessary by the *responsible committee*.

### Responsible Committee:

Academic Policy

### Authority:

*University Act*

*S. 37(1)*

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

*(k) to determine the members of the teaching and administrative staffs who are to be members of each faculty”*

*S. 40*

*“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.*
- (h) *generally, to deal with all matters assigned to it by the board or the senate.”*

S. 41

*“A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.”*

S. 63

*“The President*

*(d) is a member of each faculty”*

**Purpose and Goals:**

This policy is designed to:

- 1) Provide direction to faculties on the structure and contents of proposals related to *Faculty Councils*; and
- 2) Set out the composition of *Faculty Councils*.

**Applicability:**

All faculties established by the *Board of Governors* with the approval of the *Okanagan Senate* under S. 27(2)(j) of the *University Act*.

**Exclusions:**

This policy does not apply to dual-campus faculties except as set out in Section 6.

**Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Faculty Council* shall mean the faculty sitting as a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the *Okanagan Senate*.

**Policy:**

- 1) Each faculty shall meet regularly – but no less than once per term each Winter Session - as a *Faculty Council*.
- 2) The composition of a *Faculty Council* shall be as follows:
  - a. The Dean of the Faculty, who shall serve as chair of the *Faculty Council*;
  - b. The President or his or her nominee;
  - c. The Dean of the College of Graduate Studies;
  - d. The Chief Librarian or his or her nominee;
  - e. All Professors, Associate Professors, Assistant Professors, Professors of Teaching, Senior Instructors, Instructor Is, Instructor IIs, and 12-Month and Continuing Sessional Lecturers provided for in the budget of the faculty;
  - f. Such other members of the teaching or administrative staffs of the faculty or the University recommended by the *Faculty Council* and approved by the *Okanagan Senate* under this Policy, including if necessary representatives from other faculties; and
  - g. Student members, apportioned in a manner recommended by the *Faculty Council* and approved by the *Okanagan Senate* under this policy with the proviso that student representation must be specified for each undergraduate year level and for graduates students registered in the faculty.
- 3) The initial membership of a *Faculty Council* shall be those members specified by Section 2 (a) through (e) above; additions to the membership approved under Section 2 (f) and (g) shall only take effect upon approval of the Senate.
- 4) Each *Faculty Council* shall submit to *Senate* in a timely manner proposals relating to:
  - a. *Faculty Council* composition;
  - b. the necessary quorum for transaction of business by the *Faculty Council*;
  - c. Procedures for calling regular and special meetings, including for notification of members;
  - d. Standing committees of the *Faculty Council*, specifying committee name, composition, quorum, terms of reference, any delegations of authority from the *Faculty Council* to a committee, and any regular reporting requirements.
  - e. Procedures for the establishment of ad hoc committees of the *Faculty Council*.

- f. Rules for the conduct of in camera meetings (or portions thereof) of the *Faculty Council* and its committees and the confidentiality of any documents prepared for or considered therein, as well as any records of in camera proceedings.
  - g. Any other rules or procedures pertaining to the transaction of business by the *Faculty Council*.
- 5) In the absence of another parliamentary authority being adopted by a *Faculty Council* under Section 4 of this policy, the current edition of *Robert's Rules of Order Newly Revised* shall govern the transaction of business together with such special rules as may be adopted by the *Faculty Council* from time to time.
  - 6) For the purposes of this policy, the School of Engineering shall be treated as a faculty provided that it abides and is bound by all decisions made by the *Faculty Council* of the Faculty of Applied Science.

**Calendar Statement:**

There are no Calendar statements under this policy.

**Consultations:**

The following groups will be consulted during the development of this policy:

President  
Deputy Vice-Chancellor  
Provost, UBC Okanagan  
University Counsel  
Deans of Okanagan Faculties  
Dean of College of Graduate Studies  
Heads of Okanagan Academic Units  
University Librarian  
Registrar  
Faculty Relations  
Faculty Association

**History:**

This is the second version of this policy. The first version was approved 27 October 2010. An early draft was labeled "Governance of Faculties".

**Related Policies:** None.

**Appendix:**

There is no appendix to this policy.

**Procedures:**

There are no procedures under this policy.

**Terms of Reference****Faculty Council: Irving K. Barber School of Arts and Sciences****1. Composition**

- a. The Dean of the Faculty, who shall serve as the chair of the Faculty Council
- b. The President or his or her nominee
- c. The Dean of the College of Graduate Studies
- d. The Chief Librarian or his or her nominee
- e. All Professors, Associate Professors, Assistant Professors, Professors of Teaching, Senior Instructors, Instructor Is, Instructor IIs, Continuing Sessional Lecturers provided for in the budget of the faculty
- f. Student Members:
  - At least 2 representatives from the undergraduate student body, one representing years 1 and 2, one representing years 3 and 4
  - Two graduate student members, one from Science and one from Arts. IGS graduate students are eligible to represent one of the two areas provided that their supervisor is from Arts or Science.

**2. Quorum**

40 voting members

**3. Procedures for calling regular meetings**

- a. 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.
- b. 4 regular meetings will be held each year, two in term 1 and two in term 2.
- c. Faculty Council Members are provided with the agenda and materials one week in advance of the regularly scheduled meeting. Notification is by global email and on the faculty website.

**4. Procedures for calling special meetings**

At the request of the Dean, or if 30% of voting members present a written request to the Dean, a special meeting will be called and members will be notified via global email two weeks prior to the date of the special meeting. Special meetings may be called only when the purpose conforms to the duties and mandate of the Faculty Council.



**5. Standing Committees of the Faculty Council**

**a. Curriculum Review Committee**

The Curriculum Committee in the Irving K. Barber School of Arts and Sciences will review proposed changes to existing as well as new curricula within the Faculty. All new courses and new programs, both graduate and undergraduate, will be sent to the Committee for review. All changes to existing courses or programs must also be submitted for review by the Committee.

The Committee will assess the proposals with regards to academic integrity, fit within the Faculty, and adherence to the founding principles of the Irving K. Barber School and the UBCO Academic Plan. The committee is also charged with facilitating the development of new Faculty-wide curriculum initiatives.

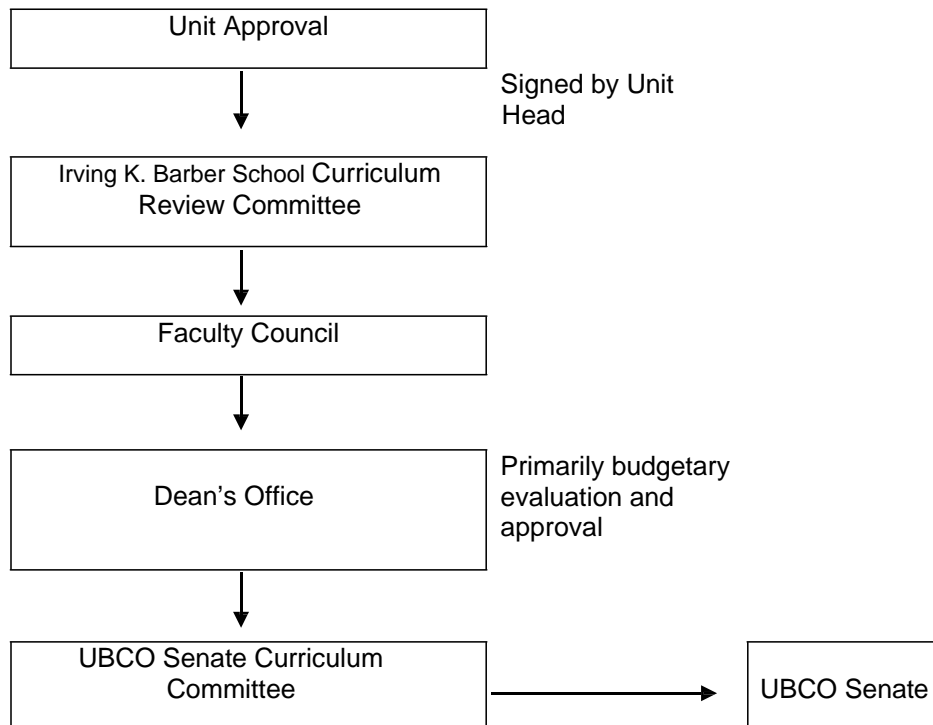
Details of Curriculum Guidelines can be found at the following website:

<http://www.senate.ubc.ca/okanagan/curriculum.cfm?go=category1>

**i. Proposals requiring Faculty Council Approval:**

This includes all new program proposals (Category 1), and all curriculum changes which affect more than one faculty or school, require significant budgetary or space requirements, may be controversial or which impact the Faculty as a whole.

After its own review, the Curriculum Review Committee then submits approved program proposals to Faculty Council for approval.

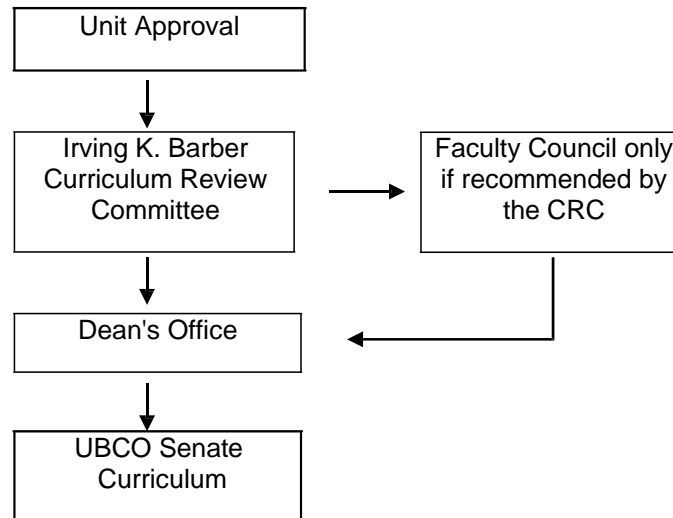


**ii. Proposals which do not require Faculty Council Approval:**

The Faculty Council delegates authority to the Curriculum Review Committee to approve the following types of proposals on its behalf.

- a. (Category 1) New course proposals, substantive program revisions, and changes which may impact other units, but have no or limited budgetary or space impact.
- b. (Category 2) Minor changes to calendar descriptions and prerequisites.

The approval process will be as follows.



**iii. Composition:** 1-2 members from each unit within the Irving K. Barber School plus the Faculty Curriculum Chair. Further detailed information is available at the following website: <http://web.ubc.ca/okanagan/ikbarberschool/teaching/curriculum.html>

**iv. Quorum:** 8 voting members

**v. Meetings and Reporting Period:** Relevant materials will be distributed to members of the Faculty Council one week in advance of the regularly scheduled meeting. A summary report will be presented at the last Faculty Council meeting of the academic year.

Meeting dates of all curriculum committees may be found at the following website, along with meeting agendas, meeting materials and approved minutes: <http://web.ubc.ca/okanagan/ikbarberschool/teaching/curriculum.html>

**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. List of candidates so approved for graduation with the B.A. or B.Sc. degree 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, subcommittees) 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. The committee is 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**

Faculty Council may decide to hold an in camera meeting or any portion of a meeting can be designated as in camera following the passing of a motion to do so. Such in camera sessions may be called to deal with matters requiring confidentiality. In such circumstances the following rules apply:

- i. Non-members of Faculty Council will not be present unless Faculty Council allows them to attend.
- ii. The decision to record the proceedings of the in camera session will be decided by the Faculty Council on a case by case basis.
- iii. The discussion is deemed to be confidential and no one may reveal the content of the in camera session.

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



a place of mind



### **Revision History**

Senate, April 27, 2011 – initial approval

Senate, March 28, 2012 (anticipated)

### **Proposals relating to composition and procedures of the *Faculty Council of the Faculty of Creative and Critical Studies***

As per Policy 0-2: Faculty Councils (approval), proposed by the Academic Policy Committee, the following outlines the Faculty of Creative and Critical Studies' response.

#### **Policy 4.a. Initial Faculty composition:**

- Dean of FCCS, Chair
- The President (or his/her nominee)
- The Dean of the College of Graduate Studies
- The Registrar
- The Chief Librarian
- Members of the FCCS Executive Committee
- Professors
- Associate Professors
- Assistant professors
- Professors of Teaching
- Senior Instructors
- Instructor Is
- Instructor IIs
- Continuing Sessional Lecturers
- Addition to membership upon Senate approval

- Student members: undergraduate students representing years 1-4; one MFA graduate student; one MA or PhD student

**Policy 4.b. Necessary quorum of the *Faculty Council*:**

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

**Policy 4.c. 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 for each Winter term.
- All calls to attend regular and special meetings shall be sent via emails. Notification for the yearly *Faculty Council* meetings shall be sent out early in the academic year.

**Policy 4. d. Standing Committees of the *Faculty Council***

- Committees names:
  - o Standing Committee on Approval of Graduates
    - Composition:
      - Dean (Chair),
      - Department Heads
      - Undergraduate coordinators and graduate coordinators.
    - Quorum: Shall be of 50% plus one
    - Terms of reference: To approve the list of graduates each year
    - Delegation of authority from the *Faculty Council* to the Standing committee: 15 February 2011
    - Regular reporting requirement: Annually
  - o Curriculum Committee
    - Composition:
      - Department Heads
      - Undergraduate Coordinator (*ex officio*); Visual Arts Coordinator (*ex officio*);
      - Graduate Studies Coordinators (*ex officio*) [only when items on the agenda relate to Graduate Studies];
      - 4 elected faculty members
    - The Committee will elect its own chair.
    - Quorum: A simple majority, with a minimum of three elected members present.

- Terms of reference: To review all FCCS curriculum proposals before they are submitted to the UBC Okanagan Senate; and, in collaboration with the Dean's office, to consider curriculum consultation requests from other faculties.
- Delegation of authority from the *Faculty Council* to the Standing committee: 15 February 2011
- Regular reporting requirement: The Chair of the Committee will report to the Council at each regular meeting.

**Policy 4. e. 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 arising issues, the Chair of *Faculty Council* shall appoint a sub-committee composed of no less 8 members, the majority of whom must be “non-management committee members.”
- Decisions of an *ad hoc* committee will take effect only after they have been approved by the Faculty Council.

**Policy 4. f. Rules of conduct of *in camera* meetings, confidentiality of documents for consideration, and records of *in camera* proceedings at the *Faculty Council***

- Subject to the provisions of the **Freedom of Information and Protection of Privacy Act**, agenda items shall be considered *in camera* if they fall within one or more of the following classifications:
  - i. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
  - ii. Items where disclosure could harm the financial or economic interests of the Faculty.
  - iii. Items relating to management of personnel or the administration of the Faculty and that have not yet been implemented or made public.
  - iv. Items concerning negotiations carried on by or for the Faculty.
  - v. Items where disclosure could be harmful to individual or public safety.
  - vi. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
  - vii. Items where protection of a third party's personal information and privacy is involved.
- Materials for distribution for *in camera* meetings are confidential and *in camera* discussions are confidential.
- An *in camera* meeting can be called by the Chair or by 20% of the membership.

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

**Faculty of Management**  
**Composition and Procedures of the Faculty Council**  
Approved at a meeting of the Faculty Council December 19, 2011  
*Revised March 6, 2012*

### 1) **Composition**

The composition of Faculty Council shall be as follows:

- a) The Dean of the Faculty, who shall serve as chair of the Faculty Council;
- b) The President or his or her nominee;
- c) The Dean of the College of Graduate Studies;
- d) The Chief Librarian or his or her nominee;
- e) All Professors, Associate Professors, Assistant Professors, Professors of Teaching, Senior Instructors, Instructor Is, Instructor IIs, and 12-Month and Continuing Sessional Lecturers provided for in the budget of the faculty;
- f) The Provost of the Okanagan Campus; and
- g) Two student members, one undergraduate and one graduate.

### 2) **Meetings**

#### a) **Frequency;**

- a. There shall be 2 meetings of Council during each of the two terms of the winter session. A fifth meeting of Council shall be held at the end of the session to approve the list of graduating students and conduct such other business as may properly come before it.
- b. The first meeting of the first term shall be held during the month of September. The dates for all subsequent meetings of the session shall be determined at the first meeting of Council in each session.
- c. The Dean or members representing 50% plus 1 of the membership of Council may at any time call a meeting of Council to be held at a date specified which date shall allow sufficient time for notice in accordance with section b) below.

#### b) **Notice;**

- a. The office of the Dean shall normally no later than seven days before each meeting of Council:
  - i. Give notice to each member of Council by sending an e-mail to their UBC e-mail account; and
  - ii. Circulate an agenda and any documentation that will be referred to during the meeting, including any documentation provided by a member pursuant to clause c) of this section.
- b. The requirements of clause a. may be waived by a two thirds majority of Council but in no case shall a meeting be held with less than 48 hours notice.
- c. Any member of Council may request inclusion on the agenda of any matter that may properly be considered by Council.



- c) **Quorum** for meetings of Council and committees thereof unless specified otherwise shall be 50% of the voting members plus 1.

### 3) **Standing Committees;**

There shall be the following standing committees of Council:

#### a) **Graduate Admissions Committee**

- a. Composition:
  - i. The Coordinator of the Management IGS program or the Graduate Coordinator
  - ii. 4 members elected by Council.
- b. Duties and Powers:
  - i. To receive all applications for Graduate studies submitted to the Faculty ;
  - ii. To evaluate each application received and determine if the candidate meets the requirements which Council has prescribed for the program for which application has been made;
  - iii. To forward each application recommended by the committee for acceptance to the meeting of Faculty Council next following the date of receipt of all required material relating to the application.

#### b) **Curriculum Committee**

- a. Composition:
  - I. All tenured members of Council and the Heads of any Departments which may have been created by Council;
  - II. 2 members elected by Council.
- b. Duties and Powers:
  - I. To receive all proposals for courses or programs submitted to it by members of Council;
  - II. To initiate proposals for courses or programs as shall seem advisable to the committee;
  - III. To present to Council any proposal which has been received together with the recommendation of the Committee to implement or decline such proposal.

### 4) **Ad Hoc Committees**

- a. Council shall have the power to create ad hoc committees to deal with such matters as Council shall prescribe.
- b. The mandate, membership and life span of such committees shall be prescribed in the resolution by which they are created.

### 5) **Meeting Procedures**

- a. Minutes shall be taken at each meeting of Council and each meeting shall be audio recorded in order to assist in the taking of minutes.
- b. At the request of any member any vote of Council shall be taken by secret ballot.

**SCHOOL OF ENGINEERING  
FACULTY COUNCIL  
TERMS OF REFERENCE**

**Date:** December 14, 2011  
**To:** Okanagan Senate  
**From:** Academic Policy Committee  
**Subject:** Composition and Procedures of the Faculty Council of the Faculty of Applied Science School of Engineering.

As per Senate Policy O-2: Faculty Councils, as a responsibility of the Academic Policy Committee, the School of Engineering submits its Composition and Procedures for its Faculty Council. The Faculty of Applied Science School of Engineering recommends the following for the Okanagan Senate's approval.

**Motion:** That Senate approve the Composition and Procedures for the School of Engineering's Faculty Council.

**Policy 4 a. Faculty Council Composition:**

The Dean of the Faculty of Applied Science (Chair)\*  
 Director, School of Engineering who shall chair in the absence of the Dean  
 The President (or his/her nominee)  
 The Dean of the College of Graduate Studies  
 The Chief Librarian  
 Professors  
 Associate Professors  
 Assistant Professors  
 Professors of Teaching  
 Instructor Is  
 Instructor IIs  
 Senior Instructors  
 Lecturers  
 Undergraduate students: one per undergraduate year level  
 Graduate Students: one MASC graduate and one PhD student  
 \*(if the Dean is in attendance)

**Policy 4. b. Quorum of the Faculty Council:**

The necessary quorum for transaction of business by the Faculty Council shall be 50% plus one of all eligible members.

**Policy 4. c. Procedures for calling regular and special meetings, including notification to members:**

All members of the Faculty Council shall be called to attend a minimum of one regular meeting for each term of the Winter Session.

All calls to attend regular and special meetings shall normally be sent via email meeting requests.

**Policy 4. d. Standing Committees of the Faculty Council:**

**Standing Committee on Approval of Graduates Composition:**

Associate Dean (Chair)  
 Associate Director Graduate Studies and Research.  
 Associate Director Undergraduate Program.  
 Members of the Graduate Studies and Research Committee.

Members of the Undergraduate Program Committee.  
 Quorum: A simple majority.  
 Terms of reference: To approve the list of graduates each year.  
 Reporting Requirement: Semi-Annually.

**Undergraduate Program Curriculum Committee Composition:**

Committee Members: Associate Director Undergraduate Programs (Chair), two faculty members to represent each engineering discipline (Civil, Electrical and Mechanical), and one undergraduate student for every undergraduate year level.  
 Quorum: A simple majority.  
 Terms of reference: To review all undergraduate course curriculum proposals before they are submitted to the School of Engineering faculty members and upon approval to UBC Okanagan Senate.  
 Delegation of authority from the Faculty Council to the Standing committee: Nil  
 Regular reporting requirement: The Chair of the Undergraduate Program Committee will report to the Faculty Council at each regular meeting.

**Graduate Studies Curriculum Committee Composition:**

Committee Members: Associate Director Graduate Studies and Research (Chair), two faculty members from each engineering discipline (Civil, Electrical and Mechanical), graduate Students of one MASC graduate and one PhD student.  
 Quorum: A simple majority.  
 Terms of reference: To review all graduate course curriculum proposals before they are submitted to the School of Engineering faculty members and upon approval to UBC Okanagan Senate.  
 Delegation of authority from the Faculty Council to the Standing committee: Nil  
 Regular reporting requirement: The Chair of the Committee will report to the Council at each regular meeting.

**Policy 4. e. Procedures for the establishment of Ad Hoc committees of the Faculty Council:**

In circumstances where an Ad Hoc committee must be formed to deal with specific arising issues, the Chair of Faculty Council shall appoint an Ad Hoc committee composed of no less than three members, 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.

**Policy 4. f. Rules of conduct of in camera meetings, confidentiality of documents for consideration, and records of in camera proceedings at the Faculty Council:**

Materials for distribution for in camera meetings are confidential and in camera discussions are confidential. An in camera meeting 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 shall be considered in camera if they fall within one or more of the following classifications:

- i. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
- ii. Items where disclosure could harm the financial or economic interests of the Faculty.
- iii. Items concerning negotiations carried on by or for the Faculty.
- iv. Items where disclosure could be harmful to an individual or public safety.
- v. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
- vi. Items where protection of a third party's personal information and privacy is involved.

**Policy 5.** 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****OKANAGAN SENATE SECRETARIAT  
Enrolment Services  
Senate and Curriculum Services**

Okanagan Campus  
University Centre · UNC 322  
3333 University Way  
Kelowna, BC · V1V 1V7  
Tel: (250) 807-9619 · Fax: (250) 807-8007  
[www.senate.ubc.ca](http://www.senate.ubc.ca)

**March 28, 2012**

**To: Okanagan Senate**

**From: Admissions and Awards and Curriculum Committees**

**Subject: English Foundation Program and Associated Courses (approval)**

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The Admissions and Awards and Curriculum Committees have reviewed the English Foundation Program, and Associated Courses to be offered by Faculty of Education, and are pleased to recommend the following to Senate:

*Motion: That Senate approve the English Foundation Program and Associated Courses effective for admission to the 2012 Winter Session and thereafter.*

*Note: The full program proposal is available from Enrolment Services upon request.*

For the Committees,  
Dr. Spiro Yannacopoulos, Chair, Admissions and Awards Committee  
Dr. Dwayne Tannant, Chair, Curriculum Committee





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

# English Foundation Program

*A program for applicants to undergraduate programs who do not meet the English Language Admission Standard at the University of British Columbia's Okanagan Campus*

University of British Columbia's Okanagan Campus

Executive Summary - March 2012

## **The English Foundation Program at the University of British Columbia's Okanagan Campus**

### **EXECUTIVE SUMMARY**

The English Foundation Program (EFP) is a unique initiative on the UBC Okanagan campus designed to offer an admission pathway to academically strong applicants who have not yet satisfied the University's English Language Admission Standard (ELAS). The program is a partnership between the AVP Students portfolio and the Faculty of Education. The English language proficiency courses that will form the program will be housed within the Faculty of Education and the Faculty will own the curriculum, be responsible for quality assurance, and have access to multiple research opportunities around English language learners and English for academic purposes. In turn, the AVP Students, including Language and Writing Services and International Programs and Services, will oversee the program, manage day-to-day operations, and provide academic support.

The principle objective of the EFP is to provide academically qualified international and domestic students needing to improve their English language proficiency conditional admission to the first-year of a direct-entry undergraduate degree program. The EFP is designed for students who meet all general University admission requirements as well as the specific admission requirements of the program to which they are applying, but who have not successfully satisfied ELAS. Through the EFP, students must demonstrate improved English language proficiency to be offered full admission to their degree program. This unique and innovative program combines intensive academic English language training courses with other credit courses to engage students in UBC's Okanagan campus life, academic setting, and university culture.

EFP students will be eligible to enrol in one or two courses while studying 20 hours a week for one or two 12-week sessions in English for Academic Purposes (EAP) courses. The two EAP courses to be offered by the Faculty of Education are EAP 103: English for Academic Purposes Level III and EAP 104: English for Academic Purposes Level IV. The courses, which are to be administered and overseen by the Faculty of Education, will have a maximum enrolment of 25 students (the EFP is expected to enrol up to 100 students yearly). EAP course instructors will bring a wealth of knowledge, training, and expertise in the field of English language instruction to employ an inquiry-based integrated approach in EAP courses. Instructors will use a variety of methodologies to create a sound pedagogical program designed to facilitate the development of students' English proficiency before they progress into full academic programming.

Like all other students, EFP students will be required to satisfy the first-year English prerequisite before being eligible to take first-year English courses. Writing 009 will be incorporated into the EFP so that, upon achieving a passing grade in the course, EFP students will be eligible to register in first-year English.

Integrating academic courses and intensive English language training not only allows students to focus on the skills needed throughout their academic careers at UBC's Okanagan campus, but it also provides students with a gradual introduction to the social and cultural nature of university life at UBC's Okanagan campus.



## Admissions Proposal Form – Okanagan Campus

<p><b>Faculty/School:</b> N/A  <b>Dept./Unit:</b> Student Development  <b>Faculty/School Approval Date:</b> N/A  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> February 7, 2012  <b>Contact Person:</b> Mary Demarinis,                  Director, Student Development  <b>Phone:</b> 250.807.8210  <b>Email:</b> <a href="mailto:mary.demarinis@ubc.ca">mary.demarinis@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage Admissions</a> English Language Admission Standard</p> <p><b>English Language Admission Standard</b></p> <p><b>Contents</b></p> <p><a href="#">English Language Competence</a> →</p> <p><a href="#">English Language Proficiency Tests and Programs</a> →</p> <p><a href="#">Waiver of the English Language Admission Standard</a> →</p> <p><a href="#">English Foundation Program</a> →</p> <p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage Admissions</a> English Language Admission Standard</p> <p><a href="#">English Foundation Program</a></p> <p><b><a href="#">English Foundation Program</a></b></p> <p><b><a href="#">Undergraduate degree applicants who meet all admission requirements except the UBC Okanagan campus English language admission standard may be eligible for the English Foundation Program &lt;link to EFP website, URL not yet available&gt;.</a></b></p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,19,0,0">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,19,0,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage Admissions</a> English Language Admission Standard</p> <p><b>English Language Admission Standard</b></p> <p><b>Contents</b></p> <p><a href="#">English Language Competence</a> →</p> <p><a href="#">English Language Proficiency Tests</a> →</p> <p><a href="#">Waiver of the English Language Admission Standard</a> →</p>





Through the program, which is restricted to Bachelor of Arts, Science, or Management applicants, eligible students are offered conditional admission to their degree program and given an opportunity to improve their English language proficiency while completing courses that can be applied to their degree.

To qualify for the English Foundation Program, applicants must:

1. Meet all general and applicable program-specific admission requirements, excluding the minimum standards of *English Language Competence* <link to <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1039,0>> ; and
2. Present evidence of a minimum level of English language proficiency. See *English Language Proficiency Tests and Programs* <link to <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1040,0>> for the minimum scores required to qualify.

Depending on English language competence, students in the English Foundation Program will be enrolled in either EAP 103: English for Academic Purposes Level III or EAP 104: English for Academic Purposes Level IV. To be enrolled in EAP 104, students must either meet the specified minimum entry scores for the course (see *English Language Proficiency Tests and Programs* <link to <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1040,0>>) or complete EAP 103 with a minimum grade of 68%.



Students may also be eligible to enrol in up to two other 3-credit courses while completing the English Foundation Program. See *English Foundation Program* <link to EFP website, URL not yet available> for a list of course options.

English Foundation Program students must satisfy the first-year English prerequisite to register in a first-year English course. As part of the English Foundation Program, students will be enrolled in Writing 009 and with a passing grade in the course, students will satisfy the first-year English prerequisite. See *First-Year English* (link to [http://www.ubc.ca/okanagan/students/registration/First-Year\\_English.html](http://www.ubc.ca/okanagan/students/registration/First-Year_English.html)) for more information.

Once enrolled in the English Foundation Program, students cannot substitute results from other English language proficiency tests to gain full admission to their degree program.

Successful completion of the English Foundation Program requires achieving a minimum grade of 68% in EAP 104. Upon successful completion of the program, students will be granted full admission to their degree program.

**Draft Academic Calendar URL:**

<http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,19,1040,0>

**Present Academic Calendar Entry:**

[Homepage \(draft\) Admissions English Language Admission Standard](#)

English Language Proficiency Tests

**English Language Proficiency Tests**

[15520]



	<b>Test</b>	<b>Competence Level<sup>1</sup></b>
CAE	Certificate in Advanced English <sup>2</sup>	B
CAEL	Canadian Academic English Language assessment With the speaking sub-test	overall 70 60
CEL	UBC Certificate in English Language <sup>3</sup>	600
CELP	Canadian English Language Proficiency Index Program <sup>4</sup>	
	CELPIT-A (Academic Reading and Writing)	4L
	CELL (Listening)	4L
	CELTOP (Speaking)	4L
CPE	Certificate of Proficiency in English <sup>2</sup>	C
IELTS	International English Language Testing System (Academic)	6.5, with no part less than 6.0
MELAB	Michigan English Language Assessment Battery With the MELAB Oral Interview	85, with a final score of 3 in the speaking test
OC ESL	Intensive Language Development Program	Level 6 <sup>5</sup>
PTE	Pearson Test of English (Academic)	Overall Score: 65 Reading: 60 Listening: 60 Writing: 60 Speaking: 60
TOEFL	Test of English as a Foreign Language <b>Either</b> the paper-based test With the TWE (Test of Written English) <b>Or</b> the Internet-based test	55 4.0 Overall Score: 90 Reading: 22 Listening: 22



Writing: 21

Speaking: 21

<sup>1</sup> Unless otherwise stated, the score is the minimum on each part of the examination. Minimum scores must be achieved in a single sitting of the test (i.e., scores across multiple instances of a test may not be used to satisfy minimum component requirements). Tests taken more than two years prior to application for admission will not be considered.

<sup>2</sup> Administered by the University of Cambridge ESOL Examinations organization.

<sup>3</sup> From UBC's English Language Institute. See [www.eli.ubc.ca/iep](http://www.eli.ubc.ca/iep) for further details.

<sup>4</sup> From Paragon Testing Enterprises. See [www.paragontesting.ca](http://www.paragontesting.ca) for further details.

<sup>5</sup> Level 6 requires completion of Okanagan College ESLE 060, ESLR 062, and ESLW 061. UBC requires a grade of 70% or higher in each course to satisfy the English Language Admission Standard.

### Proposed Academic Calendar Entry:

[Homepage \(draft\) Admissions English Language Admission Standard](#)

English Language Proficiency Tests **and Programs**

### English Language Proficiency Tests **and Programs**

[15520]

	<b><u>Test or Program</u></b>	<b><u>Minimum Competence Level Required for Undergraduate Admission<sup>1</sup></u></b>	<b><u>Minimum Competence Level Required for the English Foundation Program<sup>1</sup></u></b>	
			<b><u>EAP 103</u></b>	<b><u>EAP 104</u></b>
CAE	Certificate in Advanced English <sup>2</sup>	B	<b><u>B2</u></b>	<b><u>C</u></b>
CAEL	Canadian Academic English Language assessment	overall 70	<b><u>overall 50</u></b>	<b><u>overall 60</u></b>
	With the speaking sub-test	60	<b><u>N/A</u></b>	<b><u>N/A</u></b>
CEL	UBC Certificate in English Language <sup>3</sup>	600	<b><u>400</u></b>	<b><u>500</u></b>
CELPPI	Canadian			



	English Language Proficiency Index Program <sup>4</sup>			
	CELPIT-A (Academic Reading and Writing)	4L	<u>3L</u>	<u>3H</u>
	CELL (Listening)	4L	<u>3L</u>	<u>3H</u>
	CELTOP (Speaking)	4L	<u>3L</u>	<u>3H</u>
CPE	Certificate of Proficiency in English <sup>2</sup>	C	<u>N/A</u>	<u>N/A</u>
IELTS	International English Language Testing System (Academic)	6.5, with no part less than 6.0	<u>5.0, with no part less than 4.5</u>	<u>6.0, with no part less than 5.0</u>
MELAB	Michigan English Language Assessment Battery With the MELAB Oral Interview	85, with a final score of 3 in the speaking test	<u>72</u>	<u>78</u>
OC ESL	Intensive Language Development Program	Level 6 <sup>5</sup>	<u>Level 5<sup>6</sup></u>	<u>Level 5<sup>7</sup></u>
PTE	Pearson Test of English (Academic)	Overall Score: 65	<u>Overall Score: 34</u>	<u>Overall Score: 50</u>
		Reading: 60	<u>N/A</u>	<u>N/A</u>
		Listening: 60	<u>N/A</u>	<u>N/A</u>
		Writing: 60	<u>N/A</u>	<u>N/A</u>
		Speaking: 60	<u>N/A</u>	<u>N/A</u>
TOEFL	Test of English as a Foreign Language			



<b>Either the</b>	55	<u>N/A</u>	<u>N/A</u>
paper-based test			
With the TWE	4.0	<u>N/A</u>	<u>N/A</u>
(Test of Written English)			
<b>Or the Internet-based test</b>	Overall Score: 90	<u>Overall Score: 70</u>	<u>Overall Score: 80</u>
	Reading: 22	<u>N/A</u>	<u>N/A</u>
	Listening: 22	<u>N/A</u>	<u>N/A</u>
	Writing: 21	<u>N/A</u>	<u>N/A</u>
	Speaking: 21	<u>N/A</u>	<u>N/A</u>

<sup>1</sup> Unless otherwise stated, the score is the minimum on each part of the examination. Minimum scores must be achieved in a single sitting of the test (i.e., scores across multiple instances of a test may not be used to satisfy minimum component requirements). Tests taken more than two years prior to application for admission will not be considered.

<sup>2</sup> Administered by the University of Cambridge ESOL Examinations organization.

<sup>3</sup> From UBC's English Language Institute. See [www.eli.ubc.ca/iep](http://www.eli.ubc.ca/iep) for further details.

<sup>4</sup> From Paragon Testing Enterprises. See [www.paragontesting.ca](http://www.paragontesting.ca) for further details.

<sup>5</sup> Level 6 requires completion of Okanagan College ESLE 060, ESLR 062, and ESLW 061. UBC requires a grade of 70% or higher in each course to satisfy the English Language Admission Standard.

**<sup>6</sup> An average between 50% and 69% on all Level 5 courses is required.**

**<sup>7</sup> A minimum average of 70% on all Level 5 courses is required.**

**Type of Action:** Creation of the English Foundation Program.

**Rationale:** The English Foundation Program (EFP) is designed to provide an admissions opportunity to students who meet all of UBC Okanagan's general and applicable program-specific admission requirements except the English Language Admission Standard (ELAS).

To date, academically qualified applicants who have not satisfied ELAS have not been admissible to direct-entry undergraduate degree programs at UBC's Okanagan campus. Through the proposed



program, qualified students whose results in an approved English language proficiency test fall within a certain range would be eligible for conditional admission to the Bachelor of Arts, Science, or Management program. They would be enrolled in one or two intensive language courses depending on English language competence level (EAP 103 and/or 104, to be offered by the Faculty of Education), and up to two other courses. Upon completion of EAP 104 with a minimum of 68%, eligible students would be granted full admission to their degree program.

The program will allow UBC's Okanagan campus to attract high achieving international students whose English language skills are not yet at an acceptable level for academic study at the University. Please see the attached program description for full details.



## Curriculum Proposal Form New Courses – Okanagan Campus

**Category: 1**

<p><b>Faculty:</b> Education  <b>Department/Unit:</b> N/A  <b>Faculty Approval Date:</b>                  February 15, 2012  <b>Effective Session:</b> 2012S</p>	<p><b>Date:</b> February 6, 2012  <b>Contact Persons:</b>                  Dr. Lynn Bosetti  <a href="mailto:lynn.bosetti@ubc.ca">lynn.bosetti@ubc.ca</a>                  Tel: 250.807.9808</p> <p>Dr. Scott Douglas  <a href="mailto:scott.douglas@ubc.ca">scott.douglas@ubc.ca</a>                  Tel: 250.807.9277</p>
<p><b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Course Descriptions</a>                  Courses by Subject Name</p> <p><b>Course Descriptions</b></p> <p><b>Courses by Subject Name</b></p> <p>This chapter provides an archive of courses offered by the UBC Okanagan campus. For current course sections and schedules, please visit the online <a href="#">Course Schedule</a>.</p> <p><a href="#">ANTH</a> Anthropology  <a href="#">APSC</a> Applied Science  <a href="#">ARTH</a> Art History and Visual Culture  <a href="#">ASTR</a> Astronomy  <a href="#">BIOC</a> Biochemistry  <a href="#">BIOL</a> Biology  <a href="#">CHEM</a> Chemistry  <a href="#">COSC</a> Computer Science  <a href="#">CRWR</a> Creative Writing  <a href="#">CCS</a> Creative and Critical Studies  <a href="#">CULT</a> Cultural Studies</p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/courses.cfm?go=name">http://www.calendar.ubc.ca/okanagan/proof/edit/courses.cfm?go=name</a></p> <p><b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Course Descriptions</a>                  Courses by Subject Name</p> <p><b>Course Descriptions</b></p> <p><b>Courses by Subject Name</b></p> <p>This chapter provides an archive of courses offered by the UBC Okanagan campus. For current course sections and schedules, please visit the online <a href="#">Course Schedule</a>.</p> <p><a href="#">ANTH</a> Anthropology  <a href="#">APSC</a> Applied Science  <a href="#">ARTH</a> Art History and Visual Culture  <a href="#">ASTR</a> Astronomy  <a href="#">BIOC</a> Biochemistry  <a href="#">BIOL</a> Biology  <a href="#">CHEM</a> Chemistry  <a href="#">COSC</a> Computer Science  <a href="#">CRWR</a> Creative Writing  <a href="#">CCS</a> Creative and Critical Studies  <a href="#">CULT</a> Cultural Studies</p>





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<p> <a href="#">CUST</a> Curriculum Studies  <a href="#">ECED</a> Early Childhood Education  <a href="#">EESC</a> Earth &amp; Environmental Sciences  <a href="#">ECON</a> Economics  <a href="#">EDUC</a> Education  <a href="#">EADM</a> Educational Administration  <a href="#">EPSE</a> Educational Psychology and Special Education  <a href="#">EDST</a> Educational Studies  <a href="#">ETEC</a> Educational Technology  <a href="#">ENGR</a> Engineering  <a href="#">ENGL</a> English  <a href="#">EAP</a> <b>English for Academic Purposes</b>  <a href="#">ENVI</a> Environmental Sciences                 </p>	<p> <a href="#">CUST</a> Curriculum Studies  <a href="#">ECED</a> Early Childhood Education  <a href="#">EESC</a> Earth &amp; Environmental Sciences  <a href="#">ECON</a> Economics  <a href="#">EDUC</a> Education  <a href="#">EADM</a> Educational Administration  <a href="#">EPSE</a> Educational Psychology and Special Education  <a href="#">EDST</a> Educational Studies  <a href="#">ETEC</a> Educational Technology  <a href="#">ENGR</a> Engineering  <a href="#">ENGL</a> English    <a href="#">ENVI</a> Environmental Sciences                 </p>
<p> <b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Course Descriptions Courses by Faculty/School</a> Faculty of Education                 </p> <p> <b>Course Descriptions</b>  <b>Faculty of Education</b> </p> <p>                     This chapter provides an archive of courses offered by the UBC Okanagan campus. For current course sections and schedules, please visit the online <a href="#">Course Schedule</a>.                 </p> <p> <a href="#">CUST</a> Curriculum Studies  <a href="#">ECED</a> Early Childhood Education  <a href="#">EDUC</a> Education  <a href="#">EADM</a> Educational Administration  <a href="#">EPSE</a> Educational Psychology and Special Education  <a href="#">EDST</a> Educational Studies  <a href="#">ETEC</a> Educational Technology  <a href="#">EAP</a> <b>English for Academic Purposes</b> </p>	<p> <b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/courses.cfm?go=name&amp;institution=5">http://www.calendar.ubc.ca/okanagan/proof/edit/courses.cfm?go=name&amp;institution=5</a> </p> <p> <b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Course Descriptions Courses by Faculty/School</a> Faculty of Education                 </p> <p> <b>Course Descriptions</b>  <b>Faculty of Education</b> </p> <p>                     This chapter provides an archive of courses offered by the UBC Okanagan campus. For current course sections and schedules, please visit the online <a href="#">Course Schedule</a>.                 </p> <p> <a href="#">CUST</a> Curriculum Studies  <a href="#">ECED</a> Early Childhood Education  <a href="#">EDUC</a> Education  <a href="#">EADM</a> Educational Administration  <a href="#">EPSE</a> Educational Psychology and Special Education  <a href="#">EDST</a> Educational Studies  <a href="#">ETEC</a> Educational Technology                 </p>



<p><u>LLED</u> <u>Language and Literacy Education</u></p>	<p><u>LLED</u> <u>Language and Literacy Education</u></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>EAP 103 (3) English for Academic Purposes Level III</u></b></p> <p><b><u>Practice and refinement of academic communication and composition skills: writing and grammar; reading comprehension and proficiency; listening comprehension and oral fluency; intercultural communication. Students participate in an increasingly complex variety of academic activities and situations involving multiple purposes and participants. Twelve weeks (240 hours).</u></b></p> <p><b><u>Prerequisite: Minimum English language competence level (see English Language Proficiency Tests at <a href="http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1040,0">http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1040,0</a>).</u></b></p> <p><b><u>Registration limited to students in the English Foundation Program.</u></b></p> <p><b><u>EAP 104 (3) English for Academic Purposes Level IV</u></b></p> <p><b><u>Development of advanced academic communication and composition skills: writing and grammar; reading comprehension and proficiency; comprehension and oral fluency; intercultural communication. Students participate in a variety of complex academic activities and situations involving multiple purposes and participants.</u></b></p>	<p><b>Draft Academic Calendar URL: N/A</b></p> <p><b>Present Academic Calendar Entry: N/A</b></p>



<p><b><u>Twelve weeks (240 hours).</u></b> <b><u>Prerequisite: Successful completion of EAP 103 or minimum English language competence level (see <i>English Language Proficiency Tests</i> at <a href="http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1040,0">http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,19,1040,0</a>).</u></b> <b><u>Registration limited to students in the English Foundation Program.</u></b></p>	<p><b>Type of Action:</b> New courses.</p> <p><b>Rationale:</b> The purpose of this proposal is to establish an English Foundation Program beginning in May 2012 at the University of British Columbia's Okanagan campus.</p> <p>The principle objective of the English Foundation Program (EFP) is to provide international and domestic students needing to improve their English language proficiency skills conditional admission to the university. This unique and innovative program combines intensive academic English language training and credit courses while engaging students in UBC's Okanagan Campus life, academic setting, and university culture.</p> <p>EFP's international and domestic students meet all academic requirements necessary for UBC's Okanagan Campus' admission yet do not quite meet its English language admission standards.</p> <p>The proposed English Foundation Program, where students are enrolled in both intensive English and academic courses simultaneously has been successfully implemented in other Canadian universities: The University of Alberta, The University of Calgary, UBC's Vancouver Campus, and the University of Toronto.</p> <p>As one of the sole universities in British Columbia to offer such a program, UBC's Okanagan campus can continue to increase and learn from its international student population; international students contribute to the campus and the community and bring with them new ideas and experiences: "The presence of international students in B.C. helps prepare our domestic graduates to be citizens of the</p>
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world and learn the skills of working across cultures: “These are skills and understanding required for our graduates to succeed in the global knowledge economy” (B.C., 2008, para. 11).

Students enrolled in the English Foundation Program will interact with the campus community on a daily basis as they will be enrolled in academic classes, meet and work with peers from diverse cultural backgrounds, have full access to campus amenities, and work closely with university support services, such as Advising, International Services and Programs, the Academic Resource Centre, and Language and Writing Services.

The EFP is separated into two sections: English for Academic Purposes 103 (EAP 103) and English for Academic Purposes 104 (EAP 104). As students are conditionally admitted to UBC’s Okanagan Campus, they are required to develop their English proficiency skills and satisfy one of UBC’s Okanagan Campus’ first-year English requirements before gaining regular admission to an undergraduate degree program.

In Canada, higher learning institutions are offering graduation credit for English as a second language and English for academic purposes classes. Included among these are the following Western Canada and British Columbia institutions: The University of Northern British Columbia, The University of Alberta, The University of Calgary, The University of Winnipeg, Vancouver Island University, and Thompson Rivers University.

In order to follow best practices, show respect for the demands of learning a second language, give validity to the EFP, dedicate ourselves to the



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	<p>internationalization of the campus, and remain competitive in our marketing field, the English Foundation program is proposing 3 unassigned credits per level upon successful completion (minimum 3 unassigned credits for EAP 103 and minimum 3 for EAP 104; maximum 6).</p> <p>Integrating academic courses and intensive English language training does not only allow conditionally admitted students to work on necessary skills needed throughout their academic careers at the UBC Okanagan campus, but also socially and culturally enlightens students' pathways to university life at the UBC's Okanagan campus.</p>
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**THE UNIVERSITY OF BRITISH COLUMBIA****OKANAGAN SENATE SECRETARIAT  
Enrolment Services  
Senate and Curriculum Services**

Okanagan Campus  
University Centre · UNC 322  
3333 University Way  
Kelowna, BC · V1V 1V7  
Tel: (250) 807-9619 · Fax: (250) 807-8007  
[www.senate.ubc.ca](http://www.senate.ubc.ca)

**March 28, 2012**

**To: Okanagan Senate**  
**From: Admissions and Awards Committee**  
**Subject: New and Revised Awards (approval)**

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**Joyce BOON Biochemistry Prize**

A \$500 prize is offered by Joyce Boon, Associate Professor of Biology, to a student graduating from the Biochemistry Program in the Irving K. Barber School of Arts and Sciences at The University of British Columbia, Okanagan campus. The award is made to the student who achieves the highest grade point average in the best 27 credits of third and fourth year level Biochemistry (BIOC) courses. (First award available for the 2011/12 Winter Session)

**CFA Okanagan Award in Management**

A \$1,000 award is offered by the Okanagan Chapter of the Chartered Financial Analyst (CFA) Society, through the Central Okanagan Foundation, to a student who has completed their final year in the Bachelor of Management or Master of Management Program in the Faculty of Management at The University of British Columbia, Okanagan campus. The award is made on the recommendation of the Faculty to candidates who have provided confirmation of CFA exam registration to the Faculty, with preference given to a student who has volunteered with CFA Okanagan. (First award available for the 2011/12 Winter Session)

**Chancellor's Scholar**

The University of British Columbia offers the designation of "Chancellor's Scholar" as a non-monetary award on the basis of outstanding academic achievement by students

entering undergraduate programs from secondary school, university, or college. The awards are awarded on the recommendation of Student Financial Assistance and Awards and are noted on a student's transcript of academic record. (First award available for the 2012/13 Winter Session)

**Department of Creative Studies Prize in Interdisciplinary Performance:** A \$500 prize is offered by the Department of Creative Studies to a first, second, or third year BFA student with a major in Interdisciplinary Performance in the Faculty of Creative and Critical Studies at The University of British Columbia, Okanagan campus. The award is made on the recommendation of the Faculty to a student who achieves the highest standing in any three THTR courses. (First award available for the 2011/12 Winter Session)

**Donna LESTER-SMITH Aboriginal Graduate Award**

A \$500 award is offered by Donna Lester-Smith, MA 2008, to an Aboriginal graduate student who has completed a master's degree at The University of British Columbia, Okanagan campus. The award is made on the recommendation of the College of Graduate Studies in consultation with Aboriginal Programs and Services to a student who demonstrates academic achievement and campus and/or community involvement. If no Aboriginal candidate is eligible, the award can be made to a non-Aboriginal graduate student who has completed a master's degree, and whose academic studies, service and/or involvement are focused on the Aboriginal community. (First award available for the 2012/13 Winter Session)

**International Major Entrance Scholarship (Okanagan)**

Renewable scholarships totalling \$28,000, payable at \$7,000 per year over four years, are available to outstanding international students entering undergraduate programs at the University of British Columbia, Okanagan campus. International students selected for these scholarships demonstrate exceptional academic achievement, intellectual promise, as well as strong extracurricular and community involvement. The scholarships are renewable for up to three years or until the first undergraduate degree is completed (whichever is the shorter period), provided the student continues to meet scholarship standing and maintains his/her status as an international student in Canada. The scholarships are made on the recommendation of the International Student Initiative Office. (First award available for the 2012/13 Winter Session)

**Judit MOLDOVAN Memorial Teaching Assistant Award**

A \$500 award is offered in memory of Judit Moldovan to an undergraduate student enrolled in any Bachelor of Science degree program offered by the Irving K. Barber School of Arts and Sciences at The University of British Columbia, Okanagan campus. As Chemistry Lab Manager (2005-2011), Judit was known to provide Teaching Assistants (TAs) with unceasing encouragement and support, both professionally and personally. The award recognizes a student in good academic standing who has made outstanding contributions as an undergraduate TA in Chemistry or Biochemistry. Adjudication is based on a candidate's leadership, professionalism, and service to

Chemistry students. The award is made on the recommendation of the Chemistry department selection committee. (First award available for the 2011/12 Winter Session)

**Judit MOLDOVAN Memorial Graduate Teaching Assistant Award**

A \$500 award is offered in memory of Judit Moldovan to a student enrolled in a graduate degree program at the University of British Columbia, Okanagan campus. Students who have earned a Bachelor of Science degree and are enrolled in the Secondary Teacher Education Program (STEP) are also eligible. As Chemistry Lab Manager (2005-2011), Judit was known to provide Teaching Assistants (TAs) with unceasing encouragement and support, both professionally and personally. The award recognizes a student in good academic standing who has made outstanding contributions as a graduate TA in Chemistry or Biochemistry courses. Adjudication is based on a candidate's leadership, professionalism, and service to Chemistry students. The award is made on the recommendation of the Chemistry department selection committee. (First award available for the 2011/12 Winter Session)

**NEW MONACO Award in Health and Exercise Sciences**

A \$1,000 award is offered by New Monaco Enterprise Corporation to a student entering third or fourth year in the Human Kinetics Program at the School of Health and Exercise Sciences in the Faculty of Health and Social Development at The University of British Columbia, Okanagan campus. The award is made on the recommendation of the Faculty for a student who has demonstrated achievement in the area of health; including promotion, access, advancement of technology, athletic performance, and/or community wellness. Preference is given to a student whose efforts are focused on the Okanagan community. (First award available for the 2012/13 Winter Session)

**NEW MONACO Award in Sustainable Development**

A \$1,000 award is offered by New Monaco Enterprise Corporation to a student entering third or fourth year in the School of Engineering, the Faculty of Creative and Critical Studies, or the Irving K. Barber School of Arts and Sciences at The University of British Columbia, Okanagan campus who has demonstrated achievement in the area of sustainable development, including urban planning, engineering, and design; energy or water efficiency; and/or renewable energy. Preference is given to a student whose efforts are focused on the Okanagan community. The award is made on the recommendation of the School of Engineering and the Faculty of Critical and Creative Studies for even numbered years and the Barber School for odd numbered years. (First award available for the 2012/13 Winter Session)

**NEW MONACO Award in Technology**

A \$1,000 award is offered by New Monaco Enterprise Corporation to a student entering third or fourth year in the Computer Science Program in the Irving K. Barber School of Arts and Sciences or the School of Engineering at The University of British Columbia, Okanagan campus who has demonstrated academic achievement and extracurricular involvement in the Okanagan high tech industry. The award is made on the recommendation of the Barber School for even numbered years and the School of



Engineering for odd numbered years. (First award available for the 2012/13 Winter Session)

### **UBC Okanagan School of Nursing Award**

A \$1,000 award is offered by faculty, staff, alumni, and friends to a student entering fourth year in the School of Nursing in the Faculty of Health and Social Development at The University of British Columbia, Okanagan campus. The award is made on the recommendation of the School for a student who has demonstrated academic achievement and leadership in extracurricular activities in the area of health. (First award available for the 2012/13 Winter Session)

### **Previously-Approved Awards with Changes in Terms or Funding Source:**

#### **Graduate Dean's Entrance Scholarship**

Scholarships are offered through the Faculty of Graduate Studies to outstanding incoming masters and doctoral students for full-time graduate study or research at The University of British Columbia, Okanagan campus. Inquiries about this scholarship should be addressed to the head of the graduate program concerned. The awards are made on the recommendation of the graduate programs. (First award available for the 2012 Summer Session)

*How amended: Inclusion of 'Dean's' in title to reflect recent changes in graduate student funding: 1) to denote the rarity and prestige of the award; 2) to signal the award as available to incoming graduate students as a recruitment tool; replacement of 'graduate department' with 'graduate program'.*

#### **Outstanding International Student Award (Okanagan)**

Entrance merit awards ranging in value from \$2,500 to \$10,000 are offered to outstanding international students entering undergraduate programs at the University of British Columbia, Okanagan campus. The awards are not renewable and are not dependent upon final grades. The awards are made on the recommendation of the International Student Initiative office. (First award available for the 2012/13 Winter Session)

*How amended: Inclusion of award value; inclusion of 'Okanagan' in title and award description to distinguish from parallel Vancouver campus award; removal of reference to President's Entrance Scholarship (PES) as program is currently under review.*

# THE UNIVERSITY OF BRITISH COLUMBIA



## OKANAGAN SENATE SECRETARIAT Enrolment Services Senate and Curriculum Services

Okanagan Campus  
University Centre · UNC 322  
3333 University Way  
Kelowna, BC · V1V 1V7  
Tel: (250) 807-9619 · Fax: (250) 807-8007  
[www.senate.ubc.ca](http://www.senate.ubc.ca)

**March 28, 2012**

**To: Okanagan Senate**

**From: Admissions and Awards Committee**

**Subject: Admissions Proposals (approval)**

- i. Homeschooled Secondary School Applicants**
- ii. Maximum Allowable Transfer Credit**
- iii. BFA Major in Visual Arts – Deadline for Portfolio, Letter of Intent**

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

**i. Homeschooled Secondary School Applicants**

Add an Academic Calendar entry specific to the admission of homeschooled secondary school applicants.

**ii. Maximum Allowable Transfer Credit**

Update and revise the Academic Calendar entry related to maximum allowable transfer credit to 1) remove reference to ‘university colleges’; and 2) reflect that transfer credit assessments are made on the basis of established equivalencies.

**iii. BFA Major in Visual Arts – Deadline for Portfolio, Letter of Intent**

In response to UBC’s January 31 application deadline, advance deadline for submission of portfolio and letter of intent from the current March 15 to February 15.

*Motion: That Senate approve the admissions proposals for i. Homeschooled Secondary School Applicants; and ii. Maximum*

Allowable Transfer Credit *effective for admission to the 2012 Winter Session and thereafter;*

*and*

*That Senate approve the admissions proposal for iii. BFA Major in Visual Arts – Deadline for Portfolio, Letter of Intent effective for admission to the 2013 Winter Session and thereafter.*

For the Committee,  
Dr. Spiro Yannacopoulos  
Chair, Admissions and Awards Committee



## Admissions Proposal Form – Okanagan Campus

<p><b>Faculty/School:</b> N/A  <b>Department/Unit:</b> Enrolment Services  <b>Faculty/School Approval Date:</b> N/A  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> February 8, 2012  <b>Contact Person:</b> Michelle Davis,                  Enrolment Services  <b>Phone:</b> 250.807.8835  <b>Email:</b> <a href="mailto:michelle.davis@ubc.ca">michelle.davis@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft)</a>                  Admissions</p> <p><b>Admissions</b></p> <p><b>Contents</b></p> <p>[...]</p> <p><a href="#">Applicants Following the American                  Secondary School Curriculum</a> →</p> <p><a href="#">Applicants Following Other International                  Secondary School Curricula</a> →</p> <p><b><a href="#">Homeschooled Secondary School                  Applicants</a></b> →</p> <p><a href="#">Mature Applicants</a> →</p> <p>[...]</p> <p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a>  <b><a href="#">Homeschooled Secondary School                  Applicants</a></b></p> <p><b><a href="#">Homeschooled Secondary                  School Applicants</a></b></p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proo&lt;br/&gt;                 f/edit/index.cfm?tree=2,0,0,0">http://www.calendar.ubc.ca/okanagan/proo                  f/edit/index.cfm?tree=2,0,0,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft)</a>                  Admissions</p> <p><b>Admissions</b></p> <p><b>Contents</b></p> <p>[...]</p> <p><a href="#">Applicants Following the American                  Secondary School Curriculum</a> →</p> <p><a href="#">Applicants Following Other International                  Secondary School Curricula</a> →</p> <p><a href="#">Mature Applicants</a> →</p> <p>[...]</p> <p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b></p>



**Applicants completing their secondary school education through home study may be eligible for admission. Applicants will be considered on an individual basis and may be expected to present a recognized academic secondary school credential. Homeschooled applicants are encouraged to contact *Student Recruitment and Advising* <link to <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=6,308,958,0>> prior to applying for admission.**

**Type of Action:** Add an Academic Calendar entry specific to the admission of homeschooled secondary school applicants.

**Rationale:** While the admissions evaluation for homeschooled applicants can vary greatly, it is important to articulate that homeschooled applicants can be admissible to the University.



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## Admissions Proposal Form – Okanagan Campus

<p><b>Unit:</b> Undergraduate Admissions <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 16, 2012 <b>Contact Person:</b> Nicole McDonald Transfer Credit Coordinator, Undergraduate Admissions <b>Phone:</b> 250.822.2382 <b>Email:</b> <a href="mailto:nicole.mcdonald@ubc.ca">nicole.mcdonald@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b> <a href="#">Homepage (draft) Admissions Applicants from a Post-Secondary Institution</a> Maximum Allowable Transfer Credit</p> <p><b>Maximum Allowable Transfer Credit</b></p> <p><b>[15615]</b> In general, transfer credit is limited to the first two years of an undergraduate degree program, but credit at a more senior level is possible with the approval of the faculty concerned. No more than 60 credits of transfer credit, or 50% of required program credits, are allowed in any program, and in some programs the maximum may be less.</p> <p>Courses successfully completed at recognized colleges in BC and Yukon are granted transfer credit in accordance with agreed-upon equivalencies published in the <a href="#">BC Transfer Guide</a>. Courses <b>successfully completed at recognized universities in BC and recognized colleges and universities outside BC</b> are likewise granted credit on the basis of established equivalencies. <b>Where no previously determined equivalent exists, courses</b> will be assessed</p>	<p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,344,1049,0">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=2,344,1049,0</a></p> <p><b>Present Academic Calendar Entry:</b> <a href="#">Homepage (draft) Admissions Applicants from a Post-Secondary Institution</a> Maximum Allowable Transfer Credit</p> <p><b>Maximum Allowable Transfer Credit</b></p> <p><b>[15615]</b> In general, transfer credit is limited to the first two years of an undergraduate degree program, but credit at a more senior level is possible with the approval of the faculty concerned. No more than 60 credits of transfer credit, or 50% of required program credits, are allowed in any program, and in some programs the maximum may be less. Courses successfully completed at recognized colleges in BC and Yukon are granted transfer credit in accordance with agreed-upon equivalencies published in the <a href="#">BC Transfer Guide</a>. Courses completed at recognized universities <del>and university colleges</del> in BC are likewise granted credit on the basis of established equivalencies. <del>Courses successfully completed at colleges and universities outside BC and Yukon</del> will be assessed for transfer credit on a course-by-course basis. Students</p>



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for transfer credit on a course-by-course basis. Students may be required to supply a **course outline** in order that an assessment can be made.

~~applying for transfer credit~~ may be required to supply a ~~copy of the current calendar of the college or university at which they have previously studied~~ in order that an assessment can be made.

**Type of Action:** Update and revise Academic Calendar entry related to maximum allowable transfer credit.

**Rationale:** University colleges are no longer in place in the BC transfer system and so reference to this type of institution needs to be updated.

The language also needs to be updated to reflect that fewer transfer credit assessments are made on a case-by-case basis and more are made on the basis of established equivalencies.



## Admissions Proposal Form – Okanagan Campus

<p><b>Faculty/School:</b> Creative and Critical Studies  <b>Department/Unit:</b> Creative Studies  <b>Faculty Approval Date:</b> January 10, 2012  <b>Effective Session:</b> 2013W (to be included in the Academic Calendar immediately upon approval for the purpose of advising prospective students).</p>	<p><b>Date:</b> October 14, 2011  <b>Contact Person:</b> Mr. Briar Craig  <b>Phone:</b> 250.807.9765  <b>Email:</b> <a href="mailto:briar.craig@ubc.ca">briar.craig@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Faculties, Schools, and Colleges Faculty of Creative and Critical Studies Bachelor of Fine Arts Program</a>          Visual Arts</p> <p><b>Visual Arts</b></p> <p><b>[15852] Admission Requirements</b></p> <p><b>[15853]</b> In addition to the <a href="#">General Admission Requirements</a> applicants to the B.F.A. Major in Visual Arts must submit a portfolio and a letter of intent.</p> <p><b>[15854] The Portfolio</b></p> <p><b>[15855]</b> The portfolio must consist of 15-20 pieces of work (do not submit more than 20 pieces).</p> <p><b>[15856]</b> Work submitted may demonstrate a range of media explored. You may choose to send original works (when size, weight, fragility, etc. make that possible) or well-documented work in the form of slides, photographs, CDs (.tif, .psd, or .jpg</p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,283,833,1289">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,283,833,1289</a></p> <p><b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Faculties, Schools, and Colleges Faculty of Creative and Critical Studies Bachelor of Fine Arts Program</a>          Visual Arts</p> <p><b>Visual Arts</b></p> <p><b>[15852] Admission Requirements</b></p> <p><b>[15853]</b> In addition to the <a href="#">General Admission Requirements</a> applicants to the B.F.A. Major in Visual Arts must submit a portfolio and a letter of intent.</p> <p><b>[15854] The Portfolio</b></p> <p><b>[15855]</b> The portfolio must consist of 15-20 pieces of work (do not submit more than 20 pieces).</p> <p><b>[15856]</b> Work submitted may demonstrate a range of media explored. You may choose to send original works (when size, weight, fragility, etc. make that possible) or well-documented work in the form of slides, photographs, CDs (.tif, .psd, or .jpg</p>





formats), videos (each not more than three minutes in length), and other media.

**[15857]** The maximum portfolio size for original two-dimensional work is 30" x 40". Three-dimensional work must be sent as photo documentation. Please supply an itemized information list for all submitted work (i.e., medium, dimensions, year of completion).

**[15858] The Letter of Intent**

**[15859]** The letter of intent, which should not exceed 300 words, should describe the applicant's reasons for wanting to study in the visual arts. In addition, artist statements are welcome but not mandatory.

**[15860] Deadline for Submission**

**[15861]** The deadline for submitting the Visual Arts portfolio and letter of intent is **February 15** for admission the following September. The portfolio and letter of intent must be sent together in a strong, reusable container and must be accompanied by sufficient return postage. Portfolios sent without sufficient return postage will not be returned to the applicant. Please send the Visual Arts portfolio and letter of intent to:

**[15862]** Portfolio Review Committee  
Department of Creative Studies  
Fine Arts Building, 161  
3333 University Way  
Kelowna, BC V1V 1V7

**[15863]** For inquiries regarding portfolio or letter of intent requirements for Visual Arts, please contact the UBC Okanagan campus Department of Creative Studies at 250.807.9761.

formats), videos (each not more than three minutes in length), and other media.

**[15857]** The maximum portfolio size for original two-dimensional work is 30" x 40". Three-dimensional work must be sent as photo documentation. Please supply an itemized information list for all submitted work (i.e., medium, dimensions, year of completion).

**[15858] The Letter of Intent**

**[15859]** The letter of intent, which should not exceed 300 words, should describe the applicant's reasons for wanting to study in the visual arts. In addition, artist statements are welcome but not mandatory.

**[15860] Deadline for Submission**

**[15861]** The deadline for submitting the Visual Arts portfolio and letter of intent is ~~March 15~~ for admission the following September. The portfolio and letter of intent must be sent together in a strong, reusable container and must be accompanied by sufficient return postage. Portfolios sent without sufficient return postage will not be returned to the applicant. Please send the Visual Arts portfolio and letter of intent to:

**[15862]** Portfolio Review Committee  
Department of Creative Studies  
Fine Arts Building, 161  
3333 University Way  
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**[15863]** For inquiries regarding portfolio or letter of intent requirements for Visual Arts, please contact the UBC Okanagan campus Department of Creative Studies at 250.807.9761.

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	<p><b>Type of Action:</b> Advance deadline for submission of portfolio and letter of intent from the current March 15 to February 15.</p> <p><b>Rationale:</b> UBC changed the deadline for applications to the institution to January 31<sup>st</sup> of each year so the BFA Major in Visual Arts program is moving the supplementary application requirement of the submission of a visual art portfolio to be closer to that deadline while still providing applicants two weeks to get their portfolio put together and submitted. The portfolio deadline has typically been two weeks after the general UBC application deadline and this change will maintain that interval.</p>
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## THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY:  
O-50OKANAGAN SENATE  
3333 University Way  
Kelowna, BC V1V 1V7

VERSION 1.8

**Number & Title:***O-50: Broad Based Admission***Effective Date:**

1 April 2012 for admission to the 2013 Winter Session and thereafter.

**Approval Date:**Proposed for consideration at the *Okanagan Senate* on 28 March 2012.**Review Date:**This policy shall be reviewed three (3) years after approval and thereafter as deemed necessary by the *responsible committee*.**Responsible Committee:***Admissions and Awards Committee of the Okanagan Senate.***Authority:***University Act, S. 37(1)**“The academic governance of the university is vested in the senate and it has the following powers:**(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;**(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or any faculty, and to determine which faculty the students pursuing a course of study must register.”*

**Purpose and Goals:**

This policy is designed to:

- 1) Allow for the collection of information on student attributes and abilities that would not be available based upon secondary school or other academic records alone; and
- 2) Allow faculties to use data beyond *Admission Averages* to consider applicants with a view to selecting students of the highest quality.

**Applicability:**

This policy is applicable for admission to all *direct-entry undergraduate programs* and for admission to all undergraduate programs offered by faculties of the *Okanagan campus* of the *University* that generally require previous post-secondary study as an academic criterion for admission.

**Exclusions:**

This policy is not applicable for admission to graduate or diploma programs.

**Definitions:**

For the purposes of this policy:

*Admission Average* shall mean, as context requires, the academic average calculated by the *University* to determine the applicant's relative academic competitiveness, the minimum academic qualification for consideration for admission to the *University* or to a given *course of study*, or both.

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

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

*Personal Profile* shall mean those components of a completed application that include the responses to specific questions posed to applicants for *Broad Based Admission* assessment.

**Policy:**

1. In addition to required academic criteria, generally as indicated by a calculated *Admission Average* and the completion of pre-requisite courses, faculties of the *Okanagan campus* are permitted to use *Broad Based Admission* in the consideration of applicants to undergraduate programs who meet or exceed any minimum *Admissions Averages* required.
2. The decision to include *Broad Based Admission* in the consideration of applicants shall be at the discretion of the faculty offering the *course of study*.
3. Applicants to programs of the *Okanagan campus* that use *Broad Based Admission* for the consideration of applicants shall be required to complete a *Personal Profile*.
4. *Broad Based Admission* considerations shall be made via the assessment of a *Personal Profile*; procedures for the assessment of *Personal Profiles* shall be set out by the *responsible committee*.
5. Each *course of study* using *Broad Based Admission* for the consideration of applicants shall set a pre-determined relationship between required *Admissions Averages* and assessed *Broad Based Admission Personal Profiles*. This relationship must be equally applied to all applicants to a given *course of study* for an academic session.
6. A faculty's decision to use *Broad Based Admission* for consideration of undergraduate applicants and the set relationship between *Admission Averages* and an assessed *Personal Profile* for each *course of study* shall be reported to the *responsible committee* for information prior to offers of admission being made for an academic session.
7. Nothing in this policy shall be taken to restrict the ability of a dean or his or her designate to admit an excellent student at his or her discretion.
8. The procedures to this policy - or any section thereof - shall not be published or made public should the Registrar be of the opinion that their publication may compromise the efficacy of *Broad Based Admission* scoring.

**Academic Calendar Statement:**

<p><b>Faculty/School:</b> N/A  <b>Dept./Unit:</b> Enrolment Services  <b>Faculty/School Approval Date:</b> N/A  <b>Effective Session:</b> 2013W</p>	<p><b>Date:</b> February 21, 2012  <b>Contact Person:</b> Fred Vogt  <b>Phone:</b> 250.807.9201  <b>Email:</b> <a href="mailto:fred.vogt@ubc.ca">fred.vogt@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Admissions</a> Policy on Admissions</p> <p><b>Policy on Admissions</b></p> <p><b>[41]</b> The University of British Columbia seeks applications from students who can benefit from and contribute to its varied and stimulating academic life. The University's admission regulations and procedures are intended to identify such students and to ensure that they enter programs at a level that will allow them to get the maximum benefit from their studies.</p> <p><b>[42] <u>Undergraduate applicants are evaluated on the basis of a range of criteria indicative of their preparedness for study at UBC. The criteria include English language abilities, academic performance in specific courses, the strength of their overall program of study, and may also include achievement in standardized tests and other indicators of personal preparedness such as demonstrated aptitudes, accomplishments, and involvement in projects and activities.</u></b></p> <p>[...]</p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,13,0,0">http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,13,0,0</a></p> <p><b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Admissions</a> Policy on Admissions</p> <p><b>Policy on Admissions</b></p> <p><b>[41]</b> The University of British Columbia seeks applications from students who can benefit from and contribute to its varied and stimulating academic life. The University's admission regulations and procedures are intended to identify such students and to ensure that they enter programs at a level that will allow them to get the maximum benefit from their studies.</p> <p><b>[42] <del>Academic criteria are the bases of admission for the majority of applicants offered admission, but additional criteria may be used in some programs in the selection of a limited number of qualified students. Programs to which admission may be based on both academic and other criteria are identified in the faculty and school entries.</del></b></p> <p>[...]</p>

<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions Application and Document Deadlines</a> Document Deadlines for Undergraduate Degree Programs</p> <p><b>Document Deadlines for Undergraduate Degree Programs</b></p> <p><b>[15626]</b> In addition to submitting an application for undergraduate admission, applicants are required to submit documentation in order to satisfy admission requirements.</p> <p><b>[15627]</b></p> <p>[...]</p> <p>3. <b>Supplemental Criteria</b> Some UBC Okanagan campus programs require additional information for consideration in admission decisions. This may include a portfolio, audition, manuscript, essay, list of extra-curricular activities, interview, or other information. Applicants are notified by email, and via the <a href="#">Student Service Centre</a> under "Application Status", of any additional documentation that may be required or optional, and the dates by which this information must be submitted in order to be considered in an admission decision.</p>	<p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,345,1056,0">http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,345,1056,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions Application and Document Deadlines</a> Document Deadlines for Undergraduate Degree Programs</p> <p><b>Document Deadlines for Undergraduate Degree Programs</b></p> <p><b>[15626]</b> In addition to submitting an application for undergraduate admission, applicants are required to submit documentation in order to satisfy admission requirements.</p> <p><b>[15627]</b></p> <p>[...]</p> <p>3. <b>Supplemental/<del>Broad-Based Admission</del> Criteria</b> Some UBC Okanagan campus programs require additional information for consideration in admission decisions. This may include a portfolio, audition, manuscript, essay, list of extra-curricular activities, interview, or other information. Applicants are notified by email, and via the <a href="#">Student Service Centre</a> under "Application Status", of <del>the supplemental/broad-based applications and</del> any additional documentation that may be required or optional, and the dates by which this information must be submitted in order to be considered in an admission</p>
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<p>[...]</p>	<p>decision.</p> <p>[...]</p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a> Applicants Following the American Secondary School Curriculum</p> <p><b>Applicants Following the American Secondary School Curriculum</b></p> <p><b>[14981]</b> Applicants following the American secondary school curriculum must present the following minimum criteria to be considered for admission:</p> <p>[...]</p>	<p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,327,0,0">http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,327,0,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a> Applicants Following the American Secondary School Curriculum</p> <p><b>Applicants Following the American Secondary School Curriculum</b></p> <p><b>[14981]</b> Applicants following the American secondary school curriculum must present the following minimum criteria to be considered for admission:</p> <p>[...]</p> <p><del><b>[14984] Additional academic criteria, such as achievement in standardized tests, results from national or international competitions, or compelling evidence of outstanding leadership, may be considered when evaluating undergraduate applicants from secondary schools who have studied full-time outside of Canada for at least one year immediately prior to UBC admission.</b></del></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a> Applicants Following Other</p>	<p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,328,0,0">http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,328,0,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a> Applicants Following Other</p>



<p>International Secondary School Curricula</p> <p><b>Applicants Following Other International Secondary School Curricula</b></p> <p><b>[14985]</b> The following list outlines the minimum standing for admission in terms of educational credentials. All students must present prerequisites appropriate for their intended program of study.</p> <p>[...]</p>	<p>International Secondary School Curricula</p> <p><b>Applicants Following Other International Secondary School Curricula</b></p> <p><b>[14985]</b> The following list outlines the minimum standing for admission in terms of educational credentials. All students must present prerequisites appropriate for their intended program of study.</p> <p>[...]</p> <p><del><b>[14989] Additional academic criteria, such as achievement in standardized tests, results from national or international competitions, or compelling evidence of outstanding leadership, may be considered when evaluating undergraduate applicants from secondary schools who have studied full-time outside of Canada for at least one year immediately prior to UBC admission.</b></del></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a> Student Declaration</p> <p><b>Student Declaration</b></p> <p><b>[13996]</b> The following Student Declaration appears on the UBC application form for undergraduate admission. The Admissions Office will not process an application unless the applicant has accepted the Student</p>	<p><b>Draft Academic Calendar URL:</b></p> <p><a href="http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,319,0,0">http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=2,319,0,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Admissions</a> Student Declaration</p> <p><b>Student Declaration</b></p> <p><b>[13996]</b> The following Student Declaration appears on the UBC application form for undergraduate admission. The Admissions Office will not process an application unless the applicant has accepted the Student</p>

<p>Declaration as part of completing the application form.</p> <p><b>[13997]</b></p> <ul style="list-style-type: none"> <li>• I agree that my secondary and post-secondary grades may be released to UBC.</li> <li>• I will notify Undergraduate Admissions of any additional secondary and/or post-secondary studies taken subsequent to the date of this application.</li> <li>• <b><u>I certify that the written responses included in this application are accurate and my own.</u></b></li> <li>• I agree that if I knowingly or carelessly provided untrue or incomplete information with this application then UBC may in its sole discretion do any or all of the following: (a) withdraw any offer of admission, whether accepted or not; (b) require me to withdraw from UBC; (c) subject me to academic discipline; (d) share the information I provided with other post-secondary institutions, law enforcement agencies, or other third parties.</li> <li>• I agree that UBC may verify the information provided by contacting the relevant institution or any secondary or post-secondary institutions not listed in this application.</li> <li>• I agree that my name may be released to my school or school district if I am a Scholarship recipient.</li> <li>• I agree, if admitted to UBC, to comply with all rules and regulations of the University, present and future.</li> </ul>	<p>Declaration as part of completing the application form.</p> <p><b>[13997]</b></p> <ul style="list-style-type: none"> <li>• I agree that my secondary and post-secondary grades may be released to UBC.</li> <li>• I will notify Undergraduate Admissions of any additional secondary and/or post-secondary studies taken subsequent to the date of this application.</li> <li>• I agree that if I knowingly or carelessly provided untrue or incomplete information with this application then UBC may in its sole discretion do any or all of the following: (a) withdraw any offer of admission, whether accepted or not; (b) require me to withdraw from UBC; (c) subject me to academic discipline; (d) share the information I provided with other post-secondary institutions, law enforcement agencies, or other third parties.</li> <li>• I agree that UBC may verify the information provided by contacting the relevant institution or any secondary or post-secondary institutions not listed in this application.</li> <li>• I agree that my name may be released to my school or school district if I am a Scholarship recipient.</li> <li>• I agree, if admitted to UBC, to comply with all rules and regulations of the University,</li> </ul>
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	present and future.
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**Consultations:**

The following groups have been consulted during the development of this policy:

1. Dean's Council
2. Strategic Enrolment Committee
3. Office of the University Counsel (for Student Declaration change)
4. Enrolment Services
  - a. Undergraduate Admissions Office

**History:**

This is the first version of this policy.

**Related Policies:**

None.

**Appendix:**

None.

**Procedures:**

1. Assessment of Broad Based Admission Applications
  - a. Categorization of Activities to be Assessed

*Personal Profiles* will be reviewed in five (5) areas:

- i. Community and Contributions
- ii. Leadership
- iii. Setting and Achieving Goals
- iv. Intellectual Maturity / Self-Awareness
- v. Problem Solving / Dealing with Adversity

2. Assessment of Broad Based Admission Applications

- a. Each area scored will be given a value between 0 (lowest) and 3 (highest); thus 15 will be the highest possible total score.

- b. The Registrar shall produce and distribute a training guide for scorers that recommends criteria for each possible value per area.
- c. Each *Personal Profile* will be read by two readers. The applicant's final score on the *Personal Profile* will be an average of two reader scores. If there is a difference of 3 or more points between readers, then the personal profile will be read by a third reader.
- d. References shall be requested as part of the *Personal Profile* and may be contacted to verify the information in the application. Applicants who have in any way falsified information may be refused or have their offer of admission revoked.

## **UBC Annual Report on Admissions Targets**

Okanagan Campus, 2012/13

**Professor W. Wesley Pue**

Provost and Vice Principal

UBC's Okanagan Campus

To: Members of Admissions and Awards Committee, Okanagan Senate

From: Professor W. Wesley Pue, Provost and Vice Principal, Okanagan Campus

Re: 2012/13 Academic Year Undergraduate Enrolment Targets

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This report forecasts the undergraduate student enrolment profile by degree and year for the 2012/13 winter session for the purpose of determining entry year admission targets for undergraduate degree programs. It is built using the enrolment profile of the current winter session as a base, which estimates our overall domestic undergraduate and graduate FTE around 6,645, or 96% of government funding. Trends of student movement (progression, retention rates, graduation, and program transfers) in the previous year are applied to forecast enrolment of continuing students in 2012/13. Finally, in light of projected continuing student enrolment, admission targets are established based on historical recruiting results, anticipated student demand, government funding levels and internal constraints that limit program enrolment.

Admission targets have been established in a consultative process including the Provost, Deans, and the Strategic Enrolment Management Committee. The stated admission targets include students who are new to UBC in the entry year of each degree program plus continuing students who are still classified at the entry year level. The admission targets used to reach this enrolment profile include ambitious values for the BA degree (745 admissions), BASC (229 students), BHK (201 students), BMGT (234 students), and BSC (590 students). This year, admissions targets were set separately for domestic and international undergraduate students based on student enrolment patterns for each group and then combined for an overall total of targeted growth on the Okanagan campus.

This model leads to an overall admission target of 2,309 undergraduate students entering the first year of degree programs. This includes 2,111 domestic students and 198 international students, new to UBC as well as internal transfers. These values contribute to a forecasted winter 2012 undergraduate degree program headcount enrolment of 7,383 students. When this is combined with projections for summer enrolment, graduate student enrolment, non-degree student enrolment, and extraction of non-funded international student FTEs, the result is a forecast of 6,935 funded FTEs for the 2012/13 academic year. This takes UBC's Okanagan campus to 100% utilization of its government funding profile.

## Definitions

“New to UBC” – includes all students who are first-time students to UBC.

“Internal transfers” – includes all students already attending UBC, but transferring to a new program from when they first enrolled.

“New to Program” – includes the sum of all students who are “new to UBC” or “internal transfers” from other programs.

“Continuing” – includes the students who are continuing in that year level, i.e. student(s) that have not yet progressed to the next year level of their program.

“Total” – the sum of “new to program” and “continuing” by year level.

“FTE” – calculated based on the normal-load FTE formula for undergraduate students. The divisor used to calculate FTE for each student is the normal number of credits that equal a full-time program for that student within the winter terms.

## Exclusions

Exchange, Visiting, and non-degree student records (including Education certificate and diploma programs CIEP and DIEP).

Due to program cancellation, Bachelor of Health Studies program student records are also excluded.

**All Undergraduate Winter Undergraduate Headcount and FTE by Program - Actuals 2011/12 and Forecast 2012/13**

**Okanagan Campus**

Faculty	Year Level	2011/12 Admissions Target	Actuals (2011/2012): November 1st, 2011					Forecast (2012/2013)					2012/13 Admissions Target		
			Headcount				FTE	Headcount				FTE			
			New to UBC	Internal Transfers	New to Program	Continuing	Total	Total	New to UBC	Internal Transfers	New to Program	Continuing		Total	Total
ARSC	BA - 1	650	696	15	711	104	815	701	729	16	745	110	855	735	745
	2		100	34	134	362	496	421	105	36	140	379	520	440	
	3		115	27	142	368	510	418	120	28	149	385	534	437	
	4			2	2	433	435	333		2	2	452	454	348	
	BA Subtotal		911	78	989	1267	2256	1873	954	82	1036	1327	2362	1960	
	BSc - 1	640	533	10	543	91	634	557	579	11	590	99	689	606	590
	2		35	41	76	307	383	338	38	45	83	334	416	367	
	3		55	18	73	265	338	291	60	20	79	288	367	316	
	4			2	2	284	286	228		2	2	308	310	248	
	BSc Subtotal		623	71	694	947	1641	1415	677	77	754	1029	1783	1537	
	Phar - 1		46		46	2	48	46	45		46	2	48	45	
	Phar Subtotal		46		46	2	48	46	45		46	2	48	45	
APSO	BASC - 1	220	226	9	235	7	242	230	219	9	229	8	237	225	229
	2		23	7	30	126	156	148	22	7	29	121	150	142	
	3		24	1	25	146	171	169	23	1	24	141	165	164	
	4					118	118	107				115	115	105	
	BASC Subtotal		273	17	290	397	687	653	264	16	281	386	667	635	
EDUO	BED - 4	60	4	44	48		48	48	4	41	45		45	45	45
	5			1	1	55	56	56		1	1	52	53	52	
	BED Subtotal		4	45	49	55	104	104	4	42	46	52	98	97	
	BEDS - 5	92	20	51	71	6	77	104	20	50	70	6	76	102	70
	BEDS Subtotal		20	51	71	6	77	104	20	50	70	6	76	102	
FCCS	BA - 2		4	2	6	6	12	11	4	2	6	5	11	10	
	3		29	2	31	56	87	74	29	2	31	56	87	74	
	4					106	106	80				105	105	79	
	BA Subtotal		33	4	37	168	205	164	33	4	37	166	203	162	
	BFA - 1	66	45	4	49	5	54	49	45	4	49	5	54	49	49
	2		4	2	6	35	41	38	4	2	6	35	41	38	
	3		3		3	32	35	27	3		3	32	35	27	
	4					47	47	38				47	47	38	
	BFA Subtotal		52	6	58	119	177	152	52	6	58	119	177	152	
FHSD	BHK - 1	200	166	30	196	20	216	194	170	31	201	21	222	199	201
	2		29	4	33	119	152	141	30	4	34	122	156	144	
	3		20		20	76	96	86	21		21	78	98	88	
	4			1	1	72	73	61		1	1	74	75	63	
	BHK Subtotal		215	35	250	287	537	482	220	36	256	294	551	495	
	BSN - 1	106	97	18	115	5	120	105	90	16	106	5	111	96	106
	2		10	2	12	103	115	108	9	2	11	96	107	100	
	3		3		3	102	105	91	3		3	95	98	85	
	4					110	110	99				102	102	92	
	BSN Subtotal		110	20	130	320	450	403	102	18	120	298	417	374	
	BSW - 3	46	18	21	39	3	42	39	18	22	40	3	43	40	40
	4					38	38	34				39	39	34	
	BSW Subtotal		18	21	39	41	80	73	18	22	40	42	82	75	
MGMT	BMGT - 1	200	184	9	193	22	215	196	223	11	234	27	261	238	234
	2		28	46	74	94	168	147	34	55	89	113	202	176	
	3		12	36	48	142	190	189	14	43	57	172	229	227	
	4					189	189	158				228	228	190	
	BMGT Subtotal		224	91	315	447	762	690	272	109	380	539	919	832	
		2,280	2,529	439	2,968	4,056	7,024	6,159	2,661	461	3,125	4,258	7,383	6,467	2,309



## Appendix I: Actual and Forecasted Campus Utilization Rates

The preceding tables capture degree-seeking undergraduate students only. In estimating our actual campus utilization rate for 2011/12 and for the purposes of projecting forward our utilization rate in 2012/13 (100%), we incorporate the following categories: Non-degree winter domestic FTE (Access Studies, Exchange, Unclassified, and Visiting students); summer domestic undergraduate FTE; and graduate student annualized FTE.

As FTE reporting to the Ministry is based on March 1 data, we estimate student attrition from term 1 to term 2 (based on our November 1 data) by applying a multiplier of .98 to our Winter domestic undergraduate FTE.

### Actual 2011/12 FTE (as of Nov. 1st, 2011)

Winter domestic undergraduate FTE	5,786
Add non-degree winter domestic FTE	70
March adjustment for attrition (0.98 multiplier)	5,739
Add summer domestic undergraduate FTE	361
Add graduate student annualized FTE	545
Estimated Actual Ministry-Funded FTE Delivered	<u>6,645</u>
Ministry Target	6,923
Utilization Rate	96%

### Forecast FTE (2012/13)

Winter domestic undergraduate FTE	6,041
Add non-degree winter domestic FTE	56
March adjustment for attrition (0.98 multiplier)	5,975
Add summer domestic undergraduate FTE	361
Add graduate student annualized FTE (10% growth)	600
Forecast Ministry-Funded FTE Delivered	<u>6,935</u>
Ministry Target	6,923
Utilization Rate	100%

**Appendix II: Domestic Winter Undergraduate Headcount and FTE by Program - Actuals 2011/12 and Forecast 2012/13**

**Okanagan Campus**

		Actuals (2011/2012): November 1st, 2011						Forecast (2012/2013)						2012/13 Admissions Target
		Headcount				FTE	Headcount				FTE			
Faculty	Year Level	New to UBC	Internal Transfers	New to Program	Continuing	Total	Total	New to UBC	Internal Transfers	New to Program	Continuing	Total	Total	
ARSC	BA - 1	633	14	647	80	727	632	660	15	675	83	758	659	675
	2	95	33	128	327	455	389	99	34	134	341	475	406	
	3	112	22	134	346	480	393	117	23	140	361	501	410	
	4		2	2	420	422	323		2	2	438	440	337	
	BA Subtotal	840	71	911	1173	2084	1,738	876	74	950	1224	2174	1813	
	BSc - 1	498	9	507	79	586	522	540	10	550	86	636	566	550
	2	35	38	73	288	361	319	38	41	79	312	392	346	
	3	53	17	70	253	323	279	57	18	76	274	350	303	
	4		2	2	275	277	220		2	2	298	300	238	
	BSc Subtotal	586	66	652	895	1547	1,340	636	72	707	971	1678	1453	
Phar - 1	46		46	1	47	46	45		45	1	46	45		
Phar Subtotal	46		46	1	47	46	45		45	1	46	45		
APSO	BASC - 1	202	8	210	6	216	205	192	8	200	6	206	196	200
	2	23	6	29	118	147	139	22	6	28	112	140	132	
	3	24	1	25	143	168	166	23	1	24	136	160	158	
	4				118	118	107				112	112	101	
	BASC Subtotal	249	15	264	385	649	617	237	14	251	367	618	587	
EDUO	BED - 4	4	44	48		48	48	4	41	45		45	45	45
	5		1	1	55	56	56		1	1	52	53	52	
	BED Subtotal	4	45	49	55	104	104	4	42	46	52	98	97	
BEDS - 5	20	51	71	6	77	104	20	50	70	6	76	102	70	
BEDS Subtotal	20	51	71	6	77	104	20	50	70	6	76	102		
FCCS	BA - 2	4	2	6	5	11	10	4	2	6	5	11	10	
	3	29	2	31	55	86	73	29	2	31	55	86	73	
	4				103	103	77				103	103	77	
	BA Subtotal	33	4	37	163	200	160	33	4	37	163	200	160	
	BFA - 1	43	2	45	5	50	45	43	2	45	5	50	45	45
	2	4	2	6	32	38	35	4	2	6	32	38	35	
	3	3		3	30	33	25	3		3	30	33	25	
	4				46	46	37				46	46	37	
	BFA Subtotal	50	4	54	113	167	143	50	4	54	113	167	143	
	BHK - 1	165	30	195	20	215	193	169	31	200	21	221	198	200
2	28	4	32	117	149	138	29	4	33	120	153	142		
3	20		20	75	95	86	21		21	77	97	88		
4		1	1	70	71	60		1	1	72	73	62		
BHK Subtotal	213	35	248	282	530	477	218	36	254	289	544	489		
BSN - 1	97	17	114	5	119	104	90	16	106	5	111	96	106	
2	10	2	12	103	115	108	9	2	11	96	107	100		
3	3		3	102	105	91	3		3	95	98	85		
4				110	110	99				102	102	92		
BSN Subtotal	110	19	129	320	449	402	102	18	120	298	417	374		
BSW - 3	18	21	39	3	42	39	18	22	40	3	43	40	40	
4				38	38	34				39	39	34		
BSW Subtotal	18	21	39	41	80	73	18	22	40	42	82	75		
MGMT	BMGT - 1	143	8	151	16	167	155	170	10	180	19	199	185	180
	2	22	45	67	82	149	131	26	54	80	98	178	156	
	3	10	35	45	117	162	161	12	42	54	139	193	192	
	4				165	165	138				197	197	164	
	BMGT Subtotal	175	88	263	380	643	585	209	105	314	453	766	697	
		<b>2,344</b>	<b>419</b>	<b>2,763</b>	<b>3,814</b>	<b>6,577</b>	<b>5,786</b>	<b>2,448</b>	<b>440</b>	<b>2,889</b>	<b>3,978</b>	<b>6,867</b>	<b>6,041</b>	<b>2,111</b>

**Appendix III: International Winter Undergraduate Headcount and FTE by Program - Actuals 2011/12 and Forecast 2012/13**

**Okanagan Campus**

		Actuals (2011/2012) as of November 1st, 2011						Forecast (2012/2013)						2012/13 Admissions Target
		Headcount				FTE	Headcount				FTE			
Faculty	Year Level	New to UBC	Internal Transfers	New to Program	Continuing	Total	Total	New to UBC	Internal Transfers	New to Program	Continuing	Total	Total	
ARSC	BA - 1	63	1	<b>64</b>	24	88	69	69	1	<b>70</b>	26	96	76	<b>70</b>
	2	5	1	6	35	41	32	5	1	7	38	45	35	
	3	3	5	8	22	30	24	3	5	9	24	33	26	
	4				13	13	10				14	14	11	
	BA Subtotal	71	7	78	94	172	135	78	8	85	103	188	148	
	BSc - 1	35	1	<b>36</b>	12	48	36	39	1	<b>40</b>	13	53	40	<b>40</b>
	2		3	3	19	22	19	3	3	3	21	24	21	
	3	2	1	3	12	15	12	2	1	3	13	17	13	
	4				9	9	8				10	10	9	
	BSc Subtotal	37	5	42	52	94	75	41	6	47	58	104	83	
Phar - 1				1	1	0			1	1	2	1		
Phar Subtotal				1	1	0			1	1	2	1		
APSO	BASC - 1	24	1	<b>25</b>	1	26	24	27	1	<b>29</b>	2	31	29	<b>29</b>
	2		1	1	8	9	9	1	1	9	10	10		
	3				3	3	3				5	5	5	
	4										3	3	3	
	BASC Subtotal	24	2	26	12	38	37	27	2	30	19	49	47	
EDUO	BED - 4													
	5													
	BED Subtotal													
FCCS	BEDS - 5													
	BEDS Subtotal													
	BA - 2				1	1	1							
FHSD	3				1	1	1				1	1	1	
	4				3	3	3				2	2	2	
	BA Subtotal				5	5	5				3	3	3	
	BFA - 1	2	2	<b>4</b>		4	4	2	2	<b>4</b>		4	4	<b>4</b>
	2				3	3	3				3	3	3	
	3				2	2	2				2	2	2	
	4				1	1	1				1	1	1	
	BFA Subtotal	2	2	4	6	10	10	2	2	4	6	10	10	
	BHK - 1	1		<b>1</b>		1	1	1		<b>1</b>		1	1	<b>1</b>
	2	1		1	2	3	3	1		1	2	3	3	
3				1	1	1				1	1	1		
4				2	2	1				2	2	1		
BHK Subtotal	2		2	5	7	6	2		2	5	7	6		
BSN - 1		1	<b>1</b>		1	1								
2														
3														
4														
BSN Subtotal		1	1		1	1								
BSW - 3														
4														
BSW Subtotal														
MGMT	BMGT - 1	41	1	<b>42</b>	6	48	42	53	1	<b>54</b>	8	62	53	<b>54</b>
	2	6	1	7	12	19	16	8	1	9	15	24	20	
	3	2	1	3	25	28	28	3	1	4	32	36	36	
	4				24	24	20				31	31	26	
	BMGT Subtotal	49	3	52	67	119	105	63	4	67	86	153	135	
		<b>185</b>	<b>20</b>	<b>205</b>	<b>242</b>	<b>447</b>	<b>373</b>	<b>213</b>	<b>21</b>	<b>236</b>	<b>281</b>	<b>517</b>	<b>431</b>	<b>198</b>

## THE UNIVERSITY OF BRITISH COLUMBIA

OKANAGAN SENATE SECRETARIAT  
Enrolment Services  
Senate and Curriculum Services

Okanagan Campus  
University Centre · UNC 322  
3333 University Way  
Kelowna, BC · V1V 1V7  
Tel: (250) 807-9619 · Fax: (250) 807-8007  
[www.senate.ubc.ca](http://www.senate.ubc.ca)

**March 28, 2012**

**To: Okanagan Senate**

**From: Curriculum Committee**

**Subject: March Curriculum Proposals (approval)**

---

The Curriculum Committee has reviewed the material forwarded to it by the Faculties and encloses those proposals it deems ready for approval.

As such, the following is recommended to Senate:

***Motion: That Senate approve the new programs and the new courses brought forward by the Faculties of Arts and Sciences, and Health and Social Development as set out in the attached proposals.***

For the Committee,  
Dr. Dwayne Tannant  
Chair, Curriculum Committee

**THE UNIVERSITY OF BRITISH COLUMBIA****OKANAGAN SENATE SECRETARIAT**  
**Enrolment Services**  
**Senate and Curriculum Services**

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**March 28, 2012**

**To: Okanagan Senate**

**From: Curriculum Committee**

**Subject: March Curriculum Proposals (approval)**

---

Enclosed please find the following for your consideration:

**From the Faculty of Arts and Sciences**

1. The following new program:
  - a. B.Sc. Major in Statistics, Statistics Honours Program, Minor in Statistics
2. The following new courses:
  - a. STAT 311 (3) Modern Statistical Methods
  - b. STAT 400 (3) Statistical Communication and Consulting
  - c. STAT 407 (3) Sample Surveys
  - d. STAT 410 (3) Introduction to Generalized Linear Models

**From the Faculty of Health and Social Development**

3. The following new program:
  - a. Master of Social Work Foundational Two-Year Program
4. The following new courses:
  - a. SOCW 506 (3) Social Work Field Practice I
  - b. SOCW 507 (3) Introduction to Research Methods
  - c. SOCW 509 (3) Advanced Generalist Social Work Practice
  - d. SOCW 510 (3) Advanced Clinical, Micro and Macro Social Work Practice
  - e. SOCW 545 (3) Social Work Practice with Individuals
  - f. SOCW 555 (3) Integrative Seminar for Field Education



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## Curriculum Proposal Form New Program – Okanagan Campus

**Category: 1**

<p><b>Faculty/School:</b> Arts and Sciences <b>Department/Unit:</b> Unit 5: Statistics <b>Faculty/School Approval Date:</b> February 10, 2012 <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 13, 2012 <b>Contact Person:</b> Jason Loepky <b>Phone:</b> 250.807.8795 <b>Email:</b> <a href="mailto:jason.loepky@ubc.ca">jason.loepky@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b> <a href="#">Homepage (draft) Faculties, Schools, and Colleges Faculty of Arts and Sciences</a> Bachelor of Science Programs</p> <p><b>Bachelor of Science Programs</b></p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li><a href="#">Program Overview</a> →</li> <li><a href="#">Admission Requirements</a> →</li> <li><a href="#">Academic Regulations</a> →</li> <li><a href="#">Degree Requirements</a> →</li> <li><a href="#">Program Requirements</a> →</li> <li><a href="#">Co-operative Education Program</a> →</li> <li><a href="#">Biochemistry</a> →</li> <li><a href="#">Biology</a> →</li> <li><a href="#">Chemistry</a> →</li> <li><a href="#">Computer Science (B.Sc.)</a> →</li> <li><a href="#">Earth and Environmental Sciences</a> →</li> <li><a href="#">Ecology and Evolutionary Biology</a> →</li> <li><a href="#">Economics (B.Sc.)</a> →</li> <li><a href="#">Environmental Chemistry</a> →</li> <li><a href="#">Freshwater Science</a> →</li> <li><a href="#">General Science B.Sc.</a> →</li> </ul>	<p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/prof/edit/index.cfm?tree=18,282,858,0">http://www.calendar.ubc.ca/okanagan/prof/edit/index.cfm?tree=18,282,858,0</a></p> <p><b>Present Academic Calendar Entry:</b> <a href="#">Homepage (draft) Faculties, Schools, and Colleges Faculty of Arts and Sciences</a> Bachelor of Science Programs</p> <p><b>Bachelor of Science Programs</b></p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li><a href="#">Program Overview</a> →</li> <li><a href="#">Admission Requirements</a> →</li> <li><a href="#">Academic Regulations</a> →</li> <li><a href="#">Degree Requirements</a> →</li> <li><a href="#">Program Requirements</a> →</li> <li><a href="#">Co-operative Education Program</a> →</li> <li><a href="#">Biochemistry</a> →</li> <li><a href="#">Biology</a> →</li> <li><a href="#">Chemistry</a> →</li> <li><a href="#">Computer Science (B.Sc.)</a> →</li> <li><a href="#">Earth and Environmental Sciences</a> →</li> <li><a href="#">Ecology and Evolutionary Biology</a> →</li> <li><a href="#">Economics (B.Sc.)</a> →</li> <li><a href="#">Environmental Chemistry</a> →</li> <li><a href="#">Freshwater Science</a> →</li> <li><a href="#">General Science B.Sc.</a> →</li> </ul>

<p><a href="#">Mathematical Sciences</a> →</p> <p><a href="#">Mathematics (B.Sc.)</a> →</p> <p><a href="#">Microbiology</a> →</p> <p><a href="#">Molecular, Cell, and Developmental Biology</a> →</p> <p><a href="#">Physics and Astronomy</a> →</p> <p><a href="#">Psychology (B.Sc.)</a> →</p> <p><b><a href="#">Statistics</a></b> →</p> <p><a href="#">Zoology</a> →</p>	<p><a href="#">Mathematical Sciences</a> →</p> <p><a href="#">Mathematics (B.Sc.)</a> →</p> <p><a href="#">Microbiology</a> →</p> <p><a href="#">Molecular, Cell, and Developmental Biology</a> →</p> <p><a href="#">Physics and Astronomy</a> →</p> <p><a href="#">Psychology (B.Sc.)</a> →</p> <p><a href="#">Zoology</a> →</p>
<p><b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Faculties, Schools, and Colleges Faculty of Arts and Sciences</a>                  Bachelor of Science Programs  <b><a href="#">Statistics</a></b></p> <p><b><a href="#">Statistics</a></b></p> <p><b><a href="#">Major in Statistics</a></b></p> <p><b><a href="#">Note: The UBC Okanagan campus also offers a B.Sc. Major in Mathematics with a Statistics Concentration &lt;link to <a href="http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=18,282,858,994">http://www.calendar.ubc.ca/okanagan/p/roof/edit/index.cfm?tree=18,282,858,994</a>&gt;.</a></b></p> <p><b><a href="#">This program provides students with a solid grounding in the theoretical, computational, and applied aspects of statistical science. Students also specialize in an area of application through upper-level electives. A graduate of this program is prepared for further study in statistical science, or to enter into a career in Statistics Canada, health sciences, business, government, industry, or an actuarial/financial institution. Each student must consult with the program advisor in his or her first or second year for advice in planning third- and</a></b></p>	<p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Faculties, Schools, and Colleges Faculty of Arts and Sciences</a>                  Bachelor of Science Programs</p>

<u>fourth-year courses.</u>	
<u>First Year</u>	<u>Credits</u>
<u>CHEM 111, 113; or CHEM 121, 123</u>	<u>6</u>
<u>MATH 100, 101</u>	<u>6</u>
<u>Two of ENGL 112 or 114, 113, 150, 151, 153</u>	<u>6</u>
<u>PHYS 111 or 112; and PHYS 102 or 122</u>	<u>6</u>
<u>COSC 111, 121</u>	<u>6</u>
<u>Total Credits</u>	<u>30</u>
<u>Second Year</u>	
<u>MATH 200, 220, 221<sup>1</sup></u>	<u>9</u>
<u>STAT 230, 240</u>	<u>6</u>
<u>Arts electives</u>	<u>6</u>
<u>Electives</u>	<u>9</u>
<u>Total Credits</u>	<u>30</u>
<u>Third and Fourth Years</u>	
<u>STAT 400 or STAT 448</u>	<u>3</u>
<u>STAT 303, 309, 310</u>	<u>9</u>
<u>STAT 405 or STAT 407</u>	<u>3</u>
<u>9 credits from STAT 311, 336, 403, 405, 406, 407, 410, 448, 449<sup>2</sup></u>	<u>9</u>
<u>9 credits from upper-division MATH and STAT courses</u>	<u>9</u>
<u>27 credits from upper-division electives, of which</u>	<u>27</u>
<ul style="list-style-type: none"> <li>- <u>9 credits must be in one discipline other than Mathematics and Statistics that is relevant to Statistics<sup>3</sup></u></li> <li>- <u>6 credits must be from Science</u></li> <li>- <u>6 credits must be from Arts</u></li> </ul>	
<u>Total Credits</u>	<u>60</u>
<u>Minimum credits for degree</u>	<u>120</u>



<sup>1</sup> Math 221 may be taken in the second term of the first year.

<sup>2</sup> At least 6 credits from 400-level STAT courses are required.

<sup>3</sup> Examples of disciplines of relevance to statistics include: Biology, Computer Science, Earth and Environmental Sciences, Economics, Geography, Health, Human Kinetics, and Psychology. Confirm with a program advisor before choosing any other discipline.

### Statistics Honours Program

The course requirements are the same as in the Major in Statistics program, except that 6 credits must be in STAT 448.

#### Admission Requirements

- Fourth-year standing (minimum of 78 credits in the Major in Statistics).
- Minimum grade average of 75% in all courses taken to date applicable to the Major in Statistics.
- Enrolment in STAT 448 with a project and a supervisor.

#### Graduation Requirements

- Completion of the course requirements for the Major in Statistics.
- A minimum 75% graduating grade average (GGA).
- Minimum grade average of 85% in all upper-level STAT courses.
- Completion of 6 credits of STAT 448. A written project is required with a public

**Type of Action:** New program.

#### **Rationale:**

##### Major in Statistics:

Objectives of this undergraduate program are to provide students with a foundation in mathematics, an appreciation of the role of statistics in developing defensible conclusions based on empirical evidence, a core of statistics courses, and experience in the application of statistical methods.

<p><b><u>presentation of the project in the form of a seminar.</u></b></p> <p><b><u>Minor in Statistics</u></b>  <b><u>A student must successfully complete STAT 240 and 15 credits in STAT courses selected from STAT 303, 309, 310, 311, 336, 403, 405, 406, 407, 410, 449.</u></b></p>	<p>Currently we have a Statistics Concentration in the Mathematics Major but a BSc program in Statistics will more fully meet the objectives. With a full program in statistics we envision that we will better meet students' needs and demands for statistics. Based on current enrolments in upper-division statistics courses the Minor will be an especially attractive addition especially for students in Economics and Computer Science.</p> <p>The goal is to have the undergraduate program accredited by the Statistical Society of Canada. With an accredited program students could attain the professional designation of associate statistician by completing three years of work experience as a statistician. This value-added component is expected to be a big draw for students interested in applied programs. These directions will attract students to the program and increase the employment opportunities of our graduates.</p> <p>Our plan is to provide an education that prepares students for work or for a further degree in Statistics.</p> <p><b><u>Statistics Honours Program</u></b>  A pairing of the new Statistics Major with an Honours Option conforms to the practice for other programs. It is reasonable since students who excel in the Statistics B.Sc. should have the same opportunity for the Honours designation as do students in other B.Sc. programs.</p> <p><b><u>Minor in Statistics</u></b>  A pairing of the new Statistics Major with an option for a Minor conforms to the practice for other programs. This option is particularly relevant for students outside of mathematics that take a reasonable number of Statistics courses.</p>
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## Curriculum Proposal Form New Course – Okanagan Campus

**Category: 1**

<p><b>Faculty/School:</b> Arts and Sciences  <b>Department/Unit:</b> Unit 5: Statistics  <b>Faculty/School Approval Date:</b>                  February 10, 2012  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 13, 2012  <b>Contact Person:</b> Jason Loepky  <b>Phone:</b> 250.807.8795  <b>Email:</b> <a href="mailto:jason.loepky@ubc.ca">jason.loepky@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>STAT 311 (3) Modern Statistical Methods</u></b>  <u>Bootstrap, jackknife, permutation tests, additive models, scatterplot smoothers, projection-pursuit regression, neural networks, tree-based methods, nonparametric methods, unsupervised methods.</u>  <u>[3-0-0]</u>  <u>Prerequisite: STAT 230.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> The course is designed to introduce students to the modern computational methods of statistics, which have had an enormous impact on statistical practice over the past two decades. These methods come under the heading computationally intensive techniques. The breadth of such methods and scope of their application is extensive. Some areas of application are in modern medicine, science, technology and business include diagnosing diseases, DNA profiles, pattern recognition, credit scoring, etc. The course aims to give students an understanding and appreciation of many of the ideas underlying these methods.</p>



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## Curriculum Proposal Form New Course – Okanagan Campus

### Category: 1

<p><b>Faculty/School:</b> Arts and Sciences  <b>Department/Unit:</b> Unit 5: Statistics  <b>Faculty/School Approval Date:</b>  February 10, 2012  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 13, 2012  <b>Contact Person:</b> Jason Loepky  <b>Phone:</b> 250.807.8795  <b>Email:</b> <a href="mailto:jason.loepky@ubc.ca">jason.loepky@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>STAT 400 (3) Statistical Communication and Consulting</u></b>  <u>Development of broad guidelines for a comprehensive approach to data analysis with a focus on communicating statistical ideas from planning experiments to the presentation of results. Topics include criteria for selection of suitable methodologies, data preparation, outlier detection, and exploratory data analysis.</u>  <u>[3-0-0]</u>  <u>Prerequisite: STAT 310 and fourth-year standing in the Statistics major or honours program.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> This would be a capstone course in Statistics for students pursuing a Major. The course will focus on communication and presentation (writing) of statistical results. This is a necessary course for accreditation of the program.</p>



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## Curriculum Proposal Form New Course – Okanagan Campus

**Category: 1**

<p><b>Faculty/School:</b> Arts and Sciences  <b>Department/Unit:</b> Unit 5: Statistics  <b>Faculty/School Approval Date:</b>                  February 10, 2012  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 13, 2012  <b>Contact Person:</b> Jason Loepky  <b>Phone:</b> 250.807.8795  <b>Email:</b> <a href="mailto:jason.loepky@ubc.ca">jason.loepky@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>STAT 407 (3) Sample Surveys</u></b>  <u>Planning and practice of sample surveys. Random sampling; bias and variance; unequal probability sampling; systematic, multistage, and stratified sampling; ratio and regression estimators; post-stratification; establishing a frame; pretesting; pilot studies; nonresponse; and additional topics. [3-0-0]</u>  <u>Prerequisite: All of STAT 230, STAT 303.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> Modern societies depend on surveys in many aspects of life for decision making. This course is designed to teach students many of the commonly used statistical methods in collecting and analyzing survey data.</p>



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## Curriculum Proposal Form New Course – Okanagan Campus

**Category: 1**

<p><b>Faculty/School:</b> Arts and Sciences  <b>Department/Unit:</b> Unit 5: Statistics  <b>Faculty/School Approval Date:</b>                  February 10, 2012  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 13, 2012  <b>Contact Person:</b> Jason Loepky  <b>Phone:</b> 250.807.8795  <b>Email:</b> <a href="mailto:jason.loepky@ubc.ca">jason.loepky@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>STAT 410 (3) Introduction to Generalized Linear Models</u></b>  <u>Logistic regression, probit regression, binomial regression, Poisson regression, overdispersion, quasi-likelihood, and the exponential family. [3-1-0]</u>  <u>Prerequisite: STAT 310.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> The linear regression model is based on the assumption that response variable follows a normal (Gaussian) distribution. Many studies measure outcomes on a scale for which the normality assumption is not tenable, such as dichotomous, count and categorical data outcomes. Generalized linear models are statistical models for analyzing such data. The course aims to give students an understanding and appreciation of many of the ideas underlying these methods.</p>



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## Curriculum Proposal Form New Program – Okanagan Campus

**Category: 1**

<p><b>Faculty:</b> Health and Social Development  <b>School:</b> Social Work  <b>Faculty/School Approval Date:</b>          March 1, 2012  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 24, 2012  <b>Contact Person:</b> Dr. Ed Taylor  <b>Phone:</b> 250.807.8740  <b>Email:</b> <a href="mailto:edward.taylor@ubc.ca">edward.taylor@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges</a>          School of Social Work</p> <p><b>School of Social Work</b></p> <p><b>Contents</b></p> <p><a href="#">Introduction</a> →  <a href="#">Bachelor of Social Work Program</a> →  <a href="#">Master of Social Work Programs</a> →  <a href="#">School of Social Work Policies</a> →  <a href="#">Academic Staff</a> →</p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,289,0,0">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,289,0,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges</a>          School of Social Work</p> <p><b>School of Social Work</b></p> <p><b>Contents</b></p> <p><a href="#">Introduction</a> →  <a href="#">Bachelor of Social Work Program</a> →  <a href="#">Master of Social Work Program</a> →  <a href="#">School of Social Work Policies</a> →  <a href="#">Academic Staff</a> →</p>

<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges School of Social Work</a> Master of Social Work Program</p> <p><b>Master of Social Work Program</b></p> <p>[13684] Information on the <a href="#">Master of Social Work (M.S.W.) programs</a> can be found under the College of Graduate Studies.</p> <p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges College of Graduate Studies</a> Social Work</p> <p><b>Social Work</b></p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li><a href="#">Program Overview</a> →</li> <li><a href="#">Master of Social Work – Advanced One-Year Program</a> →</li> <li><a href="#">Master of Social Work – Foundational Two-Year Program</a> →</li> <li><a href="#">General Requirements</a> →</li> <li><a href="#">Contact Information</a> →</li> </ul>	<p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,289,995,0">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,289,995,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges School of Social Work</a> Master of Social Work Program</p> <p><b>Master of Social Work Program</b></p> <p>[13684] Information on the <a href="#">Master of Social Work (M.S.W.) program</a> can be found under the College of Graduate Studies.</p> <p><b>Draft Academic Calendar URL:</b> <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,285,985,0">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,285,985,0</a></p> <p><b>Present Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges College of Graduate Studies</a> Social Work</p> <p><b>Social Work</b></p> <p><b>Contents</b></p> <ul style="list-style-type: none"> <li><a href="#">Program Overview</a> →</li> <li><a href="#">Admission Requirements</a> →</li> <li><a href="#">General Requirements</a> →</li> <li><a href="#">Degree Requirements</a> →</li> <li><a href="#">Contact Information</a> →</li> </ul>
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<p><b>Proposed Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Faculties, Schools, and Colleges College of Graduate Studies Social Work</a>                  Program Overview</p> <p><b>Program Overview</b></p> <p><b>[13830]</b></p> <p>Degree offered: M.S.W.</p> <p><b><u>The School of Social Work offers two master’s level programs.</u></b></p> <p><b><u>Advanced One-Year M.S.W.</u></b></p> <p><b><u>The Advanced One-Year M.S.W. program (33 credits) is designed for professionals who currently hold a B.S.W. degree. Individuals with any degree other than a B.S.W. cannot be admitted into the Advanced One-Year M.S.W.</u></b></p> <p><b><u>Foundational Two-Year M.S.W.</u></b></p> <p><b><u>The Foundational Two-Year M.S.W. program (60 credits) is designed for students who do not have a B.S.W., but who hold a related undergraduate degree.</u></b></p> <p><b>[13555]</b> The Master of Social Work (M.S.W.) programs provide advanced clinical education for professionals. <b>They are</b> designed to prepare students for clinical practice with individuals, families, and groups. The programs prepare students for leadership roles in clinical practice organizations.</p>	<p><b>Draft Academic Calendar URL:</b>  <a href="http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,285,985,1175">http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,285,985,1175</a></p> <p><b>Present Academic Calendar Entry:</b>  <a href="#">Homepage (draft) Faculties, Schools, and Colleges College of Graduate Studies Social Work</a>                  Program Overview</p> <p><b>Program Overview</b></p> <p><b>[13830]</b></p> <p>Degree offered: M.S.W.</p> <p><b>[13555]</b> The Master of Social Work (M.S.W.) program provides advanced clinical education for professionals <del>currently holding a B.S.W. degree.</del> <b>It is</b> designed to prepare students for clinical practice with individuals, families, and groups. The program prepares students for leadership roles in clinical practice organizations.</p>
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**[15966] Personal Suitability for the Social Work Profession**

**[15965]** Please see the policy on [Personal Suitability for the Social Work Profession](#).

**[15966] Personal Suitability for the Social Work Profession**

**[15965]** Please see the policy on [Personal Suitability for the Social Work Profession](#).

<p><b>Proposed Academic Calendar Entry:</b></p> <p><a href="#">Homepage (draft) Faculties, Schools, and Colleges College of Graduate Studies Social Work</a></p> <p><b><u>Master of Social Work – Foundational Two-Year Program</u></b></p> <p><b><u>Master of Social Work – Foundational Two-Year Program</u></b></p> <p><b><u>Admission Requirements</u></b></p> <p><b><u>The program is governed by the policies of the College of Graduate Studies and the School of Social Work. Students applying to the M.S.W. Foundational Two-Year program will hold a bachelor’s degree with preference given to social science and behavioral science courses and have:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>a minimum grade average of B+ (76-79%) in the third- and fourth-year levels of their undergraduate degree program;</u></b></li> <li>• <b><u>a minimum score of 600 on the TOEFL, for students whose undergraduate degree was not completed in English;</u></b></li> <li>• <b><u>completed a 3-credit course in statistics;</u></b></li> <li>• <b><u>completed a 3-credit course in research methods;</u></b></li> <li>• <b><u>completed a proposed academic study plan; and</u></b></li> <li>• <b><u>provided three letters of reference.</u></b></li> </ul> <p><b><u>Preference will be given to applicants who meet the above criteria and have related paid or volunteer social work</u></b></p>	<p><b>Draft Academic Calendar URL: N/A</b></p> <p><b>Present Academic Calendar Entry: N/A</b></p>
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experience.

Admission procedures can be found at College of Graduate Studies <link to <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,998,0>>.

### Degree Requirements

The M.S.W. Foundational Two-Year program requires the completion of 60 credits including two 6-credit practica.

#### First Year

All Foundational Two-Year program students are required to complete the following core courses (30 credits):

#### Term 1:

SOCW 507 Introduction to Research Methods (3 credits)

SOCW 510 Advanced Clinical, Micro and Macro Social Work Practice (3 credits)

SOCW 531 Anti-Racism and Anti-Oppressive Clinical Practice (3 credits)<sup>1</sup>

SOCW 545 Social work Practice with Individuals (3 credits)

One approved elective (3 credits)

#### Term 2:

SOCW 506 Social Work Field Practice I (6 credits)

SOCW 509 Advanced Generalist Social Work Practice (3 credits)

SOCW 555 Integrative Seminar for Field Education (3 credits)

**One approved elective (3 credits)**

**<sup>1</sup>Or equivalent 3-credit course on social work practice with diverse populations; course subject to the approval of the Director of the School of Social Work.**

**Second Year**

**Students complete 30 credits in their second year and can choose between three options: a graduating paper or project; a thesis; or courses only. The graduating paper or project is worth 3 credits and the thesis is worth 9 credits. Students choosing the graduating paper or project option take one approved elective course (3 credits). Students may take only one approved course at the 400 level. Students choosing the thesis option are required to take one additional approved graduate-level research methods course (3 credits). Students choosing the courses option take two approved elective courses (6 credits).**

**Completion of the full-time program normally requires 24 months.**

**Students choosing the *graduating paper or project option* are required to complete the following 30 credits:**

**HINT 501 Evidence-Based Practice (3 credits)**

**SOCW 500 Foundations of Clinical Social Work Theory (3 credits)**

**SOCW 501 Foundations of Clinical Social Work Practice (3 credits)**

**SOCW 502 Clinical Social Work and Community Practice (3 credits)**

<p><b><u>SOCW 503</u></b> <b><u>Clinical Practice and Social Policy (3 credits)</u></b></p> <p><b><u>SOCW 504</u></b> <b><u>Mental Health and Mental Illness (3 credits)</u></b></p> <p><b><u>SOCW 505</u></b> <b><u>Social Work Field Practice (6 credits)</u></b></p> <p><b><u>SOCW 598</u></b> <b><u>Graduating Paper (3 credits)</u></b></p> <p><b><u>One approved elective (3 credits)</u></b></p> <p><b><u>Students choosing the <i>thesis option</i> are required to complete the following 30 credits:</u></b></p> <p><b><u>HINT 501</u></b> <b><u>Evidence-Based Practice (3 credits)</u></b></p> <p><b><u>SOCW 500</u></b> <b><u>Foundations of Clinical Social Work Theory (3 credits)</u></b></p> <p><b><u>SOCW 501</u></b> <b><u>Foundations of Clinical Social Work Practice (3 credits)</u></b></p> <p><b><u>SOCW 504</u></b> <b><u>Mental Health and Mental Illness (3 credits)</u></b></p> <p><b><u>SOCW 505</u></b> <b><u>Social Work Field Practice (6 credits)</u></b></p> <p><b><u>SOCW 599</u></b> <b><u>Thesis (9 credits)</u></b></p> <p><b><u>One additional approved graduate-level research methods course (3 credits)</u></b></p> <p><b><u>Students choosing the <i>courses only option</i> are required to complete the following 30 credits:</u></b></p> <p><b><u>HINT 501</u></b> <b><u>Evidence-Based Practice (3 credits)</u></b></p> <p><b><u>SOCW 500</u></b> <b><u>Foundations of Clinical Social Work Theory (3 credits)</u></b></p>	<p><b>Type of Action:</b> New program.</p> <p><b>Rationale:</b> The School of Social Work is requesting to initiate a two-year MSW course of study starting September 2012. The current one year program can only admit individuals who have completed a Bachelor of Social Work (BSW) degree. The Two-Year MSW program provides an admissions pathway for applicants with any bachelor degree. However, preference is given to applicants who have completed a social or behavioural science degree.</p>
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<p><b><u>SOCW 501 Foundations of Clinical Social Work Practice (3 credits)</u></b></p> <p><b><u>SOCW 502 Clinical Social Work and Community Practice (3 credits)</u></b></p> <p><b><u>SOCW 503 Clinical Practice and Social Policy (3 credits)</u></b></p> <p><b><u>SOCW 504 Mental Health and Mental Illness (3 credits)</u></b></p> <p><b><u>SOCW 505 Social Work Field Practice (6 credits)</u></b></p> <p><b><u>Two approved electives (6 credits)</u></b></p> <p><b><u>For a list of approved electives, see &lt;insert URL&gt;.</u></b></p>	<p>The decision to add a Two-Year MSW program stems from the following factors, beliefs, and values:</p> <ol style="list-style-type: none"> <li>1. The University has an opportunity to offer a social work educational pathway for students without a BSW degree;</li> <li>2. The BC government bodies have a need for additional MSW professionals and strongly support the two year program (this is especially important for the Ministry of Children and Family Development);</li> <li>3. British Columbia is educating a large number of BSW students, but lacks capacity for graduates to pursue a clinical/practice oriented MSW degree;</li> <li>4. A strong clinical/practice focus across mental health and child-family wellbeing provides a unique niche that clearly differentiates our School from our sister program located at the University of British Columbia in Vancouver;</li> <li>5. The curriculum supports and is supported by the <i>Interdisciplinary Teaching, Treatment and Research Clinic</i> currently being developed by the School of Social Work in partnership with the Department of psychology and School of Nursing;</li> </ol> <p>Additionally, a Two-Year MSW program increases the School's capacity for developing nationally recognized graduate education, research, and service that is highly valued by the University of British Columbia, the community, and students.</p> <p>These requirements reflect the accreditation expectations and standards of the Canadian Association of Social Work Education (CASWE).</p>
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**Proposal for Two-Year MSW Program  
School of Social Work,  
University of British Columbia, Okanagan Campus  
February 2012**

The teaching and research faculty of the University of British Columbia (Okanagan Campus) School of Social Work has voted to restructure both our Bachelor of Social Work (BSW) and Master of Social Work (MSW) Programs. We have received administrative support to decrease the size of our BSW program and create a two-year MSW program. Additionally, the BSW will have only a generalist track rather than the specializations that currently exist. Students at the BSW level however will have the opportunity to take electives that prepare them for field placements in child and adult protective services and agencies providing gerontological services. Our MSW program will have a foundational year and an advanced year. The second year unites the two-year students with the Advanced One-Year MSW program. MSW students will select electives in clinical mental health or practice interventions in child-family wellbeing.

The School of Social Work is requesting to initiate a Two-Year Foundational MSW program of study starting September 2012. The new program's first graduate year builds on our current BSW courses and our established Advanced One-Year MSW program. Within the graduate programs we will continue to focus electives and required courses on mental health and child-family wellbeing. This design minimizes requirements for new courses and allows both BSW and MSW students to take electives in our existing mental health, child and family protective services, and aging courses. In some instances, MSW students will attend the same lectures as BSW students; however, they will receive additional readings and assignments that are more advanced than the BSW requirements. Additionally, graduate students will be expected to demonstrate a higher level of proficiency than undergraduates in their academic writing and verbal and group projects.

The decision to restructure the BSW program into a single generalist track and add a Two-Year Foundational MSW program stems from the following factors, beliefs, and values:

1. The University wants to offer a social work educational pathway for students without a BSW degree;
2. The BC government bodies have a need for additional MSW professionals and strongly support the two year program;
3. British Columbia is educating a large number of BSW students, but lacks capacity for graduates to pursue a clinical/practice oriented MSW degree;
4. The School of Social Work faculty is not large enough to maintain multiple undergraduate specializations and a graduate program;
5. Reducing the BSW from three tracks to a single generalist program provides vital curriculum space for teaching additional clinical electives;
6. No other university in British Columbia has or plans to develop a clinical/practice curriculum completely focused on mental health and child-family wellbeing;



7. A strong clinical/practice focus across mental health and child-family wellbeing provides a unique niche that clearly differentiates our School from our sister program located at the University of British Columbia in Vancouver;
8. The curriculum supports and is supported by the *Interdisciplinary Teaching, Treatment and Research Clinic* currently being developed by the School of Social Work in partnership with the Department of psychology and School of Nursing;
9. To survive the MSW program must attract students from outside of the immediate Okanagan Valley; and
10. As a small program the School of Social Work has an obligation to develop quality education, research, and service that is valued by the University of British Columbia, the community, and students.

### **Enrolment Targets and Recruitment**

The BSW program will be reduced from enrolling 40 to 46 students to admitting 15 to 20 third year students annually. Our BSW program does not accept students until they reach the start of their third undergraduate year. To receive a BSW degree a student must complete 60 approved credits (54 Social Work) during their third and fourth undergraduate years.

Our current Advanced One-Year MSW program will continue to enroll between 15 and 25 students annually. If this target is not reached the seats will be allocated to the BSW and Foundational Two-Year MSW programs.

The target for our proposed new Foundational Two-Year MSW program is an annual enrolment of between 20 to 25 students. When the target is not reached additional seats will be available for the BSW and Advanced One- Year MSW programs.

These numbers allow the School of Social Work to maintain approximately the same number of students that are currently accepted and enrolled into the BSW and Advanced One-Year MSW programs. After the Foundational Two-Year MSW program is instituted the University can determine if resources should be provided to increase the BSW or MSW programs.

Surveys indicate that the School of Social Work will be able to recruit most students for the Foundational Two-Year MSW program from the UBC Okanagan campus. Students have shown interest in the Foundational Two-Year MSW program from the Department of Psychology, the School of Health and Exercise Sciences, and the School of Nursing.

We additionally believe students from the UBC Vancouver campus and from across Canada will be attracted to the Foundational Two-Year MSW program once our clinical/practice-oriented focus in the MSW program and new *Interdisciplinary Teaching, Treatment, and Research Clinic* are advertised.

We will be the only School of Social Work in North America providing students with a social work faculty sponsored clinic providing hands-on treatment, research, and teaching experiences. The School of Social Work and Department of Psychology will work jointly in clinical mental health assessments, treatment planning, and treatment for individuals with a mental disorder.

Additionally, our students will have an opportunity to work with nursing and learn how to intervene and assist families facing major medical decisions and end-of-life situations. The clinic provides a dynamic student teaching and experiential media that is not duplicated for social work students anywhere in Canada or the United States. Therefore, the clinic becomes a major and important teaching laboratory and recruitment tool for the School of Social Work. The clinic also allows the School of Social Work to accept students from other accredited programs and the community for clinical training and supervised guided field placements.

With no advertising and only limited word-of-mouth the School of Social Work has approximately 20 people who have expressed specific interest in the Foundational Two-Year MSW Program. The School is maintaining a waiting list until approval for the program is received.

### **Teaching**

The School of Social Work will provide all course work for the BSW, Foundational Two-Year MSW, and Advanced One-Year MSW program with our current faculty and community sessional allocation. We are only creating two brand new MSW courses. Furthermore, one of the new courses (*SOCW 507 Introduction to Research*) is currently taught by the School of Social Work as an IGS course. All other courses for the BSW, Foundational Two-Year, and Advanced One-Year MSW programs have received university approval and are currently taught by the School of Social Work. With the exception of one new foundation course students entering year one of the Foundational Two-Year MSW program will take courses with the BSW students and Advanced One-Year program students. All BSW courses required for the new MSW program have been revised to include increased readings and assignments for the graduate students. The lectures will remain as currently taught. Therefore, the MSW students will have additional learning that occurs through assignments and readings. In the second year of the Two-Year program students will join courses taught for our Advanced One-Year MSW students. This will result in our Two-Year MSW students graduating with 60 credits and the Advanced One-Year students completing the 33 credits that are currently required.

### **Reviews, Approvals, and Endorsements**

The complete plan for the Foundational Two-Year MSW program has been reviewed and approved by the:

1. School of Social Work's faculty;
2. Acting Dean, Faculty of Health and Social Development;
3. College of Graduate Studies;
4. UBC Library;
5. Provost and Vice Principal;
6. Deputy Vice Chancellor and Principal

In addition, the UBC Finance Office Okanagan Campus and Vancouver conducted a feasibility study of the Two-Year MSW proposal. It was found that implementing the program as proposed is revenue neutral, and has the possibility of increasing overall tuition. The program will be

revenue neutral by decreasing the BSW program as the Two-Year and One-Year Advanced MSW programs increase in size. We anticipate maintaining a BSW program between 30 and 40 students. That is, we will annually admit approximately 15 to 20 third year undergraduates and 40 to 50 MSW students (combined Foundational Two-Year and Advanced One-Year admissions). Currently, we are accepting approximately 40 to 45 third year undergraduates into the BSW program and 20 to 25 MSW students. We are not reducing or increasing the size of the School, but rather interchanging the BSW and MSW sizes. Our MSW programs will quickly become substantially larger than our BSW program. However, the School of Social Work's overall student enrolment will neither increase nor decrease.

Our proposal to decrease the BSW program and increase the MSW program has received strong community support. The Ministry of Children and Family Development has provided the attached letter of support. The Ministry is particularly interested in the School of Social Work's plan to focus both the Two-Year and Advanced One-Year programs on mental health and Child and Family Wellbeing. The Ministry's support reflects faith in our School of Social Work and recognition that the Province is over producing BSW workers while failing to graduate enough clinically trained MSWs. Individuals who have a MSW, and become *Registered Social Workers*, are sanctioned by law for assessing, diagnosing, developing treatment plans, and treating people with mental disorders, and marital and parenting problems. MSW workers also provide clinical supervision for workers performing child and adult protective services.

### **Library Resources**

Because the School of Social Work's enrolment remains constant there will be no additional stress or increased demand on library resources.

### **College of Graduate Studies Resources**

There will only be minor increase in support needed from the College of Graduate Studies. The School of Social Work is largely a self-contained program. We have our own admissions committee, annually hold a new-student orientation, maintain student and faculty handbooks, track and check student records for graduation, and place and monitor students who are in community field placements. Nonetheless, the College of Graduate Studies provides the School of Social Work with guidance and consultation, resolution of student grade anomalies, coordination with other graduate programs, and review and filing of annual student reports. After reviewing the School of Social Work graduate enrolment planned Foundational Two-Year MSW Program the College of Graduate Studies Administration has expressed assurance that they can and will continue to support the MSW programs.



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## Curriculum Proposal Form New Course – Okanagan Campus

**Category: 1**

<p><b>Faculty:</b> Health and Social Development  <b>School:</b> Social Work  <b>Faculty/School Approval Date:</b>          March 1, 2012  <b>Effective Session:</b> 2012W</p>	<p><b>Date:</b> January 24, 2012  <b>Contact Person:</b> Dr. Ed Taylor  <b>Phone:</b> 250.807.8740  <b>Email:</b> <a href="mailto:edward.taylor@ubc.ca">edward.taylor@ubc.ca</a></p>
<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>SOCW 506 (6) Social Work Field Practice I</u></b>  <u>Within a supervised setting student applies generalist practice knowledge, skills, interventions, and ethics. Generalist practice can include individual, family, group, and community; organizational development; and policy change. Completion of the practicum prepares students for initial professional practice with various client constituencies.</u>  <u>Pass/Fail.</u>  <u>Prerequisite: Admission to the M.S.W. Foundational Two-Year program. All of SOCW 510, SOCW 545.</u>  <u>Corequisite: All of SOCW 509, SOCW 555.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> Accreditation standards for the School of Social Work require all MSW students to receive a total of 900 hours of field education. MSW students in a two year program take their first field practicum in year one (450 hours) and a more advanced placement in their second year (450 hours). In the first field practicum</p>

	<p>(SOCW 506) students receive close supervision and start to learn how to assess, plan, and conduct client interventions. In the second placement (SOCW 505) students are expected to work more independently and have an ability to more robustly use and apply supervision. During the first field practicum (SOCW 506) students rarely make independent decisions and mostly work jointly with their assigned supervisor. During the second MSW field practicum students (with supervisory oversight) conduct partially independent assessments, treatment plans, and planned client interventions. Both field placements require supervision by a social worker with a MSW degree and two years of agency experience. Students who have a BSW (and are admitted into the Advanced one year MSW program) are required to only take SOCW 505. These students are given credit for the 800 or more hours of field education received during the third and fourth years of their BSW education.</p>
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<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>SOCW 507 (3) Introduction to Research Methods</u></b>  <u>Reviews the use and selection of quantitative and qualitative methods to answer research questions in the social and behavioral sciences. Topics include the many different ‘ways of knowing,’ pitfalls in reasoning and judgment, and appropriate application of research methods. Students develop and use their own research questions.</u>  <u>Prerequisite: Prior undergraduate or graduate research methods course recommended.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> This is a required research course that helps students understand the scope of social and behavioral science research methods. Additionally, the course establishes a foundation for determining the value and use of social work practice methods that are supported by research. That is, students learn to critically review the value of evidence-based practice methods. The course also develops skills that allow students to evaluate practice outcomes, and develop research proposals. A strong emphasis is placed on quantitative methods and data analysis. No other course in the Social Work curriculum offers an overview of mixed methods while emphasizing quantitative research.</p>



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<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>SOCW 509 (3) Advanced Generalist Social Work Practice</u></b>  <u>Review of advanced social work theories, perspectives, skills, values, and ethics that form generalist social work practice. Facilitates the integration of theory to practice and assists in the development of a practice frame of reference. Students admitted to the M.S.W. Advanced One-Year program may not use this course to fulfill required coursework or electives. Credit will not be granted for both SOCW 509 and SOCW 403. Prerequisite: Admission to the M.S.W. Foundational Two-Year program.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b></p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> This is a required course that focuses on critical thinking and the use of logic, theory, and practice methods. That is, students learn to gain complex information from clients, validate facts through multiple forms of assessments, and determine logical treatment pathways that are supported by sound theory. While building on foundational information offered in other classes this course presents new advanced assessment methods and requires a high level of abstract thinking. More so than any other MSW requirement, the subject matter challenges students to interpret abstract social and psychological information, and independently develop strategies for resolving complex human problems.</p>



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<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>SOCW 510 (3) Advanced Clinical, Micro and Macro Social Work Practice</u></b>  <u>An overview of social work from a clinical and systems perspective. Students learn to apply cultural, structural, bioecological, psychodynamic, cognitive-behavioural, strengths, and feminist interventions. Advanced social work roles and how change is planned and guided within individuals and systems. Credit will not be granted for SOCW 510 and either SOCW 310 or SOCW 311.</u>  <u>Prerequisite: Admission to the M.S.W. Foundational Two-Year program. B.S.W. students and M.S.W. Advanced One-Year students require permission of the program advisor and instructor.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A</p> <p><b>Present Academic Calendar Entry:</b></p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> This is a foundation course required by social work accreditation standards. All students receiving a MSW are required to have an understanding of generalist social work practice, theory, and professional roles. Students learn that social work requires understanding numerous theories and an ability to apply multiple interventions. Additionally, this course requires students to start critically problem solving how to resolve complex human problems that involve social systems, internal psychological issues, oppression, and limited resources.</p>





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<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>SOCW 545 (3) Social Work Practice with Individuals</u></b>  <u>An in-depth understanding of evidence-based practice with individuals. Integrates developmental, biopsychosocial, and feminist understandings of behaviour within a person-in-situation perspective. Students will develop advanced assessment skills and learn to apply intervention strategies. Students admitted to the M.S.W. Advanced One-Year program may not use this course to fulfill required coursework or electives.</u>  <u>Prerequisite: Admission to the M.S.W. Foundational Two-Year program.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> Students will enter the Two-Year MSW program with limited knowledge of how to develop theory and evidence-based assessments and client interview schedules. This course establishes a foundation for understanding how to apply theory and research findings to social work assessments and interventions. Additionally, the course establishes or demonstrates the links among academic theory, published research findings, and social work practice skills.</p>



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<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>SOCW 555 (3) Integrative Seminar for Field Education</u></b>  <u>Links classroom education with community practicum experiences. Consists of independent readings, invited speakers, and online discussions. Key clinical topics are addressed by the speakers. After each talk students move into discussion groups directed by invited field instructors and School of Social Work faculty. Pass/Fail.</u>  <u>Prerequisite: Admission to the M.S.W. Foundational Two-Year program.</u>  <u>Corequisite: SOCW 506.</u></p>	<p><b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A</p> <p><b>Type of Action:</b> New course.</p> <p><b>Rationale:</b> Social Work Accreditation requires programs to link a student’s field practicum with academic theory and learning exercises. How this is accomplished and the amount of course credit provided is left for each School to determine. Our campus and the UBC Vancouver School of Social Work fulfill the requirement through seminar speakers, student discussions, required readings, and reaction papers. Both programs offer 3 credits for the Integrative Seminar Our model differs from the Vancouver model in that reaction papers and discussions to readings will largely be done on line.</p>

**THE UNIVERSITY OF BRITISH COLUMBIA****OKANAGAN SENATE SECRETARIAT****Enrolment Services****Senate and Curriculum Services**

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March 7, 2012

To: Okanagan Senate

From: Nominating Committee

Re: Recommendation for an Amendment to the Membership of the Learning and Research Committee (approval)

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On March 7, 2012, the Nominating Committee heard a request from the Chair of the Learning and Research Committee, Dr. Peter Arthur. The Learning and Research Committee had passed a motion at their latest meeting requesting an amendment to their membership by adding the *Vice-Provost, Research & Dean of the College of Graduate Studies* as an ex-officio voting member. A copy of the request is included herein.

The Nominating Committee is in agreement with the request and thereby recommends that Senate approve the following motion:

*That the membership of the Learning and Research Committee be amended by adding the Vice-Provost, Research & Dean of the College of Graduate Studies as an ex-officio voting member.*

On behalf of the Committee,

Dr. Gurupdesh Pandher  
Chair



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February 27, 2012

To: Nominating Committee

From: Learning and Research Committee

Re: Request to amend the composition of the Senate Learning and Research Committee

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At its meeting on February 27, 2012, the Learning and Research Committee passed a motion to request an amendment to its membership by adding the position of Vice-Provost Research as an ex-officio, voting member.

### **Background**

Effective September 1, 2011, Dr. Miriam Grant became the new Dean of the College of Graduate Studies and Vice-Provost, Research, representing the University's graduate studies, research, and graduate students in a newly developed position which did not exist in the previous organizational structure of the Provost's office. The Committee is therefore responding to a change in the University's organizational structure.

The Learning and Research Committee feels strongly that the research portfolio ought to have representation in its membership, given the Committee's terms of reference which includes:

Matters relating to the learning and research environment, including – but not limited to – the Strategic Research Plan, the Academic Plan, and strategic learning initiatives;

The Committee reviewed the balance of its *elected* positions with voting privileges (7 members; consisting of 4 faculty, 2 students, and 1 convocation member) to its *ex-officio* members with voting privileges (8 positions, 4 of which are voting, which includes the President and Chancellor). Adding the new ex-officio position as a voting member would create 5 ex-officio members with voting privileges, compared to 7 elected positions with voting privileges. The President and Chancellor have membership on all Senate committees except that the President is not a member on matters related to appeals of student discipline, and neither count towards quorum. Specific to the Learning and Research Committee, they traditionally participate only in matters concerning the approval of Honorary Degree recommendations. In the usual

business of the Committee, only three of the five ex-officio voting members would be expected to attend meetings other than those dedicated to the recommendation of Honorary Degree candidates.

The motion passed by the Learning and Research Committee is:

*That a request be sent to the Nominating Committee to recommend an amendment to the composition of the Learning and Research Committee by adding the position of Vice-Provost, Research, as an ex-officio member with voting privileges, and to send the recommendation to Senate for approval.*

On behalf of the Committee,

Dr. Peter Arthur,

Chair, Senate Learning and Research Committee