



Okanagan Senate

THE FIRST MEETING OF THE OKANAGAN SENATE
FOR THE 2022/2023 ACADEMIC YEAR

THURSDAY, 29 SEPTEMBER 2022

3:30 P.M. to 5:00 P.M.

ASC 130 and via Zoom

1. **Call to Order – Dr Santa Ono** (information)
2. **Membership – Dr Kate Ross**
 - a) New Member:
Dr Rehan Sadiq, Vice-President Academic and Provost, to replace Dr Rehan Sadiq, Vice-President Academic and Provost *Pro Tem*.
 - b) Election of a Vice-Chair of Senate
Pursuant to the *Rules and Procedures of Senate*, the Deputy Vice-Chancellor, Dr Lesley Cormack is nominated. Other senators may also be nominated by contacting the Clerk prior to the start of the meeting. If further nominations occur, an election will be held directly prior to the meeting being called to order.
3. **Minutes of the Meetings of 19 and 31 August May 2022 – Dr Santa Ono** (approval) (docket pages 3-22)
4. **Business Arising from the Minutes - Dr Santa Ono** (information)
5. **Report from the President – Dr Santa Ono**
Anti-Racism and Inclusive Excellence Task Force Report – with Drs Shirley Chau and Handel Wright (information) (docket pages 23-31)
6. **Remarks from the Chair and Related Questions – Dr Santa Ono** (information)
7. **Remarks from the Deputy Vice-Chancellor and Related Questions – Dr Lesley Cormack** (information)
8. **Remarks from the Provost and Related Questions – Dr Rehan Sadiq** (information)

**9. Candidates for Degrees – Dr Santa**

The list as approved by the faculties is available for advance inspection at the Senate office, and will also be available at the meeting.

The Chair of Senate calls for the following motion:

That the candidates for degrees and diplomas, as recommended by the faculties, be granted the degrees for which they were recommended, effective September 2022, and that a committee comprised of the Registrar, the dean of the relevant faculty, and the Chair of Senate be empowered to make any necessary adjustments (approval) (2/3 majority required).

10. Academic Policy Committee – Dr Jan Cioe

Policy O-135: Academic Concession (approval) (docket pages 32-44)

11. Curriculum Committee – Dr Yves Lucet

Curriculum Changes for Workday Student Implementation (approval) (docket pages 45-50)

12. Nominating Committee – Dr Jannik Eikenaar

- a) Presidential Search Committee (approval) (docket page 51)
- b) Committee Adjustment (approval) (docket page 51)

13. Ad Hoc Committee on Course Scheduling – Prof. Rob Johnson

Interim Report (information) (docket page 52)

14. Report from the Registrar – Dr Kate Ross

- a) 19 September 2022 and the Academic Year (approval) (docket page 53)
- b) Board of Governors By-Election Results (information) (docket page 54)
- c) Faculty of Education Student Senator Election Results (information) (docket page 55)

15. Other Business

OKANAGAN SENATE

MINUTES OF 19 MAY 2022

DRAFT

Attendance

Present: S. Ono (Chair), K. Ross (Secretary), R. Sadiq, L. Cormack R. Campbell P. Simpson, J. Olson, S. Tomaskova, P. Barker, G. DiLabio B. Traister, H. Berringer, M. Evans, T. Ebl, L. Markley, , I. Parkins, K. Hodges, J. Jakobi, S. Cherkowski, , S. McNeil, J. Holzman,T. Forneris, R. Johnson, S. Hutchinson, Y. Lucet, S. Hilton, Y. Zhu, P . Lasserre, S. Willis-Stewart, P. Arthur, S. O’Leary, M. Legault, B. Marcolin, R. Lalonde, M. Reeves, M. Libben, J. Picault, R. Frost, S. Chopra, B. He, J. Low, G. Jarry-Bolduc, A. Shatzko, H. Chopra, K. Christianson, S. Hafeez, P. Aulakh, J. Milliken, M. Panah. H. Khan

Regrets. S. Point, J. Hare, M. Tarrant , , R. Sugden J. Cioe, J. Eikenaar, G. Gerrard, M. Arthur, A. Alnaar, A. Nair, P. Uribe

Clerk: C. Eaton

Call to Order

The Chair of Senate, Dr Santa J. Ono called the Senate to order at 3:38 pm.

New Members

The Registrar, Dr Kathleen Ross, welcomed Prescilla Uribe to Senate as a student member until 31 March 2023 and thereafter until replaced.

Nominating Committee

Dr Ross advised Senate that a result of the call for nominations issued at the previous meeting, two nominations were received. As a result, Hisham Khan and Saami Hafeez were acclaimed as elected to the Senate Nominating Committee until 31 March 2023 and thereafter until replaced.

Minutes of the Previous Meeting

Tamara Ebl } *That the Minutes of the Meetings of 28 April 2022*
Barbara Marcolin } *be adopted as corrected:*

Corrections:
Senator Sadiq was present.
Correction to meeting date.

Approved as
Corrected

Business Arising from the Minutes

SENATE MEETING FORMAT

In response to a question from Senator Hafeez, the Clerk advised that discussions were ongoing on the Senate meeting format for September. He noted that UBC Okanagan Information Technology had presented a proposal for hybrid meetings. There are some technological challenges but we believe it can be accomplished. The Agenda Committee will have a conversation this summer on how to proceed.

Deputy Vice-Chancellor Cormack thanked Todd Zimmerman from Information Technology for his work on the matter.

Remarks from President

Dr Ono noted that we would be very shortly celebrating our first in-person graduation in over two years. He said that he hoped many would join us in person.

Senator Ebl asked what the plan would be for a “make up” graduation ceremony for those who had their ceremonies virtually.

The President advised that these discussions were continuing and we hoped to have a few days of events for those who graduated virtually.

Candidates for Degrees

Marianne Legault
Tamara Ebl

} *That the candidates for degrees, as recommended by the faculties and the College of Graduate Studies, be granted the degrees for which there were recommended, effective June 2022, and that a committee composed of the registrar, the appropriate Dean(s) or their appointed designates, and the Chair of the Okanagan Senate, be empowered to make any necessary adjustments.*

The Vice-Chair assumed the Chair.

Approved

Remarks from the Deputy Vice-Chancellor

Dr Cormack noted the past few weeks of meeting together in person more frequently. She noted that on Monday past, over 300 people were able to attend the town hall. This allowed

presentations on the downtown project. 2025 is only three years away and this will be an important development for the campus. She noted concerns were raised at the town hall regarding affordability and we will need to look further into this for Faculty, Staff, and Students. Dr Cormack noted recent researcher and teacher of the year awards and congratulated the winners and nominees. Finally, Dr Cormack highlighted some recent student successes: The UBCO First Responders, a student group that trains in first aid and life support skills; and Engineering students who won the Simon Cox design competition for having designed a new type of catheter.

Remarks from the Provost

Dr Sadiq advised that the search was commencing for a new dean of the Faculty of Management: the Self-study should begin next week.

Senator Ebl asked if the self-study would be in parallel or before the formal search process.

Dr Sadiq confirmed the self-study would occur first.

The President assumed the Chair.

Academic Building and Resources Committee

The Chair of the Academic Building and Resources Committee, Dr Peter Arthur, presented.

ANNUAL REPORT

Dr Arthur's report indicated that during the 2020-21 academic year, the Committee met on seven occasions. The agendas for each meeting were set through the collaboration of the Committee Chair, the Deputy Vice-Chancellor and Principal, and the Associate Vice-President, Finance and Operations to ensure that items that are a priority for the committee and for the two vice-presidential offices are brought forward. The Deputy Vice-Chancellor and Principal, Provost and Vice-President Academic, Associate Vice-President, Finance and Operations and the Director, Integrated Planning and Chief Budget Officer also regularly attended committee meetings.

The topics addressed by the Committee during the 2021-22 academic year include the following:

October 18, 2021 Financial Update – Cost of Returning to Campus Climate Action Plan and Transportation Plan R. Einarson, M. Harvey B. Johnson, L. Bilodeau, K. Falkner, E. Larcombe

November 29, 2021 Budget timeline and anticipated plan Tuition Allocation Model R. Einarson M. Harvey

February 14, 2022 2022/23 Full Budget Presentation R. Einarson M. Harvey V. Nichol

March 28, 2022 UBC Capital Planning and Prioritization J. Metras B. Gordon

4 April 25, 2022 Student Affordability Task Force Update D. Mullings A. Ahmed May 16, 2022 Classroom Capacity vs. Need B. Wuetherick H. Berringer J. Graham

Committee Comments

The Committee appreciated the transparent engagement on the budget process and how comprehensive and detailed the documentation received. As the Committee's terms of reference state, the Committee was able to help with preparation of the budget by providing feedback to senior administration through fulsome discussion.

The Budget was presented to Senate in February. Highlights include priority investments in the following areas: a. People and Places b. Research Excellence c. Transformative Learning d. Local and Global Engagement e. Sustainment/Risk/Compliance Actions.

One particular focus of the Committee was on both undergraduate and graduate students and how the budget impacts them.

Future Committee Topics:

- Non-Ad-Hoc Scheduling
- Living Wage Policy

Academic Policy Committee

The Vice Chair of the Senate Academic Policy Committee, W. Stephen McNeil presented

NATIONAL DAY FOR TRUTH AND RECONCILIATION

<p>W. Stephen McNeil Tamara Ebl</p>	}	<p><i>That Policy O-125 notwithstanding, the Okanagan Senate amend the 2022-2023 Academic Year to close the University on 30 September 2022 in recognition of the National Day for Truth and Reconciliation.</i></p>
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The Vice-Chair noted that once again the Province and not made the National Day a statutory holiday and was interfering with the University's autonomy, but the Committee still felt that recognizing the day was the right course of action.

Senator Legault noted that this proposal was only for one year, could we not deal with this on an ongoing basis.

Senator McNeil said that we had hoped to receive clarity from the Province on their long term plans. He said that if the Province does not act on an ongoing basis, we may. He noted that some had suggested that the day could be better spent on active reflection within the University rather than as a holiday.

In response to a question from Senator O'Leary, Senator McNeil confirmed that we had sufficient teaching days.

Senator Hilton said that we needed a long-term plan to ensure we have sufficient days.

The Clerk advised that if the Government did not make a decision by the end of this calendar year, his office would develop an ongoing proposal for UBC.

Approved

ACADEMIC CONCESSIONS

W. Stephen McNeil } *That Senate approval new Policy O-135 Academic*
Margaret Reeves } *Concession as attached.*

Dr McNeil noted that this draft was an improvement on language largely from 2009. The proposal was similar to V-135 in Vancouver with improvements around privacy and to provide greater clarity around how assessments were made.

Senator Kaur asked if informal competitions would be grounds for a concession.

Senator McNeil said that if they were represented the University, they could be eligible to be considered for a concession.

Senator Hilton raised a concern with the definition of dean in the policy being inconsistent. He noted that the associate deans on the Okanagan campus had been having conversations on this matter for over a year.

Robert Lalonde } *That the proposal be referred back to the Senate*
Tamara Ebl } *Academic Policy Committee for further*
consideration.

Approved

Admissions & Awards Committee

Ms Tamara Ebl, Chair of the Committee presented.

GRADUATE AWARDS

Tamara Ebl } *That Senate approve and recommend to the Board*
Abdulrahman Alnaar } *of Governors for approval the*
terms of the UBC Okanagan Graduate Research
Scholarships and the UBC
Okanagan Distinguished Doctoral Scholar Award,
to replace the University
Graduate Fellowship and Graduate Dean's
Entrance Scholarship respectively

Approved

NB: Senator Jakobi abstained

NEW AND REVISED AWARDS

<p>Tamara Ebl Yves Lucet</p>	}	<p><i>That the Senate accept the new and revised awards as listed, that they be forwarded to the Board of Governors for approval, and that letters of thanks be sent to the donors.</i></p>
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Approved

Appeals of Standing and Discipline Committee Report

The Chair of the Senate Committee on Appeals of Standing and Discipline, Dr Robert Campbell, presented.

Academic Misconduct

1. During the Period 01 May 2021 to 30 April 2022, the Senate Committee heard one appeal involving a student disciplined for academic misconduct by the President upon the recommendation of the President's Advisory Committee on Student Discipline. The appeal was dismissed.
2. Non-academic Misconduct During the period 01 May 2021 to 30 April 2022, the Committee heard no appeals involving students disciplined by the President upon the recommendation of the President's UBC Okanagan Non-Academic Misconduct Committee.
3. Sexual Assault and Other Sexual Misconduct During the period 01 May 2021 to 30 April 2022, the Committee heard one appeal involving students disciplined by the President under Policy SC-17 for sexual assault or other sexual misconduct. The appeal was dismissed.

Academic Standing

Academic Standing During the period 01 May 2021 to 30 April 2022, the Committee heard four appeals on academic standing. • one appeal was allowed • three appeals were dismissed.

Curriculum Committee

The Chair of the Senate Curriculum Committee, Dr Yves Lucet, presented.

MODES OF DELIVERY

Dr Lucet presented on the modes of delivery now specified in the University's curriculum guidelines: Online, in-person, hybrid, multi-access learning

MAY CURRICULUM PROPOSALS

See Appendix B: Curriculum Report

Yves Lucet Peter Arthur	}	<i>That the new and revised programs, new subject codes, new calendar entry, and new and revised courses brought forward by the faculties of Applied Science, Arts and Social Sciences, Creative and Critical Studies, Health and Social Development, Management, and Science be approved.</i>
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Senator Evans asked how SE-Change as a lab, was able to offer a course.

The Clerk confirmed that courses needed to be offered by academic units, this could be with the assistance or collaboration with a laboratory, but there needed to be a formal academic unit responsible.

Senator Hilton confirmed that the subject code and courses were approved by the Faculty council for the Faculty of Management.

Senator Evans noted that the documentation was inappropriate in how it described SE-Change as a department.

The Clerk advised that Management could be the responsible academic unit.

AMENDMENT

Mike Evans Barb Marcolin	}	That any reference to SE-Change be struck from the proposal and its rationale.
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Senator Tomaskova noted that her faculty was not consulted on the proposal.

Senator DiLabio noted that many Faculty Members from Arts and Social Sciences were involved with the proposal. This was a group of faculty from across campus who wanted to develop interdisciplinary curriculum.

Amendment
Approved

Approved as
Approved

NB: Senator Lasserre abstained

Joint Report of the Curriculum and Admissions and Awards Committees

Yves Lucet Peter Arthur	}	<i>That the new and revised programs, new subject codes, new calendar entry, and new and revised courses brought forward by the faculties of Applied Science, Arts and Social Sciences, Creative and Critical Studies, Health and Social Development, Management, and Science be approved</i>
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Approved

Learning & Research Committee

Emeritus Appointments

Sally Thorne Gino DiLabio	}	<i>That the attached list of individuals for emeritus status be approved and that, pursuant to section 9(2) of the University Act, all persons with the rank of Associate Professor be added to the Roll of Convocation.</i>
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Dean DiLabio said he was really pleased that this honour was being considered.

Approved

Nominating Committee

The Vice-Chair of the Senate Nominating Committee, Ms Tamara EBI, presented.

COMMITTEE APPOINTMENTS

Tamara Ebk
Barb Marcolin

} *That Harshita Chopra, Melanie Lunde, and Maziar Panah be appointed to the Senate Academic Policy Committee until 31 March 2023 and thereafter until replaced;*
That Puneet Kaur and Kyla Christianson be appointed to the Senate Admissions & Awards Committee until 31 March 2023 and thereafter until replaced;
That Hisham Khan and Amanda Shatzko be appointed to the Senate Agenda Committee until 31 March 2023 and thereafter until replaced;
That Siddarth Chopra and Jonathan Low be appointed to the Senate Committee on Appeals of Standing and Discipline until 31 March 2023 and thereafter until replaced;
That Joshua Milliken and Saami Hafeez be appointed to the Senate Curriculum Committee until 31 March 2023 and thereafter until replaced;
That Amanda Shatzko, Priscilla Uribe, and Gabriel Jarry-Bolduc be appointed to the Senate Learning & Research Committee until 31 March 2023 and thereafter until replaced;
That Bowen He and Akhil Nair be appointed to the Council Budget Committee until 31 March 2023 and thereafter until replaced;
That Jonathan Low be appointed to the Council Elections Committee until 31 March 2023 and thereafter until replaced;
That Joshua Milliken and Gabriel Jarry-Bolduc be appointed to the Senate Ad Hoc Committee on Course Scheduling;
That Harshita Chopra and Priscilla Uribe be elected to the Council of Senates; and That Bowen He be appointed to Council of Senate Representative Committee 4 until 31 March 2023 and thereafter until replaced.

Approved

Tamara Ebl
Peter Arhtur

}

That Lesley Cormack be elected Vice-Chair of
Senate from 19 May 2022 to 31 August 2022

Approved

IN CAMERA – Revocation of Degrees

Adjournment

Seeing no other business, the meeting was adjourned at 6:00 p.m.

Appendix A: Awards Report

For approval

UBC Okanagan Graduate Research Scholarships

Okanagan Graduate Research Scholarships are administered by the College of Graduate Studies through funding made available from the University Budget. Okanagan Graduate Research Scholarships are awarded to graduate students who are registered in a full-time research-based program at UBC Okanagan.

UBC Okanagan Distinguished Doctoral Scholar Award

The UBC Okanagan Distinguished Doctoral Scholar Award program will ensure UBC Okanagan's best PhD students are provided with financial support of at least \$20,000 per year plus tuition for up to four years of their doctoral studies. This program allows UBC to continue to attract and support outstanding domestic and international doctoral students, and provide those students with stable, base-level funding for their doctoral studies and research.

For Removal

University Graduate Fellowship

University Graduate Fellowships (UGF) are administered by the College of Graduate Studies through funding made available from the University Budget. UGFs are awarded to current graduate students at UBCO who demonstrate competence in their program, and are registered in a full-time thesis based program at UBC Okanagan. To be eligible for the UGF, students must submit an annual progress report to the College of Graduate Studies by June 1, and be nominated by the graduate program in which they are registered.

Graduate Dean's Entrance Scholarship

Graduate Dean's Entrance Scholarships (GDES) are administered by the College of Graduate Studies through funding made available from the University Budget. GDES are awarded to incoming graduate students who are registered in a full-time thesis-based program at UBC's Okanagan campus. To be eligible for the GDES, students must submit a complete admission application and be nominated by the graduate program in which they intend to be registered. Eligible students must have exceptional qualifications.

New awards for consideration:

Proposed Title: **UBC Undergraduate Prize in Library Research**

Prizes totalling \$8,000 have been made available annually through gifts from donors to the UBC Library, for undergraduate students on the UBC Vancouver and UBC Okanagan campuses who have demonstrated significant inquiry using the Library, its resources, and collections, as well as significant ability to capture in writing and reflect learning about the use of the Library's resources and the research and information gathering process. First place recipients will receive prizes totalling \$2,000, while second place recipients will receive prizes totalling \$1,000. This prize was established to highlight the critical role the Library plays in student academic success at UBC. The prizes are made on the recommendation of the Library Prize Adjudication Committee. (First award available for the 2022/2023 winter session)

Revisions:

Previously approved award with changes in terms or funding source:

Existing description (2019):

Award Title: **Ronald Soligo Entrance Award Scholarship**

A \$6,000 academic entrance award **scholarship** has been made available through an endowment established by alumnus Ronald Soligo (B.A. 1958) for a student entering an undergraduate program at UBC Okanagan with preference given to students who completed their secondary school from **at J. Lloyd Crowe Secondary School**. Preference is given to those who would not be able to attend UBC without significant financial assistance. In the event there are not any **no** eligible candidates in **any** given year the award **scholarship** will go to a student from School District 20 and, in the case that there are not any **no** eligible candidates from School District 20, then the award **scholarship** will go to a student from School District 8. The award scholarship is made on the recommendation of the adjudication committee **will be adjudicated by Enrolment Services**.

Amended description: **Ronald Soligo Entrance Scholarship**

A \$6,000 entrance scholarship has been made available through an endowment established by alumnus Ronald Soligo (BA '58) for a student entering an undergraduate program at UBC Okanagan with preference given to students who completed their secondary school at J. Lloyd Crowe Secondary School. In the event there are no eligible candidates in any given year the scholarship will go to a student from School District 20 and, in the case there are no eligible candidates from School District 20, then the scholarship will go to a student from School District 8. The scholarship will be adjudicated by Enrolment Services.

Rationale: The donor wishes to make it a scholarship and remove the financial need criteria.

Existing description (2007):

Award Title: **Leelan Hanna Charles Scholarship in Engineering**

Two scholarships of \$1,000 each are offered to two female students in the School of Engineering at The University of British Columbia Okanagan. The award is made on the recommendation of the School.

Amended description: **Leelan Hanna Charles Scholarship for Women in Engineering**

Scholarships totalling \$12,000 have been made available annually through a gift from Ken Moen and Kelly Hanna of Gallery 421, along with matching funds from The University of British Columbia, for third- or fourth-year undergraduate students who identify as female in the School of Engineering at The University of British Columbia, Okanagan campus. These scholarships were created to encourage women in engineering; to offer an empowering path for innovation and leadership; to inspire diversity and resiliency in our workplaces; and to support community through our world-class Canadian education system. The scholarships will be adjudicated by Enrolment Services.

Rationale: The donor wishes to support third- or fourth-year undergraduate students.

Appendix B: Curriculum Report

From the Faculty of Creative and Critical Studies

- i. CULT 272 – New Course
- ii. CULT 370 – New Course
- iii. DIHU 409 – New Course
- iv. ENGL 104 – New Course
- v. ENGL 409 – New Course
- vi. ENGL 476 – New Course

From the Faculty of Arts and Social Sciences

- i. ECON 225 – New Course
- ii. ECON 347 – New Course
- iii. ECON 353 – New Course
- iv. GEOG 233 – New Course
- v. HIST 107 – New Course
- vi. HIST 112 – New Course
- vii. HIST 118 – New Course



- viii. HIST 160 – New Course
- ix. HIST 203 – New Course
- x. HIST 222 – New Course
- xi. HIST 302 – New Course
- xii. HIST 303 – New Course
- xiii. HIST 304 – New Course
- xiv. HIST 306 – New Course
- xv. HIST 373 – New Course
- xvi. HIST 374 – New Course
- xvii. HIST 375 – New Course
- xviii. HIST 408 – New Course
- xix. HIST 418 – New Course

From the Faculty of Management

- i. Interdisciplinary Co-op Education Program

From the Faculty of Science

- i. Bachelor of Science Programs > Academic Regulations, Biochemistry and Molecular Biology, Biology, Ecology and Evolutionary Biology, Microbiology, Zoology, Computer Science, Data Science
- ii. BIOL 406 – New Course
- iii. COSC 341 – Revised Course
- iv. COSC 344 – Revised Course
- v. COSC 441 – New Course
- vi. COSC 444 – Revised Course
- vii. COSC 541 – Revised Course
- viii. COSC 544 – Revised Course



From the Faculty of Applied Science

- i. Electrical Engineering – Revised Program Option
- ii. Environmental Engineering – New Program Option
- iii. APSC 270 – New Course
- iv. APSC 278 – New Course
- v. ENGR 352 – New Course
- vi. ENGR 378 – New Course
- vii. ENGR 404 – New Course
- viii. ENGR 407 – New Course
- ix. ENGR 460 – New Course
- x. ENGR 409 – New Course
- xi. APSC 509 – New Course
- xii. ENGR 414 – New Course
- xiii. APSC 514 – New Course
- xiv. IMTC: Immersive Technologies – New Subject Code
- xv. IMTC 505 – New Course
- xvi. IMTC 506 – New Course
- xvii. IMTC 507 – New Course
- xviii. MANF 555 – New Course
- xix. MANF 560 – New Course

b. From the Faculty of Arts and Social Sciences

- i. ECON 363 – New Course
- ii. GEOG 270 – New Course
- iii. GEOG 445 – New Course
- iv. GEOG 461 – New Course
- v. Bachelor of Arts Programs, Degree Requirements for students entering the program in 2021/2022 or later – Revised Requirements
- vi. Bachelor of Arts Programs, Second Degree, Major or Honours – New Calendar



Entry

c. From the Faculty of Creative and Critical Studies

i. Bachelor of Arts Programs, World Literatures and Intercultural Communication –

Revised Program

ii. WRLD 404 – New Course

d. From the Faculty of Health and Social Development

i. Master of Science in Nursing – Revised Program

ii. NRSNG 502 – New Course

e. From the Faculty of Management

i. SECH: Social and Economic Change – New Subject Code

ii. SECH 400 – New Course

iii. SECH 500 – New Course

f. From the Faculty of Science

i. Bachelor of Science Programs, Major in Ecology, Evolution, and Conservation

Biology – Revised Program

ii. Bachelor of Science Programs, Earth and Environmental Sciences – Revised

Program

iii. Bachelor of Science Programs, Major in Data Science – Revised Program

iv. BIOL 417 – Revised Course

v. BIOL 517 – New Course

vi. DATA 310 – New Course

vii. COSC 405 – Revised Course

viii. DATA 405 – Revised Course

ix. DATA 421 – Discontinued Course

x. DATA 521 – Discontinued Course

xi. COSC 421 – Revised Course

xii. COSC 521 – New Course

xiii. BIOC 412 – New Course



xiv. CHEM 412 – Revised Course

xv. CHEM 533 – Revised Course

xvi. Bachelor of Science Programs, Biochemistry and Molecular Biology – Revised

Program

Appendix C:

Durall

Daniel

Associate
Professor

Associate
Professor Emeritus

Irving K. Barber
Faculty of Science,
Biology



OKANAGAN SENATE

MINUTES OF 31 AUGUST 2022

DRAFT

Attendance

Present: S. Ono (Chair), L. Cormack, P. Simpson, S. Tomaskova, J. Hare, M. Tarrant, R. Sugden, G. DiLabio, P. Arthur, J. Cioe, J. Eikenaar, M. Evans, S. Hutchinson, P. Lasserre, Y. Lucet, S. McNeil, I. Parkins, S. Stewart, Y. Zhu, J. Holzman, R. Frost, M. Libben, M. Legault, M. Reeves, R. Johnson, T. Forneris, J. Jakobi, S. Hilton, B. Marcolin, K. Hodges, R. Lalonde, M. Arthur, H. Chopra, S. Hafeez, J. Milliken, A. Shatzko, P. Uribe, B. He, A. Nair, M. Panah

Regrets: K. Ross (Secretary), S. Point, H. Barringer, S. Bates, J. Olson, P. Barker, R. Sadiq, G. Garrard, R. Campbell, T. Ebl, S. O'leary, J. Picault, L. Markley, S. Cherkowski, J. Jakobi, A. Alnaar, G. Jarry-Bolduc, K. Christianson, H. Khan, P. Aulukh,

Clerk: C. Eaton

Call to Order

The Chair of Senate, Professor Santa J. Ono, called the second special meeting of the Senate for the 2021/2022 academic year to order at 2:35

Agenda Committee

The Chair of the Senate Agenda Committee, Dr Jan Cioe, presented.

AMENDMENT TO THE RULES AND PROCEDURES OF SENATE

Jan Cioe
Barb Marcolin

That Rule 20 of the Rules and Procedures of Senate be amended with the following text in substitution:

“Members of the Senate may attend meetings of Senate in person or, via such electronic means acceptable to the Secretary; members so attending will be considered present for all purposes.”; and That Rule 21 be struck and all subsequent and referential section numbers be renumbered accordingly.



Senator Cioe set out the background of the proposed rule change

Senator Hodges asked what were the results of the survey of senators on meeting preferences.

The Clerk advised that 18 senators replied favouring hybrid meetings, 11 preferred online, and 10 preferred in person.

Approved

Adjournment

Seeing no other business, the meeting was adjourned at 2:40 pm



ANTI-RACISM AND INCLUSIVE EXCELLENCE

PRESENTATION TO THE UBC SENATE

SEPTEMBER 2022

Presenters:

- Dr. Handel Kashope Wright, Professor in the Faculty of Education and Senior Advisor, Task Force Co-Chair (UBCV)
- Dr. Shirley Chau, Associate Professor in the School of Social Work, Faculty of Health and Social Development, Task Force Co-Chair (UBCO)

Strategic
Plan
In Action



PRESIDENT'S TASK FORCE ON ANTI-RACISM AND INCLUSIVE EXCELLENCE

- The ARIE Task Force began its work in March 2021. It has been led by two co-chairs: Dr. Handel Wright, Senior Advisor to the President on Anti-Racism and Inclusive Excellence, and Dr. Shirley Chau, Associate Professor, School of Social Work, Faculty of Health and Social Development, UBC Okanagan. The Final Report was released in April 2022.
- The task force consisted of 34 members drawn from the faculty, student and staff from both campuses. It was comprised of 6 committees organized according to equity-deserving group (Indigenous, Black, People of Colour) and relationship to university (students, staff, faculty).
- The work of the Task Force was grounded in an anti-oppression framework and characterized by intersectionality.
- The Task Force developed 54 recommendations in total. In developing these recommendations, they drew upon a vast array of materials, including listening and witnessing sessions undertaken by the President, strategic and academic plans, and the individual and collective experiences, reflections, institutional knowledge and perspectives of the task force members.

Strategic
Plan
In Action



ARIE TASK FORCE RECOMMENDATIONS

In total, the Task Force developed 54 recommendations

Collectively, they underscore the reality that UBC, like any other Canadian institution of higher learning, has a deep-seated problem of institutionalized, systemic and other forms of racism that cut across its various units on both campuses, and affects Indigenous and racialized students, staff and faculty.

The recommendations can be read in two interrelated ways:

- (1) Holistically, with the recommendations from the six committees constituting a comprehensive set of recommendations to UBC.
- (2) Six distinct yet interrelated task force reports, each of them having a separate summary report and full set of recommendations related to a particular ethnoracial group or work/study constituency at UBC.

Strategic
Plan
In Action



SUMMARY OF RECOMMENDATIONS BY COMMITTEE (1/3)

Indigenous Committee recommendations

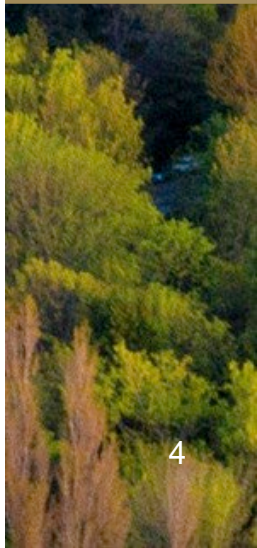
1. Racial discrimination and marginalization at the intersections of class, gender, sexual orientation, ability and nationality
2. Indigenous hiring, recruitment and retention
3. Decolonizing and indigenizing research and the academy
4. Protection of Indigenous Peoples' Rights, Representation, and Intellectual Property
5. Anti-racism praxis, recruitment, protection, support and retention of Indigenous Students

Blackness Committee recommendations

1. Belonging, Health and Wellness
2. Enabling Infrastructure for Addressing Anti-Black Racism
3. Centering Blackness in the Academy (hiring of Black faculty and increasing Blackness in curriculum)
4. Anti-Black Racism in Professional Degree Programs



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SUMMARY OF RECOMMENDATIONS BY COMMITTEE (2/3)

People of Colour Committee recommendations

1. Sustained anti-racist training and education
2. Improvements in the system for handling complaints involving POC
3. Improving IBPOC women's employment experiences and outcomes across UBC
4. Anti-racist and inclusive communications
5. Anti-racist recruitment and retention policies for UBC undergraduate and graduate students
6. Meaningful and effective corrections to workload inequity

Staff Committee recommendations

1. Infrastructures to support anti-racism
2. Accountability mechanisms
3. Supporting IBPOC talent
4. Culture change

SUMMARY OF RECOMMENDATIONS BY COMMITTEE (3/3)

Faculty Committee recommendations

1. Increase representative diversity of IBPOC faculty: Recruitment, hiring, and retention
2. Enhance anti-racism and inclusive excellence in leadership
3. Educate all faculty members and leaders about anti-racism
4. Support career progress: Research, funding, wage equity, and award opportunities
5. Establish the UBC Anti-Racism Living Library
6. Enhance data collection and governance
7. Make complaint policy and procedure protective and transparent

Student Committee recommendations

1. Diversify the faculty, especially increase Black faculty
2. Campus life (resources and support)
3. Address mental health of Blacks at UBC, especially students
4. Diversify prospective student body- increase IBPOC and especially Black student numbers

HIGHLIGHTS OF INTERSECTIONAL RECOMMENDATIONS

- There are 6 additional comprehensive and intersectional recommendations that emerged from the TF work:
 - establishment of an Anti-racism and inclusive excellence office at UBC,
 - one on recognizing discrimination based on language and accents as intersecting with racism,
 - one on the intersection of race and sexual orientation- how 2SLGBTQ+ intersects with race and representation,
 - Acknowledging and addressing the specificity of anti-Asian racism at UBC
 - Responding to the crisis of Islamophobia, Muslim representation at the intersection of religious intolerance, xenophobia, racism and sexism.
 - Acknowledgement that the Latina/o/x community is particularly underrepresented in anti-racism work in general and hence a recommendation for greater representation of the Latina/o/x community at UBC.
- This list is not exhaustive but these recommendations underscore the importance of addressing the complexity of intersectionality and the specificity of representation of certain groups and sub-groups, such that anti-racism works for equity for us all, in all our difference and complexity.

RECOMMENDATIONS FOR IMPLEMENTATION IN PHASE ONE

Several recommendations have been identified for the first phase of implementation:

- The need for sustained Anti-Racism training and education
- Increasing recruitment and retention of Indigenous, Black, and People of Colour (IBPOC) faculty
- Create pathways for IBPOC success within the talent pipeline: recruitment, hiring, performance, succession planning, retention
- Develop and establish mechanisms of accountability through race-based data and reporting
- Improve Black student mental health and wellness
- Racial justice commitment for change
- Improvements in the system for handling complaints involving IBPOC

IMPLEMENTATION TEAM

Dr. Arig al Shaibah, Associate Vice-President, Equity and Inclusion, will lead the implementation of the ARIE Task Force recommendations with the support of the Executive Leads for Anti-Racism, Drs. Ainsley Carry (VP Students); Rehan Sadiq (Provost and Vice-President, Academic *pro tem*, UBCO); and Gage Averill (Provost and Vice-President, Academic *pro-tem*, UBCV).

Strategic
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In Action





29 September 2022

To: Okanagan Senate

From: Okanagan Academic Policy Committee

Re: Policy O-135 *Academic Concession*

Proposed Policy O-135 *Academic Concession* was sent out for broad consultation last year to the following:

UBSUO; Academic Advising; Disability Resource Centre; CLT; Deans, Directors and Unit Heads; Enrolment Services; UBC Community via Senate Website and UBC Today newsletter, AVP Students' Office; Office of the Ombudsperson; Office of University Counsel.

The Committee considered the feedback received and incorporated various suggestions. In addition, the draft underwent a line-by-line review through a plain English lens and to edit for consistency in language. There was also additional input sought from both the Office of University Counsel and the Okanagan Sexual Violence and Prevention Response Office (SVPRO.)

The Senate reviewed the draft policy at its meeting on 19 May 2022 and referred it to the committee for further revisions.

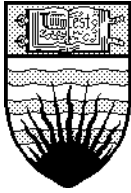
This is the first enumerated version of the Okanagan policy for Academic Concession using the approved policy template. The policy for Academic Concession has previously been found in the Academic Calendar.

At its 9 September, 2022 meeting, the Committee approved a final version of the policy and recommends the following:

Motion: That Senate approve the new Policy O-135 *Academic Concession* as attached.

Respectfully submitted,
Dr. Jan Cioe, Chair
Senate Academic Policy Committee

THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY:
O-135

OKANAGAN SENATE

O-135: *Academic Concession*

Effective Date:

1 September 2022 (anticipated)

Approval Date:

May 2022 (anticipated)

Review Date:

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

Responsible Committee:

Academic Policy Committee

Authority:

University Act, S. 37(1)

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

(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;

(g) to provide for courses of study in any place in British Columbia and to encourage and develop extension and correspondence programs;

(h) to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;

Purpose and Goals:

This policy articulates the University's commitment to support students in their academic pursuits through the application of *academic concessions* in the event that students experience events or circumstances that interfere with their ability to accomplish academic work. An academic concession is not a right; it is a privilege granted by the University after consideration of a student's unique circumstances.

When considering requests for *academic concessions*, the University applies principles of transparency, flexibility, and compassion. Fairness is achieved by applying this policy and its procedures in a flexible manner; however, it is recognized that fair treatment is not necessarily equal treatment in all circumstances. Flexibility allows decision-makers the reasonable exercise of discretion, sound judgement, and compassion in response to the unique circumstances of an individual student's case. In responding to students' requests for academic concessions, the University is committed to ensuring compassionate and flexible responses uniquely tailored to students' individual circumstances while upholding the standards of the curriculum and the requirements of each course or academic program.

Following these principles, this policy is designed to set out the circumstances under which *academic concessions* may be granted to students, which types of *academic concessions* may be granted to students under various situations and by whom, as well as requirements and procedures for submitting and responding to student requests for *academic concessions*.

Applicability:

This policy applies to all students registered in credit *courses* and programs provided by the Okanagan Campus of the University, including graduate students registered in theses and dissertations.

Exclusions:

"Visiting International Research Students" are not included in this policy. Persons in this classification who face a situation where an academic concession might have otherwise been considered should contact their immediate supervisor to make suitable arrangements.

Academic accommodations are not covered by this policy. Academic accommodations are governed by Joint Board and Senate Policy [LR7](#) - Accommodations for Students with Disabilities.

Definitions:

For the purposes of this policy:

- *Academic Concession* shall mean the provision of a variance in the timing or nature of a course or program requirement on the basis of one of the grounds defined in this policy.
- *Course* shall mean course of instruction.
- *Dean* shall mean the Dean, or designate, of the Faculty in which a student is registered, except for graduate courses and programs offered through the College of Graduate Studies (COGS), in which case it shall mean the Dean, or designate, of COGS. For students without a faculty, the Registrar shall be considered their dean for this policy,
- *Graduate Supervisor/Advisor* shall mean the faculty member with primary responsibility for overseeing a graduate student's program of study.
- *Instructor* shall mean the instructor of record for a *course* or the supervisor responsible for a practicum, internship, or field work.

Policy:

- 1) Students facing circumstances that constitute grounds as set out in Section 9 may submit a request for *academic concession*. Students are responsible for submitting their requests as soon as possible.
- 2) Requests for *academic concessions* shall be made to the *instructor* of the student's *course* or the *Dean* of the student's faculty, as appropriate, and as set out in the attached procedures. If concurrent *academic concessions* are sought in more than one *course*, the request should be made directly to the *Dean*.
- 3) Requests for *academic concessions* shall be determined on a case-by-case basis and in a timely manner by the *instructor* or *Dean*.
- 4) Before making a determination on a request for an academic concession, a *Dean* shall normally consult with:
 - a) The relevant *graduate supervisor/advisor* for graduate students in programs administered by the College of Graduate Studies;
 - b) The dean or designate of the faculty offering an affected *course*, if different from the faculty in which the student is registered; and
 - c) The instructor of an affected *course*.
- 5) Determination of whether to grant an *academic concession* and which type of *academic concession* is most appropriate will depend on the student's

individual circumstances. One or more of the following considerations generally apply:

- the nature and duration of the issue affecting the student;
 - confidential consultation with other appropriate units that can provide applicable professional opinions on the student's situation;
 - the scope and type of academic work affected;
 - the proportion of prescribed academic work having been completed at the point in the term or program when academic work is affected; and,
 - the student's achievements in the course or program to date.
- 6) The granting of an *academic concession* must not lower the academic standards of UBC, its courses, or its programs, and does not remove either the need for evaluation or assessment or the need for the student to meet essential requirements.
- 7) *Courses* and programs with continuous assessment, assessment of the development of graduate attributes, assessment of standards of professional conduct or assessment of patient care may be constrained in the form of *academic concession* they can offer.
- 8) In some credit *courses*, such as some practica, internships, and field-work courses, there may be steps required for approval and authorities involved in requests for *academic concessions* in addition to those described in this policy.
- 9) *Grounds for Academic Concession*

Grounds for *academic concession* exist when one or more of the conditions below lead to a situation or conflict that hinders participation or attendance at a class session or examination, or an inability to otherwise fulfill the requirements of a course or academic program in a timely manner, particularly where the requirements are assessed as part of a grade.

Grounds for *academic concession* may exist at the time a student enters an academic term but may also arise when a student's circumstances change unexpectedly during the term.

Where a request for an *academic concession* is based on a protected ground covered by the *BC Human Rights Code*, the University has a duty to grant an accommodation unless doing so will create undue hardship, as that term has been interpreted under BC law, for the University. This policy does not apply to accommodations; rather, other University policies apply in those circumstances. See Related Policies: Board Policies [SC7](#), and [SC17](#), Joint Board and Senate Policy [LR7](#), and [Joint Senate Policy J-136](#).

Grounds for *academic concession* fall into one or more of the following categories:

a) Conflicting Responsibilities

It is a student's responsibility to arrange their scheduled non-academic activities to the best of their ability in a manner that enables full attendance and participation in their *courses* and programs, including required practica and internships.

Conflicting responsibilities do not include travel or social plans that conflict with class or exam schedules unless the travel is related to another valid ground for *academic concession*.

Conflicting responsibilities that create grounds for *academic concession* are beyond the student's control and normally arise after the student has registered in *courses*. Examples include:

- i. being absent from campus to represent the University, British Columbia or Canada in a competition or performance
- ii. attending meetings required as a member of a University governance body
- iii. being called to serve in the military
- iv. needing to work to support oneself or one's family but only when the need changed after the student registered in the *course*
- v. a change in the need to provide care for a dependant or family member
- vi. being required to attend a court session as a witness, jury member, or party
- vii. being required to attend a hearing on a matter of University discipline or academic standing
- viii. being required to report to a government office for immigration or citizenship proceedings

Participation in a religious observance, or a cultural observance for First Nations, Métis, or Inuit students of Canada is governed by accommodations under Policy J-136.

b) Medical Circumstances

Medical circumstances that create grounds for *academic concession* are normally unanticipated and include, but are not limited to, the following:

- i. Acute physical or mental illness or a medical circumstance that emerges or recurs during a term
- ii. The emergence of, or a change in, a chronic physical or mental health condition

The Disability Resource Centre is available for consultation with students, instructors, and advisors of all types if it is unclear whether a medical circumstance qualifies for academic concession, especially where the student's temporary illness or injury has persisted for more than one academic term.

c) Compassionate Grounds

Compassionate grounds for academic concession may arise as a result of a traumatic event. A traumatic event is a distressing or overwhelming injurious event or situation (actual, attempted or threatened) that harms a person's sense of safety, sense of self and ability to regulate emotions and navigate relationships. Such an event can reasonably be expected to affect someone emotionally, psychologically or physically to such a degree that it significantly interferes with everyday life and tasks. Examples can include: acts of physical violence; sexualised violence; natural disasters; war; motor vehicle accidents; the death of a family member or close friend.

10) Types of *Academic Concessions*

There are numerous types of *academic concessions* and the list below is non-exhaustive. The *instructor* or *Dean* will determine the most appropriate *academic concession* depending on the grounds and the situation of the student according to the procedures set out in this policy and, where applicable, additional procedures set out by the Faculty.

a) In-term Course Concessions

An *instructor*, or *Dean* where appropriate, may provide one or more options to students who miss a marked assignment, test, or deadline. The options for each course should be identified in the course syllabus. Examples include provision of make-up tests, reweighting of missed marks to a later test or assignment, provision of an alternative means of fulfilling a participation or presentation requirement, or allowance for a maximum number of class discussions or quizzes to be missed.

b) Late Withdrawal

Late withdrawal from one or more *courses* may be granted by the student's *Dean*, but not by an *instructor*. A student may be granted withdrawal from a course after the withdrawal deadline (with "W" standing) when the student has not met *course* requirements during the term but has valid grounds for *academic concession* that address the reasons for the lack of demonstrated achievement. A student will not normally be granted late withdrawal if the final examination has been sat or final assignment completed. A "W" standing will normally be placed on the student's transcript when a late withdrawal is granted.

For the provisions for late withdrawal from all registered *courses* or from a program, see "[Change of Registration](#)". Granting late withdrawal from a term or a program may be contingent on a plan co-developed by the student, with a *Dean*, a

graduate supervisor/advisor, and other support services as appropriate. The plan may set conditions to be met before the student can be re-admitted and resume studies. If a student withdraws from a program, an application for readmission must be made by the published application deadline for the program if they wish to be considered for re-admission (see [Readmission](#)).

Where a student is the subject of academic discipline proceedings, withdrawal is not an available concession in the course in which the matter of discipline is being considered.

c) Deferred Standing

Deferred standing may be granted by the student's *Dean* but not by a course *instructor*. For the provisions for deferral of a final examination or assignment beyond end of term, i.e. approval to write the missed examination or submit the assignment later, see [Standings](#).

d) Aegrotat Standing

See [Standings](#).

e) Adjudicated Pass

See [Standings](#).

f) Retroactive Course Drop

In exceptional cases involving extraordinary compassionate or medical grounds, the *Dean* may remove a student's registration in a *course* from the academic record.

11) Requesting an Academic Concession

In all cases, students' requests for academic concession should be made as early as reasonably possible, in writing, to their instructor, graduate supervisor/advisor, or *Dean* in accordance with the procedures for this policy and those set out by the student's Faculty/School. These requests should clearly state the grounds for the academic concession and the anticipated duration of the conflict and/or interference with academic work. In some situations, this self-declaration is sufficient, but the submission of supporting documentation may be required along with, or following, the self-declaration.

For students who are requesting an academic concession on the ground of sexualized violence, Sexual Violence Prevention and Response Office (SVPRO) can make the request directly to the *Dean* on behalf of the student. Full details of the incident and its impacts do not have to be disclosed.

12) Documentation for *Academic Concession* requests

a) Documentation for Conflicting Responsibilities

Supporting documentation should normally be provided in support of requests for *academic concessions* on the grounds of conflicting responsibilities. A self-declaration may be sufficient where, in the opinion of the *Dean*, there is no practicable way to provide a letter or other official document from an organization relevant to the conflicting responsibility.

In the case of an *academic concession* for care for a family member, the University does not require documentation. However, advance notice of interference with academic activities should be provided by the student as soon as reasonably possible.

b) Documentation for Medical Circumstances

For first occurrences of an acute illness likely to be quickly resolved without seeing a health professional, a self-declaration will normally suffice.

If a student makes a second or subsequent request to an *instructor* for *academic concessions* resulting from acute illness, the *instructor* will refer the student to their *Dean* or *graduate supervisor/advisor* as appropriate. Students who are experiencing a chronic condition may work directly with a Faculty or School *graduate supervisor/advisor* or *Dean* as appropriate. In such cases, the student may be asked to provide medical documentation regarding the effects of the condition on their studies.

If the student is not registered with the Disability Resource Centre, the *Dean* or *graduate supervisor/advisor* may seek the advice of the Centre regarding documentation submitted.

c) Documentation for Compassionate Grounds

If a prolonged absence is anticipated on compassionate grounds, supporting documentation may be requested. Documentation can be provided by a professional or support unit that can assess the effect of the event on the student.

If documentation is requested, it must come from a support unit or professional able to speak to the impact on the student. For documentation related to sexualized violence, a summary of the impacts, without details of the incident itself, from SVPRO or other mental health professional is sufficient.

The *Dean* or *graduate supervisor/advisor*, with input from the instructor, then determines whether an academic concession should be granted and which academic concession best supports the student's wellbeing and academic progress. Prior to determining the appropriate academic concession, the *Dean* or graduate supervisor/advisor, will communicate directly with the student to ensure that the student understands the alternatives and their implications.

12) Sharing of Confidential Information

A student seeking academic concession has a right to privacy in the personal information collected by UBC. The collection, use and disclosure of this information are governed by the *Freedom of Information and Protection of Privacy Act* (“FIPPA”).

A student’s personal information related to the request for academic concession will be shared within the University solely on a need-to-know basis.

This information will not be shared with a person or unit external to UBC without the student’s written consent, or as otherwise authorized under FIPPA

13) Appeals

Students who are denied *academic concession* under this policy may appeal the decision within their Faculty or to the Senate. to the relevant Senate committee. See [Senate Appeals on Academic Standing](#).

14) Designates

Deans shall designate, in writing to the Registrar, those persons or positions authorized to make academic concession decisions on their behalf under this policy.

15) Procedures

The Senate Academic Policy Committee may set procedures under this policy to assist with its implementation and interpretation.

Calendar Statement:

As above.

Consultations

The following groups were invited to provide comment during the development of this policy:

UBSUO; Academic Advising; Disability Resource Centre; CTL; Deans, Directors and Unit Heads; Enrolment Services; UBC Community via Senate Website and UBC Today newsletter, AVP Students’ Office; Office of the Ombudsperson; SVPRO; Office of University Counsel

History:

This is the first enumerated version of the Okanagan policy for Academic Concessions using the approved policy template.

The previous versions of this policy, and related V-135 *Academic Concession*, were found in the Academic Calendar with review or consideration by Senate in January 2002, December 2000 and February 1994. Prior to 1994, the subject matter was included under the heading “Medical, Emotional or other problems”.

Related Policies:

[Board Policy – Discrimination](#)

[Joint Board and Senate Policy LR7 -Accommodations for Students with Disabilities](#)

[Board Policy SC17- Sexual Assault and other Sexual Misconduct](#)

[Joint Senate Policy J-136: Religious Observances](#)

[Senate Appeals on Academic Standing](#)

[V-135 Academic Concession](#)

[Attendance](#)

[Change of Registration](#)

[Grading Practices](#)

[Readmission](#)

Appendix

There is no appendix to this policy.

PROCEDURES

These procedures can be amended from time to time by approval of the Okanagan Senate Academic Policy Committee.

1. General Considerations

- a. Faculties may vary the procedures and practices they implement to facilitate the submission and determination of requests for *academic concession*; however, in doing so they will adhere to the principles and provisions of Policy O-135.
- b. Course *instructors* are normally responsible for responding to requests from students who miss required assignments, tests, or deadlines during the term. Any options for making up for missed work should be described in the course syllabus. If the *instructor's* academic unit manages such inquiries centrally (i.e., in the *Dean's* office of the instructor's home Faculty or School or by the *graduate supervisor/advisor* for the student's program), that information should also be provided to students.
- c. Students are expected to pay timely attention to life events that disrupt normal participation in academic work and are urged to contact their *instructor, graduate supervisor/advisor, or Dean* as soon as possible upon realizing that they require an *academic concession*.
- d. *Instructors* are strongly encouraged to make clear in their course syllabi any options for missed/late work and the potential penalties that students may incur.
- e. Other issues may require the intervention of the office of the *Dean* of the student's home Faculty/School, either directly or with input from another support unit.

2. Students must plan so as to avoid when possible conflicts with academic requirements

- a. When registering for *courses*, students who know they have commitments outside their academic studies are expected to try to schedule those commitments and their academic courses so as to avoid conflicts. This includes checking the schedules for the start and end dates of each upcoming term and of the term-end formal examination periods.
- b. Once a term starts, students should use their course syllabi to anticipate any possible conflicts between course requirements (e.g., dates of tests) and their outside commitments. If the details of a *course* schedule in the syllabus is not sufficient, students must ask the course *instructor* for more information.
- c. If efforts under a. and b. above do not avoid all conflicts, students should look in the *course* syllabus for information on options for meeting *course* requirements when a required activity is missed. If options are not provided in the syllabus, students must discuss options with the relevant *course* instructor(s).
- d. Students who are registered with the Disability Resource Centre must provide each course *instructor* with the requisite letter describing the required accommodation (see [Joint Board and Senate Policy LR7 –Accommodation for Students with Disabilities](#)).

3. Managing Unanticipated Disruptions During a Term

- a. Missing one or only a few classes, tests, or deadlines:
 - Students who miss required course or program activities over a short period for reasons of a medical circumstance that quickly resolves or a

change in circumstances that creates a conflict with *course* or program requirements should look in the course syllabus for options as described in 1.b and d. above.

- b. Missing several classes, tests, or deadlines over one or more courses or encountering repeated or prolonged episodes of disruption:
 - If a medical circumstance is prolonged, the student has a compassionate ground for seeking an *academic concession* (see Policy clause 8.c), or a change in circumstances creates a long-term conflict with academic work, then the student should consult the *Dean* of their home Faculty/School, either directly or via a representative of another support unit, to discuss options.
- c. Sources of support other than academic advising offices:
 - Depending on the student's circumstances, instead of first speaking to the *Dean* of their home Faculty/School, a student may wish to consult a different source of support (such as the Disability Resource Centre, Health and Wellness, the Ombudsperson for Students, the Sexual Violence Prevention and Response Office or an outside agency) and then have a representative communicate with the *Dean* on their behalf.
- d. What students can expect from their home Faculty or School:
 - The *Dean* makes decisions on *academic concessions* based on the student's individual circumstances, including the grounds for *academic concession* and the student's understanding of the implications of alternative actions on the student's academic progress.
 - Information provided by a student or on behalf of a student by another support unit will be kept confidential, subject to the provisions set out in Section 12 of this policy. In many instances, students will be asked to provide a self-declaration to describe their situation. However, if the *Dean* feels that the student's situation warrants input from or referral to one or more support units on or off campus, a decision on *academic concession* may require feedback from the other unit(s).
 - If a student seeks repeated *academic concessions* without evidence that proactive steps have been taken to address their issue(s), further *academic concessions* will not normally be granted.

4. Managing Missed Term-end Submission Deadlines or Formal Examinations

- a. In these cases, the student's home *Dean* must be involved in decisions on *academic concessions* (see Policy clause 9. b-f.).



29 September 2022

To: Okanagan Senate

From: Senate Curriculum Committee

Re: September Curriculum Proposals – Workday Student (approval)

The Okanagan and Vancouver Senate Curriculum Committees have jointly reviewed the materials forwarded to them by the Office of the Senate. These materials include: (1) proposals for a variety of administrative shell courses required to enable certain functionalities in Workday Student; and (2) a proposal to print cumulative average and cumulative credits on future transcripts. The Okanagan Committee encloses those proposals it deems as ready for approval.

The following is recommended to Senate:

Motion: *“That administrative shell courses (ADMIN 000, GRTU_O 001, SUPL_O 001) are approved, and that cumulative average and cumulative credits are printed on transcripts effective upon implementation of Workday Student.”*

Respectfully submitted,

Dr. Yves Lucet
Chair, Senate Curriculum Committee



May 10, 2022

To: Okanagan and Vancouver Senate Curriculum Committees

From: Office of the Senate

Re: **Administrative Shell Courses**

Administrative shell courses are used in order to enable certain functionality in the current Student Information System (SIS). For example, PHRM 455 is a shell course that is used for assessing fees when Pharmacy students are partaking in a residency. There are shell courses that hold a student's registration at UBC while they are attending Sciences Po as part of the dual degree program. There are also shell courses that allow the assessment of fees for visiting research students.

In Workday Student, administrative shell courses will be used in a similar manner to how they are used in the current SIS. Some of the existing administrative shell courses will be brought into Workday Student while others will be replaced by other functionality. The need for a number of new shell courses in Workday Student has been identified. Proposals for those courses with specific rationales have been included for your approval.

Recommendations:

THAT THE Okanagan Senate Curriculum Committee approve Administrative Course Shells (ADMIN 000, GRTU_O 001, SUPL_O 001), as presented.

THAT THE Vancouver Senate Curriculum Committee approve Administrative Course Shells (ADMIN 000, GRTU_V 001, SUPL 001, SUPL_V 001), as presented.



Curriculum Proposal Form

New/Change to Course/Program – Okanagan campus

Category: 1	
Unit: Enrolment Services Senate & Curriculum Services Effective Academic Year: Effective upon implementation of Workday Student	Date: May 10, 2022 Contact Person: Jessica Iverson Email: jessica.iverson@ubc.ca
Type of Action: New administrative shell course	
Rationale: ADMIN 000 is an administrative shell course being proposed to use as a placeholder in academic requirements when a student is required to meet with an advisor to determine which courses can be used to satisfy the requirement. To prevent any course from automatically being used to satisfy the requirement, the shell course is needed to allow the creation of the specific requirements in the Academic Progress Report and to prevent students from automatically satisfying it with another course. Once the advisor meets with the student, they would add in the specific course(s) that the student can use to satisfy the requirement and ADMIN 000 would be replaced. This course is intended to be used by both campuses – allowed location will be set to both Vancouver and Okanagan. ADMIN 000 will not appear in the Academic Calendars nor on the transcript.	
Proposed Academic Calendar Entry: ADMIN 000 (0) Administrative Shell Course *Not to be published in the Academic Calendar	Draft Academic Calendar URL: N/A Present Academic Calendar Entry: N/A



Curriculum Proposal Form

New/Change to Course/Program – Okanagan campus

Category: 1	
Unit: Enrolment Services Senate & Curriculum Services Effective Academic Year: Effective upon implementation of Workday Student	Date: May 10, 2022 Contact Person: Jessica Iverson Email: jessica.iverson@ubc.ca
Type of Action: New administrative shell course	
Rationale: This administrative shell course is being proposed to enable all continuing graduate students to be charged fees, when appropriate. The shell course will not carry a specific fee value; the student will be charged according to the fee structure for the program in which they are enrolled.	
Proposed Academic Calendar Entry: GRTU_O 001 (0) Continuous Enrolment for Tuition Instalment *Not to be published in the Academic Calendar	Draft Academic Calendar URL: N/A Present Academic Calendar Entry: N/A



Curriculum Proposal Form

New/Change to Course/Program – Okanagan campus

Category: 1	
Unit: Enrolment Services Senate & Curriculum Services Effective Academic Year: Effective upon implementation of Workday Student	Date: May 10, 2022 Contact Person: Jessica Iverson Email: jessica.iverson@ubc.ca
Type of Action: New administrative shell course	
Rationale: The SUPL_O administrative shell course is being proposed along with a policy change to the supplemental examination policy (which is being considered by the Okanagan and Vancouver Senate Academic Policy Committees). With the policy change, the course for which the supplemental examination was granted will display the original percentage grade received and a course standing of Supplemental (S). The pass/fail result of the supplemental examination will be shown on the student's record under the SUPL shell course.	
Proposed Academic Calendar Entry: SUPL_O 001 (0) Supplemental Pass/Fail *Not to be published in the Academic Calendar	Draft Academic Calendar URL: N/A Present Academic Calendar Entry: N/A



May 10, 2022

To: Okanagan and Vancouver Senate Curriculum Committees

From: Office of the Senate

Re: **Cumulative Average and Credits Earned on Future Transcripts**

A recommendation is being put forward to include cumulative average and cumulative credits earned and attempted on unofficial transcripts and cumulative average and cumulative credits earned on official transcripts. The transcript will continue to include the sessional average and sessional credits. This proposal has support from Enrolment Services leadership, Advising Directors, the IRP Student Process & Outcomes Committee, and the IRP Academic Model & Transformation Advisory Committee.

It is common in higher education to include cumulative average and cumulative credits on the transcript. Canadian institutions that display cumulative average/GPA on the transcript include: Alberta, Dalhousie, McGill, Queens, Simon Fraser, and Toronto. This practice is also in line with Association of Registrars of the Universities and Colleges of Canada (ARUCC) transcript standards. In addition, many institutions use cumulative average in their admission processes.

Cumulative average and cumulative credits will be visible to students on the Workday Student academic history tab. In Workday Student, the cumulative average and credits earned or attempted will be based on all courses taken within an academic record.

Including these calculations on the transcript will:

- bring UBC into alignment with ARUCC standards and industry common practice;
- enable student mobility by including averages commonly used by receiving institutions;
- align the transcript with averages that will be displayed on the student's academic record.

Recommendations:

THAT THE Okanagan Senate Curriculum Committee approve printing Cumulative Average and Cumulative Credits on Transcripts effective upon implementation of Workday Student.

THAT THE Vancouver Senate Curriculum Committee approve printing Cumulative Average and Cumulative Credits on Transcripts effective upon implementation of Workday Student.



To: Senate
From: Nominating Committee
Re: Presidential Search Committee and Committee Adjustments

Date: 16 September 2022

Following a broad canvassing for interest and a consideration of possible nominees, the Nominating Committee is pleased to recommend the following to Senate:

That Marianne Legault be elected to the Presidential Search Committee.

The Committee would note that Dr Legault recused herself and was not present for discussions or decision regarding her appointment at the Committee.

The Senate Nominating Committee would also recommend the following committee adjustment to Senate:

That Saami Hafeez be appointed to the Senate Academic Policy Committee until 31 March 2023 and thereafter until replaced, to fill a vacancy.



THE UNIVERSITY OF BRITISH COLUMBIA

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29 September 2022

To: Okanagan Senate
From: Ad Hoc Committee on Course Scheduling
Re: Report to Senate

The Senate Ad Hoc Committee on Course Scheduling was established by Senate in March 2022 with the following mandate:

1. To examine the impact of the proposed motion on the course schedule brought forward to Senate in January 2022 to Senate from the Faculty of Arts & Social Sciences to determine if there would be differential impacts on ranks, streams, and faculties;
2. To consider how the proposed motion and any recommendations the Ad Hoc Committee may make would affect student schedules and course availability; and
3. To report back to Senate with such finding and recommendations as it sees fit by September 2022.

The Committee has held several preliminary discussions aimed at clarifying the scope of its mandate and identifying necessary sources of information. Based on these discussions, the Committee has requested data from Enrolment Services on anticipated impacts of the course scheduling motion referenced in Point 1 above. Given the complexity and the unprecedented nature of this request, the Committee has not yet been provided with the requested data. Therefore, it has no findings or recommendations to report to Senate at this time. The Committee continues to look optimistically on the possibility of delivering a more substantive report at Senate's October meeting.

For the Committee,

Rob Johnson
Chair, Ad Hoc Committee on Course Scheduling



To: Senate
From: Kathleen Ross, Associate Vice-President Enrolment Services and University Registrar
Re: 19 September 2022
Date: 21 September 2022

As you are aware, on 13 September 2022, the Government of Canada proclaimed 19 September 2022 as a National Day of Mourning for Canada's late Head of State, Her Majesty Queen Elizabeth II. Later that day, the Provincial Government further issued a press release to the public, advising, inter alia, "K-12 public schools and public post-secondary institutions, and most Crown corporations will be closed" (See <https://news.gov.bc.ca/releases/2022PREM0063-001379>).

Although not formally a statutory holiday in British Columbia, at the direction of our Government UBC observed this day as we would a statutory holiday (See <https://broadcastemail.ubc.ca/>), and thus, most offices and services were closed as they would normally be on a holiday.

In our Academic Year, 19 September was set as the "Last day for change in registration and for withdrawal from most Winter Session Term 1 courses without withdrawal standing of W recorded on a student's academic record." This date is set annually, and is normally the 10th working day of the term. In almost all cases, these changes in registration can be accomplished by students via the Student Service Centre and do not require interactions with UBC staff. The SSC continued to function as normal on 19 September. The University did understand however that there are a limited number of cases where students may need or want to speak with an advisor for a change of registration and that this may not have been possible on 19 September due to this direction. Further, the University considered that advising and support may be of particular import to students who have been negatively affected by colonialism, either here in Canada or abroad.

While normally the "add" and "drop" dates are the same day, I recognized the hardship posed to students by losing a working day to decide if they should drop a course, and I also recognized the hardship for instructors (and potentially learning challenges for students) if a course is added late in a term. In consideration of the timing and circumstances, I felt the best course of action was to allow one additional day for "drops" but not for "adds".

The extraordinary timing of this holiday did not allow me to seek your approval to amend the Academic Year before the fact, so I would ask that you ratify my decision now to allow students to withdraw from Term 1 courses (but not allow further addition of courses) on 20 September without a formal Withdrawal (W) standing in light of the unforeseen circumstance of an unexpected holiday's effect on the Academic Year.



29 September 2022

To: Okanagan Senate

From: Dr Kate Ross, Registrar

Re: 2022 Board of Governors By-Election Results (Okanagan Campus)

Set out below are results of the by-election to the Board of Governors held 26 June to 11 July 2022.

Okanagan Campus Faculty Representative

Further to the call for nominations issued on 19 May 2022 for a faculty member of the Okanagan Campus to fill one (1) vacancy on the Board of Governors for the remainder of the 2020-2023 triennium, five (5) valid nominations were received. Pursuant to Section 16 of the University Act, the following faculty member is elected as representative of the Okanagan Campus for a term ending 31 August 2023 and thereafter until a successor is elected:

- Marianne Legault, Associate Professor, Faculty of Creative and Critical Studies

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All vacancies have been filled in this by-election.



29 September 2022

To: Okanagan Senate

From: Dr Kate Ross, Registrar

Re: 2022 Student Senate Elections Results (Faculty of Education)

Set out below are the results of the 2022 Student Senate Elections for the Faculty of Education.

Student Representative of the Faculties to Senate

Further to the call for nominations issued on 15 August 2022 for a student of the Okanagan Campus to fill the one (1) position for a representative of the Faculty of Education on the Okanagan Senate, one (1) valid nomination was received. Therefore, pursuant to Section 15 of the University Act, the following student is acclaimed as elected as representative of the Faculty on the Okanagan Senate for a term beginning on 1 October 2022 and ending 30 September 2023 and thereafter until a successor is elected:

- Blair Visscher