

THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Secretariat

Senate and Curriculum Services

Enrolment Services

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Vancouver Senate

MINUTES OF SEPTEMBER 19, 2007

Attendance

Present: President S. J. Toope (Chair), Mr. B. J. Silzer (Secretary), Mr. T. Ahmed, Dr. N. Banthia, Dr. J. D. Berger, Dr. G. Bluman, Dean M. A. Bobinski, Prof. C. Boyle, Mr. P. T. Brady, Dr. J. Brander, Dr. H. Burt, Dr. L. Chui, Dr. J. Dennison, Ms. D. Diao, Vice-President D. Farrar, Dr. C. Friedrichs, Ms. M. Friesen, Mr. C. L. Gorman, Dr. S. Grayston, Dr. L. Gunderson, Dr. P. G. Harrison, Associate Vice-President J. Hutton, Dean M. Isaacson, Ms. J. Khangura, Dr. B. S. Lalli, Mr. T. Leaver, Mr. A. Lee, Dr. M. MacEntee, Dr. P. L. Marshall, Dr. T. McDaniels, Dr. A. McEachern (Chancellor), Dr. W. McKee, Dr. D. McLean, Mr. W. McNulty, Principal L. Nasmith, Mr. R. Pan, Dean S. Peacock, Mr. L. Powell, Mr. G. Rawle, Ms. E. Rennie, Dean J. Saddler, Dr. J. Sarra, Ms. A. Shaikh, Mr. B. Simpson, Dr. R. Sparks, Dr. B. Stelck, Dean G. Stuart, Mr. R. Taddei, Acting Principal J. Thompson, Dr. S. Thorne, Dean R. Tierney, Mr. H. Tse, Dr. M. Upadhyaya, Dr. R. A. Yaworsky, Dr. J. Young.

By invitation: Dr. A. Buchan (Faculty of Medicine), Dr. R. Cavell (Faculty of Arts), Dr. C. Fabian (Faculty of Medicine), Vice-Provost and Associate Vice-President A. Kindler, Mr. B. Goodmurphy (Alma Mater Society), Mr. M. Weiss (English Language Institute).

Regrets: Dr. P. Adebar, Dr. B. Arneil, Mr. J. Aulakh, Ms. S. Brkanovic, Dr. E. Dean, Dr. W. Dunford, Dr. S. Farris, Dr. D. Fielding, Dean N. Gallini, Dr. D. Griffin, Dr. R. Harrison, Dr. R. Helsley, Dr. R. Irwin, Dean M. Isman, Dr. J. Johnson, Ms. W. King, Dr. S. B. Knight, Mr. D. K. Leung, Mr. R. Lowe, Dr. A. McAfee, Dean D. Muzyka, Dr. D. Paterson, Dr. P. Potter, Dean *pro tem.* A. Rose, Dean C. Shuler, Dean R. Sindelar, Ms. M. Tee, Mr. B. Toosi, Dr. P. Ward, Dr. D. Weary, Dr. R. Wilson, Dr. R. Windsor-Liscombe.

Recording Secretary: Ms. L. M. Collins.

Call to Order

Senate Membership

Mr. Silzer announced the following membership changes.

NEW MEMBERS, EX OFFICIO

Dr. David Farrar, Vice-President, Academic & Provost

Dr. Louise Nasmith, Principal, College of Health Disciplines

Dr. James Thompson, Acting Principal, College for Interdisciplinary Studies

REPLACEMENT

Dr. Robert Sparks replaced resigning Senator Dr. Ian Franks as a representative of the Joint Faculties

Minutes of the Previous Meeting

*Dean Isaacson
Dr. McKee*

} *That the minutes of the meeting of May 16, 2007
be adopted as circulated.*

The Senate
acquiesced without
a vote.

Remarks from the Chair and Related Questions

CERTIFICATES OF APPRECIATION

President Toope presented certificates of appreciation to the following Senators who had completed their terms or had resigned:

- Dr. Lesley Bainbridge (in absentia);
- Dr. Ian Franks (in absentia);
- Associate Vice-President Jane Hutton;
- Dr. George Mackie.

NEW UBC VICE-PRESIDENTS

The President welcomed Dr. David Farrar, who had recently taken up his position as Vice-President, Academic & Provost and was attending his first meeting of the Senate. The President also

Remarks from the Chair and Related Questions, continued

noted the arrival on campus of Dr. Stephen Owen, who had been recently appointed Vice-President, External and Community Relations.

ADVOCACY FOR POST-SECONDARY EDUCATION

President Toope described a recent meeting he had attended at the invitation of Minister of Finance James Flaherty, where business leaders and members of various “think tanks” had come together to discuss the future of the Canadian economy. The President found it gratifying to observe that many CEOs were working to advance the case for post-secondary education as a way to produce thoughtful citizens and to support cultural, social, and economic innovation. The President described recent discussions with BC Minister of Finance Carole Taylor as open with respect to potential future investments in higher education. Although the President cautioned against false expectations, he felt that the tone was positive.

VICE-PRESIDENT, DEVELOPMENT AND ALUMNI ENGAGEMENT

President Toope reported that the search for a new Vice-President, Development and Alumni Engagement was proceeding satisfactorily, and that consultations were set to begin shortly. The President was pleased to report that approximately 1500 people had registered for a recent alumni weekend event, indicating progress toward increasing alumni connection to the University.

DEVELOPMENT UPDATE

The President was pleased to announce that, as of August 31, 2007, the University had received at total of \$55.5 million in gifts in this fiscal year, with another \$13.5 million in the final stages of confirmation. Many of these gifts had been secured through the hard work of deans, development officers, and department heads. The President gave a brief overview of recent donations in support of capital projects, leadership chairs, targeted areas of research, and student financial assistance. He was optimistic that there would soon be announcements about funding for the

Remarks from the Chair and Related Questions, continued

completion of the Museum of Anthropology Renewal Project, renovations for the Old Auditorium, as well as plans to create an alumni centre.

From the Board of Governors

The Senate received confirmation that the following recommendations of the Vancouver Senate had been approved as required under the *University Act* Sections 37 (l)(i) (o) and 38.

Senate Meeting of March 28, 2007

Curriculum proposals from the Faculty of Applied Science;

The establishment of three Chairs within the UBC Institute of Mental Health: the Sauder Chair in Child and Adolescent Psychiatry; the Sauder Chair in Geriatric Psychiatry and Depression; the Sauder Chair in Psychotherapy.

Senate Meeting of May 16, 2007

The disestablishment of the School of Rehabilitation Sciences and the establishment of the Department of Occupational Science and Occupational Therapy and the Department of Physical Therapy in the Faculty of Medicine;

Curriculum proposals from the Faculties of Arts, Dentistry, Graduate Studies, and Land & Food Systems;

New Awards;

Establishment of the Drug Research Institute.

Academic Policy Committee

Committee Chair Dr. Paul G. Harrison presented the Committee's reports.

SCHOOL OF PUBLIC AND POPULATION HEALTH IN THE FACULTY OF MEDICINE

The Academic Policy Committee had considered and approved in principle a proposal from the Faculty of Medicine to establish a School of Population and Public Health. The proposed School was to focus on five broad theme areas, with the aim of creating new knowledge concerning the biological, psychological, social, occupational and environmental determinants of health into improved health and quality of life for all. The Committee was of the opinion that an indication

Academic Policy Committee, continued

of support from Senate at this time would facilitate the process of consultation with other academic units. A full proposal was expected be submitted to the Academic Policy Committee and the Senate in the following months.

<i>Dr. P. G. Harrison</i>	}	<i>That Senate approve in principle the creation of a School of Population & Public Health in the Faculty of Medicine, with the proviso that a final proposal be considered and approved by Senate by December 2007 that outlines the academic governance and advisory structure of the school, its budgetary and funding implications for the University, and its ability and mandate to offer academic programs.</i>
<i>Dr. Burt</i>		

DISCUSSION

Dr. Harrison noted that the Committee was supportive of the proposal as a way to take better advantage of currently-distributed UBC expertise. He drew attention to the fact that the circulated document did not contain all of the details that would be required in order to grant a final approval on the establishment of the School, but that a full proposal was expected to be submitted within a relatively short time.

Dean Stuart described the domain of public and population health as being of great import at the national and international levels. He also noted that the University had also received signals from government about the need to better educate professionals in this area.

In response to a question from Dr. Brander about planned structural changes related to the establishment of the School, Dean Stuart reported that some of the details were yet to be worked out. The broad intent was to bring faculty members already engaged in this area together in a more synergistic, interdisciplinary way.

The motion was put
and carried.

Academic Policy Committee, continued

ACADEMIC CONCESSION POLICY

The Committee had circulated a proposal to revise the Calendar entry on Academic Concession, which had last been revised by the Senate in October 2006. The changes were intended to

1. Avoid a growing list of reasons for seeking academic concession that highlights some circumstances but not others that may be equally valid,
2. Ensure that students take responsibility for acknowledging personal circumstances that exist when classes start,
3. Further clarify the roles of the instructor and the dean/director, and
4. Expand the directions given to students on the supporting documentation required and the possible long-term implications of academic concession.

<i>Dr. P. G. Harrison</i>	}	<i>That the revised policy on Academic Concession be approved.</i>
<i>Dr. Yaworsky</i>		

DISCUSSION

With the consent of the assembly, Mr. Brendon Goodmurphy, Vice-President, Academic, Alma Mater Society (AMS), offered his comments on the proposal. Although he was of the opinion that some of the proposed changes were positive, he also expressed concerns as follows:

- The status of academic concession as either a privilege or a right. Mr. Goodmurphy stated the AMS had the policy that academic concession was a right, whereas the proposal described it as a privilege. He agreed that the granting of academic concession should not be automatic, but felt that the proposed language was unduly harsh. He requested that the policy be referred back to the Committee for clarification of this point.
- The statement that students might be asked to commit to an ongoing program of medical care. Mr. Goodmurphy expressed concern that the policy was not clear who could require that a student make such a commitment, and was uncertain that deans were qualified to make recommendations to students regarding personal health matters. Mr. Goodmurphy requested that the policy clarify the criteria that a dean might use to make decisions in such situations.
- The statement that students might be required to take a reduced course load. Following clarification from Dr. Harrison about the normal dialogue between a Faculty and the various student service units, e.g., the Student Health Service, involved with a given student's case, Mr. Goodmurphy expressed the opinion that the policy was not clear enough about how such decisions were to be made. Mr. Goodmurphy stated that he felt it was the student's right to make decisions about their course load and that he would be concerned about academic units imposing indefinite or permanent restrictions on registration.

Academic Policy Committee, continued

Given his concerns about the policy, Mr. Goodmurphy asked that the Senate refer the policy back to the Academic Policy Committee for further discussion.

There were questions from Senators about:

1. Whether the “privilege, not a right” language was necessary;
2. Whether the policy should be explicit about the need for decisions about course load restrictions to be made in consultation with other support services and not by deans alone; and
3. Whether the policy as written allowed sufficient flexibility for instructors and students to reach informal agreements on certain kinds of concession, e.g., the rescheduling of an examination during the same examination period. Dr. Harrison stated that Faculties may choose to more precisely define their processes in their own policies on academic concession.

MOTION TO REFER

*Dr. Yaworsky
Mr. Lee*

} *That the policy on Academic Concession be referred to the Academic Policy Committee to retain the significant improvements made over previous versions of the policy while also addressing issues raised today.*

Discussion on Motion to Refer

Mr. Brady suggested that Senators consider amending the policy, rather than referring it back to the Committee.

In response to a question from Dr. MacEntee about student consultation, Dr. Harrison stated that, while the Student Senate Caucus had received a previous draft of the policy, students had not been consulted to any greater degree than other members of the academy. Student Senate Caucus Chair Mr. Ahmed stated that the version Student Senators had received did not contain the “right vs. privilege” language. He noted that consultation with Student Senators as individuals did not imply that all students had been consulted.

Dr. Friedrichs spoke in favour of referral, describing the concerns raised as significant. He added that it would be difficult for the Senate to ultimately determine whether academic concession was a right or a privilege. He suggested that Senators would feel more comfortable voting on the motion to approve after soliciting and reviewing submissions from interested parties.

Academic Policy Committee, continued

Dr. Bluman spoke in favour of the report as written.

Dr. Sarra spoke in favour of referral, citing a lack of clarity about rights vs. privileges.

The motion to refer
was put and carried.

In response to a question from President Toope, Dr. Harrison stated that the Committee could bring a report on the matter to the October 2007 meeting of the Senate, pending the availability of those who needed to be consulted.

Admissions Committee

Committee Chair Dr. Berger presented the Committee's reports.

FACULTY OF MEDICINE: DOCTOR OF MEDICINE INTERVIEW FORMAT

The Committee had circulated a proposal to change the format of interviews for applicants to the Faculty of Medicine for the Doctor of Medicine program, commencing September 2008, from a panel interview model to the Multiple Mini-Interview (MMI) model.

The MMI model was described as follows:

The process consists of multiple circuits of 10 to 12 stations, each comprised of an eight-minute interview, with a two-minute break between stations. Content at each station may be delivered through a question or scenario format. Some medical schools performing the MMI have also included an actor station, a collaboration station, a writing station and/or an audio-visual station. Rest stations are usually incorporated into the circuit, with some schools adding research stations into the mix as well. The interview pool is made up of clinicians, academics, medical students and community members.

Admissions Committee, continued

The advantages of the MMI model over the panel interview were listed as follows:

1. Increasing data in the literature for reliability and predictability;
2. Multiple Biopsy” concept based on OSCE (Objective Structured Clinical Examination) format, the well known clinical examination tool;
3. Structured format;
4. Flexibility; interviewers may participate at varying levels of time commitments;
5. Structured, yet simple, marking system;
6. More defensible; less subjective commentary;
7. Compatible with the distributed model; MMI can be delivered at the distributed sites simultaneously or at different times;
8. More economical.

The Admissions Committee had reviewed and approved the Faculty of Medicine's recommendation that the admissions interview format for applicants to the Doctor of Medicine program be changed from a panel interview model to the Multiple Mini-Interview (MMI) model.

<i>Dr. Berger</i>	}	<i>That the Senate approve the proposed changes to the admissions interview format for the Doctor of Medicine program.</i>
<i>Dr. MacEntee</i>		

DISCUSSION

With the consent of the assembly, the Chair recognized Dr. Clifford Fabian, Associate Dean, MD Undergraduate Program, Faculty of Medicine.

In response to questions from Dr. Bluman, Dr. Fabian stated that the number of interviewees would range from 620 to 650 each year, and that interviewers would be selected and trained using a very structured process.

Dr. Lalli stated that it was more important to admit students who would best serve society, rather than worry about costs of the interview process. He expressed the opinion that there would be less bias in a group interview than in individual interviews. He also cited an apparent lack of flexibility in the proposed model. Dr. Fabian stated that the decision to propose the MMI model

Admissions Committee, continued

had been based on extensive literature describing its effectiveness. McMaster University had implemented the MMI model in 2001, and had found good predictability of success with most parts of the medical school curriculum. Responding to Dr. Lalli's concerns about flexibility, Dr. Fabian stated that interviews currently took place under a much less flexible five-day period than would the interviews under the proposed format. MMI interviews could take place over a number of days at a variety of sites.

Ms. Khangura asked whether it might be useful to specify the normal city location for interviews. Dr. Fabian replied that, which the first round of interviews would take place in Vancouver, future locations were uncertain. In response to questions from Ms. Khangura about the security of the questions, Dr. Fabian stated that interviews would draw from a huge bank of questions. Although some research had shown that scores were usually not significantly higher if applicants know the questions in advance, the Faculty planned to change the questions within and between interview periods to ensure fairness.

In response to questions about how much information will be made available to applicants, Dr. Fabian stated that the Faculty had not yet determined exactly how much transparency would be optimal. In response to questions about possible conflict of interest, Dr. Fabian stated that interviewers would check over their candidate lists to ensure the absence of any acquaintances. Should a candidate known to the interviewer present themselves at an interview station, the process allowed for the candidate to skip that particular station without penalty.

The motion was put
and carried.

CONDITIONAL ADMISSION PROGRAM FOR APPLICANTS WITHOUT THE REQUIRED PROFICIENCY IN ENGLISH

The Committee had circulated a proposal to establish a Conditional Admission Program for highly qualified applicants who do not meet the English Language Admission Standard (ELAS)

Admissions Committee, continued

or Language Proficiency Index (LPI). Applicants offered conditional admission would be expected to meet ELAS and LPI requirements within one year of study.

<i>Dr. Berger</i>	}	<i>That the Senate approve the Conditional Undergraduate Admission Program.</i>
<i>Associate Vice-</i>		
<i>President Hutton</i>		

DISCUSSION

With the consent of the assembly, the Chair recognized Dr. Anna Kindler, Vice-Provost and Associate Vice-President, Academic Affairs.

Dr. Berger pointed out that there were still some implementation issues to be resolved, particularly with respect to the role of Enrolment Services at various points in the process.

Dr. Lalli described the proposal as a wonderful idea. He stated that he was personally familiar with a brilliant applicant to a doctoral program who had fallen short on the TOEFL test by two marks, and that this kind of program would be perfect in such a circumstance.

In response to a question from a Student Senator, Associate Vice-President Kindler stated that students would remain in the Continuing Studies program for one to three terms, depending on individual needs. Students would enter degree studies at the beginning of a term, rather than in the middle.

In response to a question from Dr. P. G. Harrison, Associate Vice-President Kindler confirmed that a Calendar entry on the program would come to Senate for approval at a later date. There was general consensus that a Calendar entry would be required.

In response to a question from Dr. Gunderson about who would determine whether a given student could be reasonably expected to meet the required standard within one year, Dr. Kindler

Admissions Committee, continued

stated that applicants would need to meet the minimum entry scores listed in Appendix 3 of the report in order to be eligible for admission to the program.

The motion was put
and carried.

REVOCATION OF OFFERS OF ADMISSION BASED ON INTERIM GRADES

Dr. Berger gave an oral report on recent events relating to the revocation of offers of admission based on interim grades. He stated that conditional offers of admission based on interim grades have been subject to confirmation in August if the student's final grades met or exceeded a stated minimum. During the summer of 2007, the Vice-President, Academic & Provost *pro tem.* had made the decision that the revocation of such offers would be severely curtailed. Offers would only be revoked if the initial offer had been made based on incorrect information or if the student's grade average did not meet the published University minimum for admission.

Dr. Berger stated that, given the late receipt of BC provincial examination grades, students in previous years have sometimes found their offers revoked at a late date when there were few other options available. Dr. Berger stated that Dr. Isaacson, Dean of the Faculty of Applied Science, had expressed concern that the Senate ought to have approved a corresponding change in admissions policy prior to implementation, and that the University's actions were inconsistent with the letters of offer.

The Admissions Committee had discussed the matter and agreed that some policy changes should be considered by the Committee and then brought to the Senate for final approval. Dr. Berger stated that, because the current Calendar was silent on this aspect of offer revocation, the decision to stop revoking offers had not violated a published policy or regulation.

Dr. Berger stated that a working group on the use of provincial examinations as admission requirements for BC students had recently completed its work and submitted a report to the

Admissions Committee, continued

Admissions Committee. The Committee was of the opinion that questions about provincial examinations and offers based on interim grades were related and ought to be considered together. Dr. Berger anticipated that the Committee would be ready to report the Senate on provincial examinations within the following two months.

Dean Isaacson expressed his appreciation to Dr. Berger for agreeing to bring his concerns to the attention of the Senate. Dean Isaacson stated that he hoped for a thorough assessment of the issue by the Admissions Committee and looked forward to the eventual Senate report. He added that, although the Calendar may be silent on certain issues, the ultimate decision-making authority on admissions issues had been assigned to the Senate under the *University Act*. He stated that the sudden change to past practice on admissions offers had resulted in harm being done to some students in the Faculty of Applied Science.

As a related issue, Dean Isaacson reported that the Nominating Committee and the Agenda Committee were working together with the Secretariat to propose that a set of operating procedures be developed for each Senate Committee to more explicitly define committee roles and responsibilities.

Agenda Committee

Committee Chair Dean Isaacson presented the report on behalf of the Committee.

VANCOUVER SENATE ANNUAL REPORT 2006/2007

Please see also 'Appendix A: Vancouver Senate Annual Report 2006/2007.'

The Committee had circulated for information the previous year's Vancouver Senate Annual Report. Dean Isaacson noted that this report would be published in UBC Reports, as had happened during the previous year. Dean Isaacson reported that, in the previous year, the Senate Secretariat did not have a budget sufficient to provide for the publication of the Annual Report. He was pleased to report that the President, in consultation with the appropriate Vice-Presidents, had

Agenda Committee, continued

approved a notable budget increase for the operation of the Senate Secretariat, which supports the Vancouver Senate, the Okanagan Senate, and the Council of Senates.

Curriculum Committee

Please see also 'Appendix B: Curriculum Summary.'

Committee Chair Dr. Marshall presented the curriculum proposals for approval.

<i>Dr. Marshall</i>	}	<i>That the Senate approve the new and changed courses and changed programs brought forward by the Faculties of Arts, Commerce & Business Administration, Graduate Studies (Applied Science, Arts, College for Interdisciplinary Studies, Education, Commerce & Business Administration), Law, and Science.</i>
<i>Ms. Friesen</i>		

Carried.

Nominating Committee

Committee member Dean Isaacson presented the report.

ADJUSTMENTS TO SENATE COMMITTEES

The Committee had circulated the following proposed Committee membership adjustments.

1. Academic Building Needs
Add Mr. Dean Leung to replace Dr. Ian Franks
2. Agenda Committee
Add Principal Louise Nasmith to replace Principal *pro tem.* Leslie Bainbridge
3. Library Committee
Add Dr. Nemkumar Banthia to fill vacancy
4. Tributes Committee
Add Principal Louise Nasmith to replace Principal *pro tem.* Leslie Bainbridge
5. Council of Senates Vancouver Representative Committee Four
Add Ms. Aidha Shaikh to fill vacancy

<i>Dean Isaacson</i>	}	<i>That Senate approve the revisions to the membership of Committees of Senate.</i>
<i>Mr. Gorman</i>		

Nominating Committee, continued

Carried.

SENATE RATIFICATION OF NOMINATING COMMITTEE APPOINTMENTS TO THE AD-HOC COMMITTEE ON ACADEMIC ADVISING ISSUES RELATING TO A CULTURALLY-DIVERSE STUDENT BODY.

<i>Dean Isaacson</i>	}	<i>That Senate ratify the decision of the Nominating Committee to appoint the following persons to the Ad-Hoc Committee on Academic Advising Issues Relating to a Culturally-Diverse Student Body and adjust the Committee's composition as set out below.</i>
<i>Mr. Pan</i>		

AD-HOC COMMITTEE ON ACADEMIC ADVISING ISSUES RELATED TO A CULTURALLY-DIVERSE STUDENT BODY

- Dr. Elizabeth Dean, Senator, Faculty of Medicine
- Dr. Paul Harrison, Senator, Faculty of Science
- Dr. Ronald Yaworsky, Senator, Convocation
- Dr. Robert Tierney, Senator, Dean of Education
- Dr. Timothy McDaniels, Senator, College for Interdisciplinary Studies (School of Community and Regional Planning)
- Dr. George Bluman, Senator, Faculty of Science
- Ms. Janet Mee, Director, Access & Diversity Office
- Mr. Brendon Goodmurphy, Vice-President Academic, UBC Alma Mater Society; Student, Faculty of Arts
- Ms. Mackie Chase, Director, UBC Centre for Intercultural Communication

The Nominating Committee notes that the composition of the Ad-Hoc Committee on Academic Advising Issues Relating to a Culturally-Diverse Student Body was originally established as seven Senators and two non-members of Senate. The Committee requests leave of Senate to amend that composition to be six Senators and three non-members of Senate to allow for the inclusion of Ms. Chase, an acknowledged expert in the area of the committee's remit, without making the Committee too large.

The motion was put
and carried.

Tributes Committee

Committee Chair Dr. Thorne presented the reports.

POLICY ON EMERITUS STATUS FOR CLINICAL FACULTY

The Committee had circulated the following proposed policy change.

Please find attached a proposal to revise the current Senate policy on Emeritus Status with respect to the eligibility of clinical faculty. The proposed policy creates some explicit limits on such appointments in the Faculty of Medicine and also permits the possibility of comparable cases being made for exceptional cases of adjunct or honorary professors in other Faculties.

Recommendation: That the Senate policy on Emeritus Status, as approved by the Senate on February 22, 2006, be amended such that the following sentence:

Individuals holding Clinical appointments in the Faculty of Medicine must have had 15 years of continuous service to qualify.

is replaced by the following:

Individuals holding Clinical appointments in the Faculty of Medicine, and those holding Clinical or equivalent Honorary or Adjunct appointments in other Faculties, may be eligible for emeritus/emerita status at the time of retirement from active University service if they are recommended by their Deans and Departments and meet the following criteria: a) at least 15 years of continuous service, and b) hold the rank of Clinical Associate Professor or Clinical Professor or demonstrate a scholarly record that has been reviewed at the Department and Faculty levels according to established university procedures for the equivalent level, and c) demonstrate service that is strongly identified with the University of British Columbia and deemed worthy of continuing recognition.

<i>Dr. Thorne</i>	}	<i>That the Senate approve the change to the Senate policy on Emeritus/Emerita Status as recommended by the Tributes Committee.</i>
<i>Associate Vice-</i>		
<i>President Hutton</i>		

DISCUSSION

In response to a question from Mr. Brady about the phrase “may be eligible,” Dr. Thorne confirmed that recommendation for emeritus status would not be automatic. Although it was not the

Tributes Committee, continued

intent of the Committee to deny the status to any qualified individual, Dr. Thorne expressed the opinion that it was important not to give the impression that such appointments were guaranteed.

The motion was put
and carried.

CANDIDATE FOR EMERITUS STATUS

<i>Dr. Thorne</i>	}	<i>That Senate approve Dr. Michael Vernier for emeritus status with the rank of Clinical Associate Professor Emeritus of Health Care and Epidemiology.</i>
<i>Dr. Dennison</i>		

Carried.

REGALIA COLOURS FOR THE MASTER OF NURSING (NURSE PRACTITIONER)

The Senate Tributes Committee recommended to Senate the approval of the following regalia, i.e., hood colour, for the Master of Nursing (Nurse Practitioner):

Fully lined scarlet with blue and white cord.

<i>Dr. Thorne</i>	}	<i>That the Senate approve the regalia for the Master of Nursing (Nurse Practitioner), as recommended by the Tributes Committee.</i>
<i>Dean Isaacson</i>		

Carried.

MEMORIAL MINUTES

Dr. Thorne read out the following memorial minutes prepared by the Tributes Committee in honour of former Senators who had recently passed away. Dr. Thorne acknowledged the presence of Senator Dr. Helen Burt, wife of the late Dr. R. Grant Ingram.

Dr. R. Grant Ingram

Dr. Grant Ingram came to the University of British Columbia in 1997 as the founding Principal of St. John's College. He also served as Associate Dean (Strategic Planning and Research) and Dean pro tem. in the Faculty of Science and most recently, as the Principal for the College for Interdisciplinary Studies. Before joining the UBC community, he had been Chair of the Institute of Oceanography and Professor in the Depart-

Tributes Committee, continued

ment of Atmospheric and Oceanic Sciences at McGill University. He obtained his PhD in the joint program of the Massachusetts Institute of Technology and Woods Hole Oceanographic Institution, and his B.Sc. and M.Sc. from McGill.

Dr. Ingram was named 2006 Fellow of the Oceanography Society for “insightful studies of physical processes and physical/biological coupling in extreme polar regions and for untiring service to the oceanographic community.” In the same year, he was also distinguished as a Fellow of the Canadian Meteorological and Oceanographic Society for his “leadership in linking physical and biological oceanography, and his wide-ranging service and research contributions to Arctic oceanography.” His scholarly expertise was especially germane, given the current international focus on climate change.

Dr. Ingram enriched the lives of many UBC students and was an outstanding teacher and mentor. His scholarly contributions to the world of earth and ocean sciences, along with truly remarkable and selfless administrative services to the university are accomplishments that bring tremendous pride to all those who have known him.

Dr. Robert Mills Clark

Born in Vancouver, Dr. Clark earned a Bachelor of Commerce (1941) and Bachelor of Arts (Honours) Economics (1942), both at UBC and in 1946, he completed his Ph.D. at Harvard University. Dr. Clark was a member of Department of Economics from 1946 to 1985 and especially enjoyed teaching government finance. Throughout his 40 year career at the university, he published numerous texts on finance and economic security and also served on three provincial commissions of inquiry on public finance issues.

Actively involved in the administration of the university, Dr. Clark was appointed as University Planner in 1966 was served as a member of both the Senate and Board of Governors. He also dedicated his time and efforts to the Vancouver School of Theology, Regent College and the Vancouver Board of Trade. He was awarded the Confederation Medal by the federal government in 1991 for outstanding service to the people of Canada. In retirement, Dr. Clark remained actively engaged in civic affairs and remained passionate about contributing to a just and united Canada and to the betterment of society.

Dr. William Robert Wyman, O.C.

Dr. Wyman graduated with a Bachelor of Commerce from UBC in 1956 and was awarded an honorary Doctor of Laws in 1987. He went on to serve as Chairman of Finning International and Suncore Inc. and as Chairman and CEO of B.C. Hydro.

Dr. Wyman was a prominent advocate for corporate social responsibility and was widely respected throughout the investment community for the leadership of Pemberton Securities and RBC Dominion Securities Inc. During his tenure as Chair of Suncore Energy's Board of Directors, he encouraged the company to establish a foundation that has since donated millions of dollars to Canadian charities.

Tributes Committee, continued

Dr. Wyman played a vital role in fostering the relationship between the university and the broader community. As Chancellor of UBC, he spent close to two decades working to ensure the future of post-secondary education and research as a trustee of the Killam Estate Trust. In 2002, he was presented with the Queen's Golden Jubilee Medal and in 2004, was appointed to the Order of Canada. Both awards were made in recognition of the significant contributions he made to his community and Canada.

<i>Dr. Thorne</i>	}	<i>That the Memorial Minutes for Dr. Robert M. Clark, Dr. R. Grant Ingram and Dr. W. Robert Wyman be entered into the Minutes of Senate and that a copy of the memorial minutes be sent to the families of the deceased.</i>
<i>Dr. Dennison</i>		

Carried.

PROCEDURES AND CRITERIA FOR GRANTING HONORARY DEGREES

Please see also 'Appendix C: Procedures and Criteria for Granting Honorary Degrees.'

The Committee had circulated the report of the President's Advisory Committee on Honorary Degrees, as it had been submitted to President Toope in July 2007. Since that time, the President had accepted the recommendations regarding procedures and criteria for granting honorary degrees. The report, also endorsed by the Tributes Committee, was thus presented to Senate for information.

President Toope remarked on the inconsistency in the number and types of nominations and the kinds of supporting materials submitted by nominators in past years, and encouraged Senates to consider bringing forward complete nomination packages for candidates whom the University would be proud to honour.

Reports from the Vice-President, Academic & Provost

Vice-President Farrar presented the reports.

NAME CHANGE FROM THE SCHOOL OF OCCUPATIONAL & ENVIRONMENTAL HYGIENE TO THE SCHOOL OF ENVIRONMENTAL HEALTH

Vice-President Farrar presented the proposal for a change in name. The proposal described the change as based on three main reasons:

1. For the past year the School had been actively working to increase the pool of graduate student applicants to its M.Sc. and Ph.D. programs. A recurring theme in these efforts has been unfamiliarity with the meaning of the term “hygiene” and that this is a barrier to student recruitment.
2. The School has evolved as a focal point for collaborative efforts within UBC regarding occupational and environmental health, and is recognized within Canada and internationally for environmental and occupational health research, education, and practice.
3. Most similar programs at other institutions have removed the term “hygiene” from their names.

The College for Interdisciplinary Studies strongly supported the change in name. The College had consulted widely with all units that work in closely related areas or with whom the School has jointly appointed or associate faculty.

*Vice-President
Farrar
A/Principal
Thompson*

*} That the Senate approve the change in name
from School of Occupational and
Environmental Hygiene to School of
Environmental Health, effective September 19,
2007.*

Carried.

Reports from the Vice-President, Academic & Provost, continued

SUNNY HILL HEALTH CENTRE BC LEADERSHIP CHAIR IN CHILD DEVELOPMENT

<i>Vice-President Farrar A/Principal Thompson</i>	}	<i>That the Senate approve the establishment of the Sunny Hill Health Centre BC Leadership Chair in Child Development, made possible by endowment funding from the BC Children's Hospital/Sunny Hill Foundation and the BC provincial government's Leading Edge Endowment Award.</i>
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Carried.

UBC/PROVIDENCE HEALTH CARE BC LEADERSHIP CHAIR IN ADDICTION RESEARCH

<i>Vice-President Farrar Mr. Rawle</i>	}	<i>That the Senate approve the establishment of the University of British Columbia/Providence Health Care British Columbia Leadership Chair in Addiction Research, made possible by endowment funding from the St. Paul's Hospital Foundation and the BC provincial government's Leading Edge Endowment Fund.</i>
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Carried.

BC LEADERSHIP CHAIR IN ADVANCED FOREST PRODUCTS MANUFACTURING TECHNOLOGY

<i>Vice-President Farrar Dean Saddler</i>	}	<i>That the Senate approve the establishment of the BC Leadership Chair in Advanced Forest Products Manufacturing Technology, made possible by funding from the Canadian Forest Service, FPInnovations, Tolko Industries, Viance, the UBC Centre for Advanced Wood Processing Endowment, and the provincial government's Leading Edge Endowment Fund.</i>
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Carried.

Other Business

CONGRESS OF THE HUMANITIES & SOCIAL SCIENCES

Upon the recommendation of Vice-President Farrar and with the consent of the assembly, the Chair recognized guest speaker Dr. Richard Cavell. Dr. Cavell gave a brief presentation about the upcoming Congress of the Humanities & Social Sciences.

The 2008 Congress of the Humanities and Social Sciences was described as Canada's largest multi-disciplinary academic meeting. This major national event – a congress of about 70 conferences – was to be held May 31st to June 8th, 2008. This event was expected to attract over 8,000 delegates, with approximately 3,000 of them on campus at any given time.

UBC was to host the Congress in co-operation with the Canadian Federation of the Humanities and Social Sciences, an umbrella organization of 66 scholarly associations and 69 universities and colleges and comprising more than 50,000 scholars, students and practitioners across Canada. UBC had hosted Congress three times before – in 1948, 1965 and in 1983.

Congress 2008 was expected to attract international, national and local media attention, enhancing the reputation of UBC, the Federation, the City of Vancouver, and the Province of British Columbia.

Dr. Cavell stated that Classroom Services had been very helpful by identifying 217 classrooms across campus for use by Congress participants. In order to make those classrooms available, some regularly scheduled class meetings had to be shifted to the evening. Classroom Services also planned to approach Faculties about the possibility of access to restricted spaces for use during the Congress.

Dr. Cavell reported that the Congress website (<http://www.fedcan.ca/congress2008/>) would be accessible after September 27.

Other Business, continued

MACMILLAN LIBRARY CLOSURE

In response to concerns raised by Student Senators about the recent decision to close the Macmillan Library, the Senate referred the matter to the Library Committee with the request that the Committee report on this matter at the next regular meeting of the Senate.

Tributes Committee -- in camera

CANDIDATE FOR HONORARY DEGREE

Upon recommendation of the Tributes Committee, the Senate approved one candidate for an honorary degree. The name of that candidate will be publicly announced at such time as the candidate accepts the University's invitation to attend a future ceremony to accept the degree.

Adjournment

There being no further business, the meeting was adjourned. The following regular meeting of the Senate was scheduled to take place on Wednesday, October 17, 2007 at 7:00 p.m.

APPENDIX A: VANCOUVER SENATE ANNUAL REPORT 2006/2007

Introduction

The Vancouver Senate conducted a review of its activities during the 2004/2005 academic year. In its May 2005 report, the ad hoc Senate Committee that undertook the review observed a need to raise awareness of the Senate's role and activities within the University. To help address this need, the Senate Secretariat and the Senate Agenda Committee were asked to compile an annual report on the activities of the Vancouver Senate for the information of the University community. This is the second such annual report.

Background

The Vancouver Senate is established and vested with responsibilities related to the academic governance of the University under the *University Act*, R.S.B.C. 1996, c. 468. The Vancouver Senate is responsible for matters relating to the Vancouver campus, while the Okanagan Senate is responsible for UBC Okanagan and the Council of Senates considers matters relevant to the broader UBC system.

The Vancouver Senate has 90 members, including faculty members, student senators, convocation senators, representatives of affiliated theological colleges, and senior administrators of the University, including the President as Chair of the Senate, the Chancellor, the Vice-President Academic, the University Librarian, 12 Deans and two Principals. The Senate has 12 standing committees that perform much of the Senate's work. Committees deliver reports for information, discussion and/or approval. Some of these reports are annual reports on committee activities, some present routine matters for the approval of Senate, while others address more *ad hoc* matters for particular consideration or decision.

The Senate schedules nine meetings per academic year. During 2006/2007, the Senate met seven times from September 2006 through May 2007. Meetings of the Senate are generally open to the public, with a few matters being considered in closed session. The 2006/2007 year was the second year of a three-year Senate electoral term.

Regular Activities of Senate

Matters considered by the Vancouver Senate during the 2006/2007 year included the following:

The Curriculum Committee and/or Admissions Committees brought forward matters relating to admissions policy and over 950 curriculum changes, including new and revised degree and diploma programs and their related courses. New degrees included:

- Master of Science and Doctor of Philosophy in Cell and Developmental Biology;
- Master of Nursing;
- Master of Laws in Common Law; and

Appendix A, continued

- Master of Digital Media -- offered at the Great Northern Way Campus in collaboration with UBC, Simon Fraser University, The Emily Carr Institute for Art + Design and the British Columbia Institute of Technology (see also under “Great Northern Way Campus” below).

In February 2006, the Admissions Committee presented for approval the enrolment targets by Faculty and program for the 2007/2008 academic year.

The Academic Building Needs Committee expressed the intent to expand its role to include an increased influence on project-specific development approvals as well as greater involvement in considering the impact of building projects on the academic enterprise.

The Student Awards Committee recommended for approval 132 new scholarships, bursaries, prizes, and awards representing over \$450,000 annually in support of UBC students. In addition to the above-mentioned awards, the Senate approved the establishment of the Pacific Graduate Century Scholarships, funded by the Province of British Columbia.

The Nominating Committee recommended appointments to Senate committees and to the Council of Senates. The Committee also undertook its annual review of the terms of reference of Senate committees and recommended several adjustments.

Based on recommendations from the Vice-President Academic & Provost, the Senate:

1. Approved and recommended for approval by the Board of Governors the establishment of one new centre and one new institute, and received information about one other new centre.
2. Approved and recommended for approval by the Board of Governors the establishment of six Chairs.

At the November and May meetings, the Associate Vice-President, Enrolment Services & Registrar presented for approval lists of candidates for degrees and diplomas. The Vancouver Senate granted a total of over 9,200 degrees and diplomas. The Associate Vice-President Enrolment Services & Registrar also submitted for information dates relating to the 2007/2008 Academic Year (January meeting).

In closed session, the Tributes Committee recommended a list of candidates for honorary degrees, which the Senate discussed and approved. The Tributes Committee also recommended 84 individuals for emeritus status, recommended approval of regalia colours for a new degree program, and prepared a short tribute known as a “memorial minute” for a former Senator who had recently passed away.

Under authority delegated by the Senate, the Committee on Appeals on Academic Standing and the Committee on Student Appeals on Academic Discipline heard 14 and four student appeals, respectively. The observations of the Committee on Appeals on Academic Standing led to the creation of an ad hoc committee to consider issues related to advising and cultural diversity (see also under “Establishment of Ad Hoc Committees” below).

The Senate received information about planned enhancements to communication and interaction between the Senate and the Board of Governors.

Annual reports were presented by the Committee on Student Appeals on Academic Discipline,

Appendix A, continued

the Committee on Appeals on Academic Standing, the Council of Senates Budget Committee, the University Librarian, and the Institute for the Scholarship of Teaching & Learning. At the October meeting, the Associate Vice-President, Finance presented for information the University's financial statements for the 2005/2006 fiscal year.

UBC Okanagan and the Vancouver Senate

With the Okanagan Senate and the Council of Senates well established and operational, the Vancouver Senate undertook less activity related to UBC Okanagan in comparison to the two previous years. A few transitional themes remain.

At the September meeting, the Senate accepted a joint Okanagan/Vancouver recommendation to increase each Senate's representation on the Council of Senates from eight members to 13, while remaining consistent with the *University Act*.

College for Interdisciplinary Studies

Beginning at the September meeting, the Senate and its Academic Policy Committee participated in several discussions about the future of interdisciplinarity and the Faculty of Graduate Studies. These discussions culminated in a recommendation to establish and assign powers to a College for Interdisciplinary Studies. The College was established effective January 1, 2007. The Senate enlarged its membership to include the following representatives for the College: the College Principal, two elected faculty members, and one elected student member. As well, a twelfth Convocation Senator was added to the Senate at its February 2007 meeting.

Great Northern Way Campus

The Academic Policy Committee, the Curriculum Committee, and the Admissions Committee were all engaged in discussions about the emerging academic program at the Great Northern Way Campus, which is a collaborative effort between four BC post-secondary institutions. The Senate ultimately approved a model for academic governance and the administration of degree programs, as well as the first new program: the Master of Digital Media (MDM). These approvals are particularly notable because they coincided with approvals by the three other partner institutions – Simon Fraser University, the British Columbia Institute of Technology, and the Emily Carr Institute of Art + Design – in time for the MDM program to accept its first intake in September 2007.

Participation in U21 Global

The ad hoc Committee for the Review of U21 Global delivered its report at the January meeting. U21Global is a joint venture between Thomson Learning (a division of the Thomson Corporation) and 19 of the 20 universities in the international consortium known as Universitas 21. The Senate endorsed recommendations that the University make no further investments in U21 Global and withdraw its participation from this venture. The Senate forwarded these recommendations to the Board of Governors.

Appendix A, continued

Academic Policy Development and Revision

Upon recommendation of the Academic Policy Committee, the Senate approved revised policies on Membership in the Faculty of Graduate Studies, Viewing Marked Examinations, and Academic Concession. Further recommendations to revise the policy on Academic Concession are expected during the 2007/2008 academic year. At the November meeting, the Academic Policy Committee presented a new policy on Procedures for the Review of Administrative Units. The Senate requested changes to this draft policy prior to consideration for approval and discussion is expected to continue during the 2007/2008 academic year.

At the May meeting, the Teaching and Learning Committee presented for approval a new Policy on Student Evaluation of Teaching, following an extended period of consultation. The Senate approved this comprehensive policy, which includes guiding principles, a model for implementation, stipulations about access to and dissemination of results, and assignment of various responsibilities.

Term Modification for the Vancouver 2010 Winter Olympic Games

Upon recommendation of the Academic Policy Committee at the May meeting, the Senate modified the 2009/2010 Academic Year to extend the February 2010 midterm break for the period of the Vancouver 2010 Winter Olympic Games.

Establishment of Ad Hoc Committees

The Senate established two ad hoc Committees with reporting deadlines as follows:

1. Ad Hoc Committee on Writing and Communication Skills (report due December 2007); and
2. Ad Hoc Committee on Academic Advising Issues Relating to a Culturally-Diverse Student Body (report due April 2008).

Concluding Remarks

Overall, the Vancouver Senate had an active year, dealing with both routine and ad hoc business. The 2007/2008 academic year will be the last of a three-year Senate term, with the next Senate term beginning on September 1, 2008.

APPENDIX B: CURRICULUM SUMMARY

Faculty of Arts

The following new course:

- a. ASIC 200 (3) Global Issues in the Arts and Sciences

Faculty of Commerce & Business Administration

The following new courses:

- a. BUSI 344 (3) Statistical and Computer Applications in Valuation
- b. BUSI 499 (6) Income Property Guided Case Study
- c. COHR 435 (1.5) Governance for the Family Business
- d. COMM 284 (3) Chinook Work Placement
- e. COMM 466 (6) New Venture Design

Faculty of Graduate Studies (and graduate programs administered by the disciplinary Faculties)

APPLIED SCIENCE

EECE 527 (3) Advanced Computer Architecture

ARTS

ASIA 506 (3) Topics In Chinese Linguistics And Sociolinguistics

ASIA 507 (3) Topics In Chinese Applied Linguistics

ASIA 587 (3) The Choson Dynasty New Course

COLLEGE FOR INTERDISCIPLINARY STUDIES

IAR 508 (3) The City and the National Imagination

IAR 512 (3) Multinational Firms and Policy Issues in Asia-Pacific

EDUCATION

CNPS 568 (3) Applied Developmental Neuropsychology

CNPS 569 (3) Social Psychological Foundations in Applied Psychology

CNPS 535 (3) Perspectives on Adult Psychopathology in Counselling

EPSE 507 (3) Applied Child and Adolescent Psychopathology

EPSE 531 (3) Curriculum-Based Assessment and Intervention

EPSE 568 (3) Applied Developmental Neuropsychology

EPSE 569 (3) Social Psychological Foundations in Applied Psychology

EPSE 589 (9) Masters Internship in School Psychology

EPSE 632 (3) Systems Change in Schools

EPSE 633 (3) Community-Based Services

EPSE 687 (3-12)D Doctoral Practicum In School Psychology

EPSE 688 (3/6)D Supervision of School Psychology Practice.

EPSE 689 (9) Pre-Doctoral Internship in School Psychology

CUST 570 (3) Arts-Based Educational Research: A/r/tography

Appendix B, continued

GRADUATE STUDIES

IISGP Individual Interdisciplinary Studies Graduate Program

Program name change, drop “individual”

COMMERCE & BUSINESS ADMINISTRATION

MBA Master of Business Administration: Allowance for two specializations per student

COMM 623 Qualitative Research Methods in Organizations

FACULTY OF LAW

The following new courses:

- a. LAW 321 (2-4) d Law of Armed Conflict
- b. LAW 372 (2-4) d Topics in Social Justice
- c. LAW 386 (2-4) d Sustainable Development Law
- d. LAW 451 (2-4) d Law of the Olympic Games

FACULTY OF SCIENCE

The following new and changed courses:

ASIC 200 (3) Global Issues in the Arts and Sciences

BIOL 426 (3) Mammalogy

BIOL 427 (3) Ornithology and Herpetology

EOSC 212 (3) Topics in the Earth and Planetary Sciences

EOSC 256 (3) Earthquakes

EOSC 453 (3) Physics of the Earth and Other Planets

GEOG 443 (3) Student Directed Seminars in Physical Geography

MATH 190 (4) Calculus Survey

PHYS 408 (4) Optics

STAT 100 (3) Statistical Thinking

APPENDIX C: PROCEDURES AND CRITERIA FOR GRANTING HONORARY DEGREES

PREAMBLE

Since the creation of UBC Okanagan in 2005, and considering the authority of UBC's two Senates - the Vancouver Senate and the Okanagan Senate - to confer honorary degrees, it was deemed desirable to review the procedures relating to such degrees. Such a review also provides a useful opportunity to revise the current criteria so as to ensure that UBC honorary degrees at both campuses are granted under standards that are consistent with those of the best universities in the world; and to address any procedural matters that have been identified over the last few years.

Accordingly, a President's Advisory Committee has been established to review UBC's approach to identifying candidates for honorary degrees and their presentation for approval by each of the Senates. The terms of reference of the Committee indicate that it should give attention to the following matters:

- the criteria for awarding honorary degrees;
- the procedures for soliciting nominations;
- the format of the nomination dossiers and related materials;
- guiding principles and procedures for use by Senate committees in assessing the dossiers and making recommendations;
- the nature and extent of any relationship between the practices at UBCO and UBCV;
- communications between Ceremonies, Public Affairs, the Secretariat to the Senates, the relevant Committees, and the President;
- staff support for the above activities;
- the budgetary impact of any recommendations that are made.

Consistent with the above terms of reference, the present advisory committee has not attended to aspects relating to honorary degrees that arise beyond the approval of the two Senates (i.e. subsequent communications with recipients; the format of convocation ceremonies; etc.)

The Committee membership is:

- Michael Isaacson
- Jane Hutton
- Sally Thorne

The Director of Ceremonies and the Assistant Registrar, Senate & Curriculum Services are advisory to the Committee.

The Committee met with President Toope, and thereafter formulated a set of guidelines as provided in this report.

Appendix C, continued

GUIDELINES

- **Committee membership.** The responsibility for soliciting nominations and bringing forward recommendations should continue to be undertaken, separately, by the Tributes Committee of the Vancouver Senate and the Policies and Procedures Committee of the Okanagan Senate. The President and Chancellor should both be voting members of both committees with respect to honorary degree considerations, and should normally be present for deliberations on such matters. The Chairs of the two Committees should confer occasionally so as to ensure a suitable coordination of the activities of the two committees.
- **Committee Support.** As a shift to current practice, and recognizing that the solicitation, assessment and approval of nominations are responsibilities of the Senates, it is proposed that the Senate Secretariat provide support to the relevant Senate Committees up to and including the approval of recommendations by the two Senates. Thereafter, the cases are handed to the Ceremonies Office for the purposes of contacting nominees through to their participation in ceremonies. Because of the background, knowledge and expertise on these matters that resides in the Ceremonies Office, the Director of Ceremonies should continue to participate in the deliberations of the committees, at least for a transition period of a few years. As well the Associate Secretary of the Senates* should participate in the deliberations of the committees. (The Director of Ceremonies is currently a member of the Tributes Committee of the Vancouver Senate only, and the Associate Secretary of the Senates is not a member of either committee. The Committees may wish to review their membership in this regard.)

** It is intended that this additional title of the Assistant Registrar Enrolment Services will be brought forward shortly from the relevant Senate committees as a recommendation to the Secretary and the Chair of the Senates.*

- **Number of degrees.** The number of honorary degrees ultimately awarded each year is related to the number of invitations that are approved by the Senates, the proportion of individuals who accept invitations, and the number of postponed acceptances that are brought forward from a previous year. In the last few years, the number of honorary degrees conferred at the Vancouver campus has been approximately 12 per year (10 in May and 2 in November); and it has been 1-2 at the Okanagan campus. It is recommended that the number of nominations that are approved each year by the Senates should be such that the number awarded each year is unlikely to exceed 10 at the Vancouver campus and 1 at the Okanagan campus.
- **Nomination form.** There will be a single nomination form that will include an indication of the Senate to which the nomination should be directed. The form will be modernized and made readily available through the Senates' web-sites. Nominations will need to conform more closely to specified format requirements than in the past. Specifically, the nomination will need to be limited to a prescribed length, and must include 2 - 5 letters from distinguished referees. There will also be a minimum amount of required information, without which a nomination will not be considered. A nomination should describe how the nominee fits the stated criteria, and the connection with UBC if any. It is preferred that the nomination includes a full curriculum vitae, but as minimum should include a summary curriculum vitae, or a bio-

Appendix C, continued

graphical sketch of the nominee. (It is entirely appropriate to provide references to web-sites containing this information.)

- **Choice of campus.** The nominee may choose to accept, defer or decline a degree at a particular campus, but it is not possible for the nominee to choose to receive the degree at the other campus. Those deferring acceptance may normally do so for no more than two years. However, the period of deferral may be extended by the Ceremonies Office, in consultation with the relevant committee chair, if considered appropriate.
- **Master list of nominees.** The Secretariat is requested to maintain, and make available to committee members, a single updated list of nominee names that includes the following: current nominations submitted to both committees; intended campus; nominations from previous years that remain active (with an indication of the final year of consideration); nominations recommended by either committee; and past degree recipients. For each name there should be an indication of the basis of the nomination (the sphere of contribution and the affiliation with UBC if any), and any special notes. If the same name has been nominated independently for the two campuses, the Committee chairs will confer in order to select the committee that initially considers the nomination.
- **Solicitation of nominations.** The Committees will proactively solicit nominations from Senators, Deans, Heads and Directors, and the campus and alumni communities. Any individual, including the President, the Chancellor and committee members, may nominate candidates for an honorary degree at either campus, by the stated deadline and following the appropriate format. In exceptional circumstances, nominations may be brought to the Committee on an urgent basis through the Office of the President, or may emerge through committee discussion and consensus. The Secretariat is available to provide advice on the submission of nominations.
- **Schedule.** The deadline for nominations each year should be approximately September 15. Each Committee will likely meet twice following the deadline: once to develop a short-list of the nominations and to determine any additional information that may be required; and a second time to finalize the list of recommended nominees to be taken to the respective Senate. The committee recommendations are brought forward to the November or December Senate meetings.
- **Adjudication.** All current nominees and nominees brought forward from previous years should be considered by the committees, and either (i) included in the recommendations taken to the Senate, (ii) removed from future consideration, or (iii) retained for future consideration for up to three cycles in total. The adjudication process should be modernized and handled through web-sites and/or e-mails to the extent possible. Thus, the nomination packages should be available to committee members through a web-site with password access. (As well, committee members may review hard copies of nominations in the Secretariat offices.) The master list of nominees, as described above, will be e-mailed or made available electronically in a secure way, in confidence, to committee members.
- **Recommendation to Senate.** The committee report brought to each Senate should include a list of recommended names, with a brief justification for each. The report is considered by

Appendix C, continued

each Senate in camera. The committees should not recommend names to Senate on a provisional basis, nor should the committees present candidates in any rank order.

- **Parchment.** For standard degree parchments, the campus is to be identified through the phrase “the Vancouver Senate of the University of British Columbia ...” or “the Okanagan Senate of the University of British Columbia ...”, as appropriate. Honorary degree parchments are entirely in Latin and do not make reference to the Senates, the campus or the city. The Committee is of the view that it is appropriate to make some reference to the campus, and suggest replacing the phrase “Signed at the Annual Congregation” by “Signed at the Okanagan Annual Congregation” or signed at the “Vancouver Annual Congregation”, as appropriate.
- **Criteria.** The criteria are identical for both campuses. The stated criteria are as follows:

The award of an Honorary Degree is recognition by the University of British Columbia of distinguished achievement or of outstanding service. The criteria for the award of an Honorary Degree are excellence, eminence, and accomplishment. Nominees must be exceptionally distinguished: scholars, creative artists, public servants, persons prominent in the community and the professions, and others who have made significant contributions locally, nationally or globally.

Honorary degrees are not normally awarded to those who currently hold political office, including Senators, nor to current or former UBC faculty members, nor those whose contributions may be considered to be no longer of current interest or at previous levels of significance. In approving candidates for Honorary Degrees, the Senates strive for diversity of background, disciplines, and spheres of contribution. A nomination that may possibly be controversial will need to pass the test: “is UBC willing to deal with any and all possible consequences?”

Because former faculty members will no longer normally be eligible for Honorary Degrees, but should sometimes be recognized in some way, the two Senate Committees should confer and consult on the possible establishment of a new recognition, such as “Distinguished Emeritus Professor”. It is recognized that corresponding policies on this matter may be distinct at the two campuses.

- **Public announcement.** Committee members should hold lists of nominees in strict confidence in perpetuity. Senators are reminded that all names brought to the Senates are strictly confidential, except for those names that are publicly announced, and then only after a public announcement is made. The Ceremonies Office is responsible for the public announcement of those nominees who have accepted nominations for the coming Congregation ceremonies. This announcement should be made with notable publicity in coordination with the Public Affairs Office, and should include photographs, a press release, and articles in UBC Reports and the University’s web-site.