



VANCOUVER SENATE

MINUTES OF 17 OCTOBER 2012

Attendance

Present: Prof. S.J. Toope (President and Chair), Mr C. Eaton (Acting Secretary), Mr T. Ahmed, Dr K. Baimbridge, Dr J. Belanger, Dean M.A. Bobinski, Dr L. Burr, Mr B. Caro, Dr G. Chapman, Dr P. Choi, Prof. B. Craig, Mr B. Craig, Dr W. Dunford, Mr P. Edgcumbe, Dr D. Farrar (Provost and Vice-President, Academic), Rev. Dr S. Farris, Mr D. Fernandez, Prof. B. Goold, Ms Veni Goyal, Mr S. Haffey, Dean *pro tem.* E. Hall, Dr W. Hall, Dr P. Harrison, Mr M. Hunter, Dean M. Isman, Dr I. Ivanov, Mr T. Jefferson, Dr B.S. Lalli, Mr P. Lee, Ms M. Leong, Dr P. Leung, Ms N. Liu, Dr P. Loewen, Prof. B. MacDougall, Ms K. Mahal, Dr W. McKee, Mr W. McNulty, Ms S. Morgan-Silvester (Chancellor), Dr D. O'Donoghue, Dr I. Parent, Dr K. Patterson, Dean S. Peacock, Dr N. Perry, Dean *pro tem.* S. Porter, Dr A. Riseman, Mr C. Roach, Ms T. Rosseel, Mr D. Simunic, Dr S. Singh, Dr R. Sparks, Dr B. Stelck, Ms S. Sterling, Dr S. Thorne, Mr D. Verma, Dr M. Vessey, Dr L. Walker, Dr R. Windsor-Liscombe, Dr R. Winter, Mr E. Woo, Mr J. Yang.

Regrets: Dr A. Anstee, Dean G. Averill, Ms E. Biddlecombe, Principal H. Brock, Mr B. Caracheo, Dean B. Frank, Dr S. Grayston, Rev. Dr M. Hagemoen, Prof. R. Helsley, Dean J. Innes, Dr S. Knight, Dr U. Kumar, Dr D. Lehman, Dr F. Marra, Dr P. Marshall, Ms M. McKenna, Principal L. Nasmith, Principal J. Plessis, Dr R. Reid, Mr J. Ridge (Secretary), Dr L. Rucker, Dean C. Shuler, Mr A. Sihota, Dean R. Sindelar, Dean G. Stuart, Mr M. Thom, Ms K. Tyson, Dr R. Wilson, Dr D. Witt, Ms L. Zhu.

Guests: Mr W. McDonald, Ms S. Nakata.

Call to Order

The President called the second regular meeting of the Senate for the 2012/2013 Academic Year to order.

Senate & Committee Membership

The Acting Secretary welcomed Dr Fawziah Marra, Faculty Representative of the Faculty of Pharmaceutical Sciences; Ms Veni Goyal, Student Representative of the Faculty of Forestry; and Ms Melanie McKenna, Student Representative of the Faculty of Education to Senate.

Mr Eaton called for nominations for One (1) faculty representative or dean to replace Dr Gwen Chapman to serve on the Nominating Committee until 31 August 2014 and thereafter until a successor is elected. He requested that nominations be submitted to the Secretary by October 24th, 2012.

Tributes Committee

WARREN D. KITTS

Dean Murray Isman presented on behalf of the Committee Chair, Dr Sally Thorne.

Murray Isman	}	<i>That Senate approve the Memorial Minute for Dr Warren D. Kitts, that it be entered into the Minutes of Senate, and that a copy be sent to the family of the deceased.</i>
Mark Vessey		

Dr Warren D. Kitts

Born in North Vancouver, Dr Warren Kitts completed a BSA in 1947 and an MSA in 1949, both at UBC. He went on to obtain his PhD in Biophysical Chemistry from Iowa State University in 1953, and returned to UBC later that year to start his academic career in Animal Science.

Dr Kitts was named Professor in 1965. In 1967, he was named Chairman of the Department of Animal Science, and in 1968, Chairman of the Department of Poultry Science as well. Dr Kitts became Dean of the Faculty of Agricultural Sciences in 1976, leading 58 faculty members in seven departments. During his tenure as Dean, the Faculty grew, with notable additions in undergraduate programs, a renewed emphasis on continuing education and extension, and the development of a new research farm at South Campus at UBC. Dr Kitts believed that the Faculty must diversify from teaching and research only at the University, to teaching and consultation throughout the agricultural industry and province. As a result, the Faculty took steps in this direction by offering courses in various disciplines to the non-agricultural public, and by organizing seminars for industry personnel.

Among his many significant contributions to the University, Dr Kitts served on the Senate for 18 years, as representative of the Faculty of Agricultural Sciences. Dr. Kitts received numerous academic awards and distinctions for his contributions to Canadian agriculture, before retiring in 1984. After an association of some 40 years with UBC, he was named Dean and Professor emeritus.

His son, Dr David Kitts, continues the Kitts name in the Faculty of Land and Food Systems.

Approved.

Minutes of the Previous Meeting

William McNulty	}	<i>That the Minutes of the Meeting of 19 September 2012 be adopted as circulated.</i>
Rhodri Windsor-Liscombe		

Approved.

Business Arising from the Minutes

The Acting Secretary drew Senate's attention to the memorandum distributed from the Registrar with regard to senior administration titles.

Remarks from the Chair

As the President was unable to attend the September meeting of Senate, he took the opportunity to note that UBC was welcoming 8060 new students to its programs, with 6236 entering as first year and growth in both international students and those local from British Columbia. He noted that UBC now has 49,064 students registered at the Vancouver Campus. UBC Okanagan is welcoming 2403 new students, 1908 into first year and that campus has now met the Provincial Government's enrolment targets. As 2012 was the first year where Broad Based Admission was implemented widely, the President expressed with some concern that the mean admission average having increased to 89.6% to year, as he hoped that the BBA system would moderate UBC's extraordinarily high required averages for admission.

Professor Toope noted that after a series of consultations last year, a revision to the Place and Promise strategic plan was completed. A new category of portfolio actions has been added to show how the plan is being implemented across our vice-presidential portfolios. The President expressed his thanks to those who had worked on plan implementation, especially those involved in the budgeting process. He further noted that metrics were under development to evaluate the plan's implementation and to assist in asking ourselves if we are meeting our obligations and commitments.

The President noted that a draft of the intercultural understanding strategic plan has been completed, and with the arrival of the new Vice-President Communications and Community Partnerships we will be working to complete a community partnership plan.

Professor Toope advised that tomorrow, the Research Universities Council of British Columbia (RUCBC) would be presenting to the provincial finance committee an "Opportunity Agenda" for post-secondary education in British Columbia. Over the next few months, a concerted effort will be made to ensure that post-secondary education forms part of the public discourse in the lead up to the Provincial election. This will be the first time the RUCBC has collectively worked to make a push for the importance of post-secondary education to British Columbia. Three themes will be pursued with whomever forms the government after the next election.

For new building openings, the President noted that the Bioenergy Research and Development Facility as well as the Pharmaceutical Sciences building were now operational.

Professor Toope informed Senate that the Provost has named a high-level taskforce to explore the opportunities for UBC to join the global movement for blended learning, including on-line

access, Massive Online Open Courses (MOOCs), the importance of lifelong learning, and developing better understandings of new methods of learning. The taskforce as well as a working group made up of subject-area experts are trying to enthusiastically and critically assess developments in these fields. The President expressed his view that developments over the next decade have the potential to fundamentally transform University education and access thereto, but noted that he was not convinced that early adopters will be rewarded given likely change and tumult. He expressed his hope that UBC will be able to develop solid commitment tempered by the necessary critical judgment in this area. UBC is well positioned to take a leadership role here but it needs to be with terms that are acceptable to the University. As an example, UBC will try to learn from its new involvement in the Coursera initiative. The Strategic Decision Support unit in the Provost's office will work to provide metrics and financial information to aid us in our decision-making.

Finally, the President reminded Senate that there was some labour unrest on campus with CUPE local 116 engaged in limited job action. He suggested that senators check the UBC website for updates and reminded them that that Staff Finders can provide coordination for maintaining basic services if needed. In terms of other negotiations, Professor Toope noted that UBC was in mediation with CUPE 2278 who are meeting this evening to discuss their next steps; a tentative agreement has been made with CUPE 2950's 1700 employees; we are negotiating with the BCGEU childcare staff and those discussions start on October 22nd; and that negotiations with the Faculty Associations resume next week. The president expressed his optimism that further agreements could be announced shortly.

Academic Policy Committee

See Appendices A: Policy V-103, B: Policy V-302, and C: Policy V-303.

The Committee Chair, Dr Paul Harrison, presented.

POLICY V-103: USE OF THE FORMAL EXAMINATION PERIODS

Paul Harrison	}	<i>That Senate approve the attached Policy V-103: Use of the Formal Examination Periods.</i>
Philip Loewen		

Dr Harrison explained that this is a cleaning up of existing policies and application of the policy framework.

Senator Dunford asked about why UBC still required 1st and 2nd year courses to have examinations.

Dr Harrison replied that this was an existing regulation, and that during the policy review there was no feedback suggesting that this requirement should be removed. Courses could still be granted an exception with permission of the dean of the faculty offering the course.

Approved.

POLICY V-302: GRADUATE LEAVES OF ABSENCE, AND POLICY V-303: GRADUATE STUDENT PARENTAL ACCOMODATION

Paul Harrison	}	<i>That Senate approve the attached Policy V-302:</i>
Philip Loewen		<i>Graduate Student Leaves of Absence and Policy V-</i>
		<i>303: Graduate Student Parental Accommodation</i>
		<i>Policy.</i>

Dr Harrison described these as important and substantive new policies that have come out of a lot of discussion in the Faculty of Graduate Studies and the community more broadly. The policies combined provide a good framework for accommodating our graduate students in a variety of circumstances.

Senator Baimbridge suggested that in many disciplines, a 2-year break for a research project would not be sustainable and suggested that there should be language that warns students.

The Dean of Graduate Studies advised that this would need to be considered on a case-by-case basis by the supervisor and graduate student. It may not be possible for students to return to the same project after such a break.

Dr Harrison suggested that students should be warned at the start of the leave of that returning to certain project may not be possible; the Dean agreed.

Approved.

Curriculum Committee

CURRICULUM PROPOSAL FROM THE FACULTY OF EDUCATION

See Appendix D: Curriculum Report

Santokh Singh	}	<i>That the program entry brought forward by the</i>
William McKee		<i>Faculty of Education be approved.</i>

Dr Singh explained the background of this two-year diploma program with Moi University and the situation in the Dadaab region of Kenya. Moi will issue the diploma, with the students taking UBC courses as visiting students. This program would give teachers in the Dadaab refugee camps an opportunity for formal training and professional development.

The President expressed his thanks to the Faculty of Education for the development of this program.

Approved.

Nominating Committee

Dr Rhodri Windsor-Liscombe, Committee Chair, presented.

ADJUSTMENTS TO COMMITTEE COMPOSITIONS

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|--|---|---|
| Rhodri Windsor-Liscombe
Sean Haffey | } | <i>That Senate approve the following revisions to the membership of the Committees of Senate.</i> |
| <i>1. Admissions: Ms. Kiran Mahal to replace Ms. Natalie Liu</i> | | |
| <i>2. Curriculum: Ms. Katherine Tyson to replace Mr. Barnabas Caro Ms. Natalie Liu to replace Mr. Enzo Woo</i> | | |
| <i>3. Appeals on Academic Standing: Ms. Veni Goyal to replace Mr. Ravi Parhar</i> | | |
| <i>4. Student Awards: Mr. Christopher Roach to replace Ms. Kiran Mahal</i> | | |

Approved.

TITLE CHANGE FOR VICE-PROVOST

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|---|---|--|
| Rhodri Windsor-Liscombe
Ken Baimbridge | } | <i>That the membership of the Vancouver Senate Academic Policy, Curriculum, and Teaching and Learning Committees be adjusted to replace the ‘Vice-Provost and Associate Vice-President, Academic Affairs’, with the ‘Vice-Provost and Associate Vice-President Academic Affairs and Resources’ as an ex-officio voting member.</i> |
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Approved.

Adjustment to Membership of Teaching and Learning Committee - Addition of New Ex-officio Member

Rhodri Windsor-Liscombe }
Lawrence Burr

That the membership of the Vancouver Senate Teaching and Learning Committee be adjusted to reflect the addition of one ex-officio voting representative from among the University's 3M National Teaching Fellows.

The Committee Chair expressed his view that this addition would not disrupt the balance of the Committee.

Approved.

Student Awards Committee

See Appendix E: Awards

Dr Brian Stelck, chair of the Student Awards Committee, presented.

Brian Stelck }
Darran Fernandez

That Senate accept the awards as listed and forward them to the Board of Governors for approval; and that letters of thanks be sent to the donors.

Senator Stelck noted that the number of international awards would be roughly 30 per year; the international scholarships would total a further 100. He reminded Senate that around 8% of international fees received are set aside to pay for these new awards.

Approved.

Teaching & Learning Committee

REPORT ON CREDIT/D/FAIL IMPLEMENTATION

Dr Baimbridge presented on behalf of his Committee. In background he reminded senators that the Credit/D/Fail policy was intended to encourage students to take courses outside of their program of study and that it was only applicable to elective undergraduate courses.

Dr Baimbridge presented last year's statistics regarding the uptake of the Credit/D/Fail option and suggested that 2 years was not enough time for a full review, especially for gaining a better understanding of how many courses were not available for Credit/D/Fail by choice of their offering faculty.

As part of the policy review, Dr Baimbridge advised that the Academic Policy Committee has asked why Credit/D/Fail information should be withheld from instructors after an exam is marked, suggesting that this could present some value and not compromise the policy.

Kenneth Baimbridge }
Rhodri Windsor-Liscombe

That Senate approve continuance of the policy on Credit/D/Fail standing. Furthermore, the Senate Teaching and Learning Committee will review the policy in two (2) years and report to the October 2014 Senate meeting with any recommendations for changes to the policy.

Approved.

COMMITTEE ANNUAL REPORT

Senator Baimbridge informed Senate that his Committee was working on the following issues:

- 1) A proposal from the students for a central examination database.

It was noted that not all faculties were in support of this proposal. As a result of faculty feedback, the students have produced a refined proposal that the Committee will consider further. The Teaching and Learning Committee hopes to return to Senate this session with a definitive proposal. Our students have viewed this as a mental health issue as well as an issue of fairness with some students having access to examinations through a variety of private sources.

- 2) Proposal for Recording of Lectures

Some faculties already record their lectures (Medicine, for instance).

Senator Windsor-Liscombe suggested that copyright considerations would need to be addressed.

Dr Baimbridge suggested that Medicine had experience with many such issues and its experience could help others. .

The President suggested that the Committee work with the Provost's office on technological considerations including but not limited to recordings.

- 3) Co-Curricular Records

This would be a formal documentation of student activities beyond formal courses of instruction. The students have worked with UBCIT and the Centre for Teaching, Learning and Technology to develop a formal proposal that the Committee hopes will come forward over the next year.

- 4) Undergraduate Research

- a. E3 Opportunities

b. Undergraduate Research Opportunities (URO)

5) Graduate Education

Dr Baimbridge noted that Wendy Hall was taking the lead on this issue. The Committee is concerned about graduate funding as well as learning. One issue of specific interest is “writing with integrity”; a number of students were poorly educated to what the standards were at UBC for scholarly writing. Another matter of interest to the Committee is mentoring for graduate students.

6) UBC Campus as a Living Lab

The Committee Chair noted that Senator Ivanov was examining the teaching and learning aspects of this program. Especially, how can the initiative be used to advance our teaching and learning.

Senator Patterson drew to Senate’s attention the connection between E3 and Co-Curricular transcripts for activities such as community service learning.

The President expressed his thanks to the Committee and its student members in particular.

Tributes Committee

REPORT ON HONORARY DEGREE CEREMONY FOR JAPANESE CANADIAN STUDENTS

Dr Thorne presented on the Committee’s activities around interned Japanese-Canadian students of the University. As Senators will remember, one-year prior the Senate approved a tri-part proposal to recognize this injustice. She highlighted the following:

- A special committee chaired by Ombudsperson Shirley Nakata and Alden Habacon of the Provost’s Office coordinated the University’s activities.
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- In March of 2012, a symposium on addressing injustice was led by Principal Henry Yu of St. Johns College.
- At a degree ceremony in May of last year, 61 honorary degrees were presented. Of the 11 degrees not awarded posthumously, 9 were conferred in person. A further 15 persons who were under removal orders at the time of their graduation had their degrees re-conferred. A creative ceremony with many unique features was organized by a large group of persons, including Ms Eilis Courtney, Director of the Ceremonies Office.
- The editorial staff of the Ubyyssey created a special Yearbook for the graduation ceremony. This was distributed to graduates along with a commemorative DVD.
- The commemorative student fund has been established.

- The Library is continuing to develop archival records of both the events of the past year as well as those 70 years ago. Led by Shirin Eshghi, this will create a lasting record of our discourses around injustice.
- An Asian Canadian Minor in the Faculty of Arts is progressing; a formal proposal should be presented to Senate soon.

Senator Thorne expressed her thanks to all those involved in these activities. She noted that these initiatives would not have been possible without a great many people, both at UBC and in the Japanese Canadian community. Worthy of specific reference are Mary and Tosh Kitagawa, whose work to bridge these two groups together was instrumental to our success; she asked that the minutes reflect the University's thanks for their hard work and dedication.

The Chancellor expressed her thanks to the Senate; she stated that to preside over the degree ceremony was her proudest moment as Chancellor of the University.

Report from the University Ombudsperson for Students

The President introduced Ms Nakata's presentation, noting his appreciation for her commitment and ability to find ways to be active, encouraging, and to defuse tensions. Professor Toope reminded Senators that the creation of the office of Ombudsperson for students resulted from an agreement between the University and the Alma Mater Society four years ago. The President noted that the Ombudsperson reported formally to him, but that he felt it important for her to report annually to Senate as well so that senators had knowledge of areas where UBC needed to improve as an institution.

Ms Nakata presented her office's report for 2011. She explained the history and basis of her office.

The Ombudsperson highlighted the following:

- It has operated for 4 years now with 2 staff as a primarily drop-in service
- The office tried to focus its work to dovetail with the Place and Promise strategic plan.
- As of October of 2012, the Committee is at its total for 2011, it expects to see around 300 cases by the end of this year.
- A majority of student concerns are academic in nature; the next largest group represents students with interpersonal concerns.
- Information breaking the complaints down according to the visa status of the student was not entirely helpful. Many of the students her office sees have not been in Canada for long and do not have English as their first or home language.

- The office works at the Institutional/Individual and Proactive/Reactive level, just like many units on campus. What makes the Ombudsperson's office unique is that it sits aside from UBC's administrative structure.
- At the top level, most undergraduate concerns are about process while most graduate concerns are about relationships.
- Managing expectations is key, when expectations are not met it is extremely difficult to deal with the emotional aspects of student concerns.
- Many students have tried to take up matters with other offices before talking to the Ombudsperson's office.

The Ombudsperson expressed that she would like to promote the idea of viewing student interactions as an ongoing relationship as opposed to an isolated transaction.

In describing how could improve our relationships with students, Ms Nakata suggested that here at UBC we are goal focused but sometimes get lost in how we go about achieving our goals..

The Ombudsperson opined that there were overlaps between equity, diversity, and fairness as well as academic excellence and intercultural understanding. UBC needed to be sensitive to all of these issues and coordinate between units to maximize our organizational effectiveness.

Andrew Riseman asked how much repeat business the office saw.

Ms Nakata explained that this has occurred, but there are not many instances. There can be a risk of attachment to the office.

Senator Haffey expressed his appreciation for the office's work and the office helping students gain skills to solve their own problems.

Senator Mahal asked what progress has been made on last year's recommendations.

The Ombudsperson replied that more specific recommendations were sent to units; the recommendations listed in the annual report were directed more towards the entire UBC community and were not expected to garner a formal response.

Senator Hall noted that the Ombudsperson's office saw a disproportionate number of graduate students (40%) and asked what its relationship was with the Faculty of Graduate studies.

Ms Nakata said her office had a good relationship with the Faculty and the Graduate Student Society. The concerns graduate students present are often not technical and dealt mostly with human relationships and power dynamics - these are not easy problems to fix.

Senator Loewen asked where the Ombudsperson saw trends going, and how having more international students would affect their work.

Based on other universities, the Ombudsperson stated that she expected her work to plateau around 350 to 400 students per year. We are managing with those numbers now. The staff in the office do have some Chinese and Japanese language experience but as the University grows more diverse her office may need to grow more diverse in how it offers its services.

Senator Singh asked how the Ombudsperson's office communicated about the availability of its services, especially to international students.

The Ombudsperson replied that in the first two years the office held many events and conferences and visited many units to raise its profile.

Senator Parent asked how the office measured its success.

Ms Nakata replied that she viewed increases in numbers as good thing as the office was still relatively new and this showed people becoming aware of its services. For success, not seeing repeat students and being able to track declines in patterns of cases and issues would be an indicator of progress as would more evidence of units dealing with noted issues proactively.

The President added that another measure he would suggest would be the Ombudsperson being seen as a resource across the University community.

Senator Sterling asked if the office had considered working with students to be proactive.

The Ombudsperson replied that the office would like to work more with students, perhaps as a caseworker. At the moment they do not have the office space for this. Having a peer/student in the office would be beneficial. We have worked with students on projects but not on the actual work of Ombudsperson's office.

Senator Yang asked how the office worked with other UBC offices on medical or mental health issues.

The Ombudsperson replied that the office was quick to mobilize and call in others if needed, but that from the Graduate Student Society, student health, counseling, and facilitating meetings if needed. There is now a caseworker that works with Counseling Services to help provide a safety net for students.

Adjournment

There being no further business, the meeting was adjourned at 8:04 pm.

Appendix A: Policy V-103

Please see the Secretary for the formal version of Policy V-103. The following is an excerpt of the key text:

1. Faculties are urged to make full use of the *formal examination periods* as scheduled in either Winter or Summer Session.
2. Unless the relevant dean and head, for sound academic reasons, grants an exemption, all courses designed for first- and second-year students shall be examined in the scheduled *formal examination period*.
3. The holding of any *examination, formal or in-term*, is forbidden during:
 - a. the two (2) weeks preceding the *formal examination periods* of the Winter Session, usually held in December and April; and,
 - b. the one (1) week preceding the *formal examination periods* of the Summer Session, usually held in June and August.

This restriction does not apply to regular weekly or bi-weekly tests or to traditional and current practices in laboratories.

Appendix B: Policy V-302

Please see the Secretary for the formal version of Policy V-302. The following is an excerpt of the key text:

1. A graduate student who finds it necessary for parental, health, personal, professional or academic reasons, as outlined later in this policy, to interrupt his or her studies may apply for a *leave of absence*. Responsibility for approving a *leave of absence* rests with the Dean of the Faculty of Graduate Studies; or, in the case of programs not administered by the Faculty of Graduate Studies, with their respective Deans.
2. A *leave of absence* will normally begin on the first day of September, January, or May.
3. *Leaves of absence* will be granted for periods of four (4), eight (8), or twelve (12) months.
4. The total duration of all *leaves of absence* granted in a graduate program is normally limited to 24 months for a doctoral student and to 12 months for a master's student, except for Leave to Pursue a Second Program of Study.
5. While on a *leave of absence*, graduate students must pay an on-leave fee.
6. While on a *leave of absence*, graduate students shall not use any of the University's facilities to undertake any academic or research work related to the program for which they have taken a *leave of absence*.
7. Graduate students must inform their program of their intent to return from a *leave of absence* prior to recommencing their studies.
8. Time spent on *leave of absence* is not counted as part of the allowed time to complete a degree.

Awards and Fellowships for Students with On-Leave Status

9. A graduate student granted a *leave of absence* retains the full value of any fellowship or other award for which the terms and conditions are established by the Faculty of Graduate Studies; award payments will be suspended at the onset of the *leave of absence* and will resume at the termination of the leave period, provided that the student returns to full-time study at that time.
10. Awards for which the terms and conditions are not established by the Faculty of Graduate Studies will be paid according to the terms and conditions established by the donor or granting agency.

Categories of Leaves of Absence

11. *Parental Leave*

- a. A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave.
- b. Parental leave is normally limited to 12 months per childbirth or adoption (including multiples).
- c. Where possible, a student enrolled in coursework should coordinate his or her *leave of absence* to coincide with the first day of September, January, or May.

12. *Leave for Health Reasons*

- a. A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her *course of study* is eligible for a leave for health reasons.
- b. Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the *clinician* providing primary care for the health problem.
- c. c. A leave for health reasons is normally limited to 12 months.
- d. d. Prior to being allowed to return to his or her studies, a student returning to study after a leave for health reasons may be required to produce specific documentation from his or her *clinician* confirming that he or she has recovered sufficiently to return from leave and resume his or her *course of study*.

13. *Professional Leave*

- a. A graduate student who wishes to suspend his or her *course of study* in order to undertake professional work relevant to his or her program may be eligible for professional leave.
- b. b. Professional leave is normally limited to 12 months.

14. *Personal Leave*

- a. A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her *course of study* may be eligible for personal leave.
- b. b. Personal leave is normally limited to 12 months.

15. *Leave to Pursue a Second Program of Study*

- a. Following consultation with his or her program advisor and graduate supervisor, a graduate student may apply for a *leave of absence* from one program to pursue a second *course of study*.
- b. While on a leave to pursue a second *course of study*, the graduate student is responsible for the on-leave fees as well as any tuition or other fees

associated with the second program.

- c. Leave to pursue a second *course of study* may exceed 12 months.

Appendix C: Policy V-303

Please see the Secretary for the formal version of Policy V-303. The following is an excerpt of the key text:

1. A graduate student with substantial parenting responsibilities for a newborn or newly adopted child under the age of six (6) during their *course of study* may apply for a *parental accommodation*.
2. *Parental accommodation periods* must be approved by the Dean of the Faculty of Graduate Studies; or, in the case of programs not administered by the Faculty of Graduate Studies, by their respective Dean.
3. An application for a *parental accommodation* shall be made as far in advance of the requested *parental accommodation period* as possible, with 30 days being the minimum notice allowed.
4. Students who are approved for *parental accommodation* will be granted a *parental accommodation period*.
5. During the *parental accommodation period*, the student will continue to be registered as a full-time student, and tuition and student fees must be paid as usual.
6. Academic deadlines and expectations are to be flexible and modified to accommodate the student's new parental responsibilities, as follows:
 - a. The *Parental Accommodation Period* needs to be tailored to fit the student's individual circumstances and timing considerations.
 - b. Students will be allowed to postpone completion of course assignments, examinations and other academic requirements. Such modifications of academic expectations should be mutually agreed upon by the student and her/his supervisor or program advisor in advance of the *Parental Accommodation Period*.
 - c. It is the responsibility of the student to ensure that this consultation takes place, and
 - d. It is the responsibility of the supervisor or advisor to be flexible in her/his expectations.
7. In the event that a student and his or her supervisor or program advisor cannot come to an agreement regarding the modification of an academic expectation under Section 6, the Dean shall make a determination on behalf of the Faculty.
8. Graduate programs that are structured with regard to the sequencing and scheduling of courses and other academic requirements, such as those that are cohort based, may have particular constraints on modifications to academic scheduling, but are still expected to exercise as much flexibility as possible in

supporting a student during an *Parental Accommodation Period*.

9. For graduate students enrolled in undergraduate courses, normal concession policies for those courses still apply.

Modification of Time Limits

10. Students who are approved for *parental accommodation* will automatically have four-months added to their maximum allowable time in program, and, for doctoral students, to their maximum allowable time to advance to candidacy.
11. Individual graduate programs are expected to extend any internal deadlines for the completion of academic requirements (such as comprehensive exams or coursework) by a minimum of four months.
12. Further extensions beyond these minimums are possible, subject to the approval of both the graduate program and the Faculty of Graduate Studies or the administering Faculty.

Graduate Awards and Fellowships

13. A graduate student granted a *parental accommodation period* retains the full value of any fellowship or other award for which the terms and conditions are established by the Faculty of Graduate Studies and will experience no change in this funding during the *parental accommodation period*. Payments will continue on the usual schedule. There will be no change to the total amount granted or to the completion date of the scholarship.
14. Awards for which the terms and conditions are not established by the Faculty of Graduate Studies will be paid according to the terms conditions established by the donor or granting agency.

Appendix D: Curriculum Report

New Program Entry:

Professional Development for Dadaab Secondary School Educators

Appendix E: Awards

New Awards:

UBC International Community Achievement Award (Vancouver campus) - Awards of \$2,000 each are available to continuing international undergraduate students at The University of British Columbia, Vancouver campus, who have demonstrated leadership in one or more of the following areas: community service, international engagement, intercultural understanding, promotion of diversity, intellectual pursuits, and artistic or athletic endeavours. Awards are made on the recommendation of a selection committee comprised of international student advisors from the Faculties, in consultation with International Student Development and the International Student Initiative. (First awards available for the 2012/13 Winter Session.)

Faculty of Applied Science International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students in the Faculty of Applied Science, Vancouver campus. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the Faculty, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the Faculty of Applied Science. (First awards available for the 2012/13 Winter Session).

Faculty of Arts International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students in the Faculty of Arts, Vancouver campus. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the Faculty, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the Faculty of Arts. (First awards available for the 2012/13 Winter Session).

Faculty of Forestry International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students in the Faculty of Forestry. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the Faculty, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the Faculty of Forestry. (First awards available for the 2012/13 Winter Session).

School of Kinesiology International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students at the School of Kinesiology, Vancouver campus. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the School, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the School of Kinesiology. (First awards available for the 2012/13 Winter Session).

Faculty of Land and Food Systems International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students in the Faculty of Land and Food Systems. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the Faculty, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the Faculty of Land and Food Systems. (First awards available for the 2012/13 Winter Session).

School of Music International Student Scholarship - Scholarships of amounts of up to \$5000 each are offered to continuing international students in the School of Music. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the School, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the School of Music. (First awards available for the 2012/13 Winter Session).

Sauder School of Business International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students in the Sauder School of Business. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in their faculty, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the Sauder School of Business. (First awards available for the 2012/13 Winter Session).

Faculty of Science International Student Scholarship - Scholarships of amounts of up to \$5,000 each are offered to continuing international students in the Faculty of Science, Vancouver campus. Students selected for these scholarships must have completed 60 credits towards their undergraduate degree or be entering the third year of their program. Students must demonstrate strong academic achievement, engagement in the Faculty, and the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the Faculty of Science. (First awards available for the 2012/13 Winter Session).

Lorne BOHLMAN Memorial Bursary – A bursary of \$1,000 is offered by the Bohlman Family and friends in memory of Lorne Bohlman for undergraduate civil engineering students in the Faculty of Applied Science. Lorne was a graduate of the Civil Engineering program at UBC and was a co-founder of Bush, Bohlman & Partners. Over his long career, he was responsible for the structural design of many notable and award winning buildings across the province. Special consideration is to be given to a Western Canadian candidate who demonstrates a keen interest in structural design and architectural engineering. Adjudication is made by Enrolment Services. (First Award Available in the 2012/2013 Winter Session)

Laura de JONG Memorial Bursary in Special Education – A \$1,000 bursary has been endowed by the family of Laura (Feltham) de Jong who dedicated her life to working with children with multiple special needs. The award is offered to a student pursuing graduate studies in Special Education with preference given to students with a focus on individuals with an intellectual disability. Preference is given to students who already have teaching experience. Adjudication of the bursary is made by Enrolment Services (First Award Available in the 2012/2013 Winter Session)

FLUOR Canada Ltd. Scholarship in Civil Engineering – A scholarship of \$2,500 has been offered by Fluor Canada Ltd., to a student entering the penultimate or final year of a program leading to an undergraduate degree in Civil Engineering. The award is made on the recommendation of the Head of the Department of Civil Engineering. (First Award Available in the 2012/2013 Winter Session)

FLUOR Canada Ltd. Scholarship in Electrical and Computer Engineering – A scholarship of \$2,500 has been offered by Fluor Canada Ltd., to a student entering the penultimate or final year of a program leading to an undergraduate degree in Electrical and Computer Engineering. The award is made on the recommendation of the Head of the Department of Electrical and Computer Engineering. (First Award Available in the 2012/2013 Winter Session)

FLUOR Canada Ltd. Scholarship in Mechanical Engineering – A scholarship of \$2,500 has been offered by Fluor Canada Ltd., to a student entering the penultimate or final year of a program leading to an undergraduate degree in Mechanical Engineering. The award is made on the recommendation of the Head of the Department of Mechanical Engineering. (First Award Available in the 2012/2013 Winter Session)

Lerif PATZER LLB'51 Bursary Endowment Fund – Bursaries totalling \$1,000 have been endowed by the Estate of Lerif (Larry) Patzer. The award is to assist students enrolled in the Faculty of Law. Mr. Patzer was a UBC graduate (LLB'51) who was living in California at the time of his passing. Adjudication of the bursary is made by Enrolment Services. (First Award Available in the 2012/2013 Winter Session)

PHARMACEUTICAL Sciences Rural Communities Placement Award – Awards totalling \$1,000 are offered by the Pharmacy Alumni Group to assist a Fourth Year Entry-to-Practice student in their Experiential Education rotation in rural BC. To be eligible for the award, the candidate will have demonstrated their need for this funding as required by the Faculty of Pharmaceutical Science. The award will be made on the recommendation of the Faculty. (First Award Available in the 2012/2013 Winter Session)

Orville Lloyd WILMOT Memorial Scholarship in History – Scholarships totalling \$1,700 have been endowed by the Estate of Orville Lloyd Wilmot. The awards are made on the recommendation of the Department of History and in the case of graduate students, in consultation with the Faculty of Graduate Studies. (First Award Available in the 2012/2013 Winter Session)

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

#551 Sherwood LETT Memorial Scholarship – To honour the memory of the late Chief Justice Sherwood Lett, C.B.E., D.S.O., M.C., E.D., Q.C., B.A., LL.D., a scholarship of \$4,600, has been endowed by alumni, faculty and staff, students, colleagues, and friends. The scholarship pays tribute to an outstanding graduate who rendered distinguished service to the University, to his profession and, both in war and peace, to his country. It is awarded to the candidate who most fully displays the all-round qualities exemplified by the late Sherwood Lett. The selection is made by a special committee, from candidates nominated by Faculties. In assessing the merits of candidates, the committee is concerned with qualifications such as those for which Sherwood Lett was distinguished-high scholastic and literary attainments, physical vigour (through active interest in sports), moral force of character, and ability to serve, work with, and lead others. To be eligible, a candidate must have attended The University of British Columbia for at least two winter sessions and rank academically in the top 10% of students in his or her year and Faculty. The award is open to students entering the penultimate or final year of a baccalaureate program, the first year of graduate studies, or students in the Faculties of Medicine, Dentistry or Law. The award may be renewed for a second year provided the winner maintains scholarship standing.

How amended: Amended list of eligible Post-Baccalaureate programs to include the Faculty of Law. The Faculty of Law's Juris Doctor (JD) program should now be included in the list and be subject to the same criteria as the other designated post-baccalaureate programs for the Premier Undergraduate Scholarships as it is not considered a baccalaureate program since its degree program change from a Bachelor of Laws (LLB).

NB from the Registrar: The above rationale notwithstanding, the Juris Doctor program is still an undergraduate degree

#4725 Norman A. M. Mackenzie Entrance Scholarship - Scholarships of \$2,000 each are offered to British Columbia residents entering the University of British Columbia directly from secondary schools in the province. Established by the UBC Alumni Association in memory of Dr. MacKenzie, these scholarships are offered to Canadian citizens and permanent residents.

How amended: Updated criteria to reflect the current adjudication process.

#599 Norman Mackenzie Regional College Scholarship - Nine scholarships of \$2,000 each are offered by the UBC Alumni Association to students proceeding from a community college or university in British Columbia or other parts of Canada to the University of British Columbia. Applicants must be Canadian citizens or permanent residents. Scholarships are available to all transfer students and renewable for one year.

How amended: Clean up language in the adjudication process to still focus on supporting students transferring to UBC from another post-secondary institution in Canada and to allow for sustained funding support for more than the one-year period.

#1721 PRT Growing Services Ltd. Silviculture Scholarship – A \$300 scholarship has been endowed by PRT Growing Services Ltd. The award is offered in alternating years to the top

undergraduate student in forestry studying silviculture and forest seedling culture and to the top undergraduate student in agricultural sciences studying Plant Breeding and Biotechnology. The award is made on recommendation of the Faculty of Forestry and Faculty of Agricultural Sciences.

How amended: Title change due to corporate name change.

#680 UBC Alumni Association Scholarship - Two annual scholarships of \$1,850 each have been endowed by the UBC Alumni Association. The awards are made on the recommendation of the Office of Awards and Financial Assistance to students entering the final year of a baccalaureate program who have demonstrated strong leadership in their communities at UBC and within Greater Vancouver.

How amended: Inclusion of leadership as criteria in description.

#7702 Walter H Gage Bursary - Bursaries totalling \$30,000 are offered in honour of Walter H. Gage, the sixth President of the University of British Columbia, by the UBC Alumni Association, to students who are graduates of B.C. secondary schools.

How amended: Removed reference of having a portion of the bursary money assigned to part-time students as this is in violation of UBC's Policy on Financial Support (#72).

#657 Wesbrook Scholar – An annual designation, Wesbrook Scholar, is awarded to a maximum of twenty outstanding undergraduate students. Candidates must have completed at least two Winter Sessions at UBC, be currently in the penultimate or final year of a baccalaureate program or in the M.D., D.M.D. or J.D. Programs, stand in the top 10% of their class, and have demonstrated ability to serve, work with and lead others. Candidates are nominated by their Faculty/School and selected by a special committee. The winners are presented with a \$1,000 scholarship and a certificate. The Wesbrook Scholar designation appears on the student's permanent record.

How amended: Amended list of eligible Post-Baccalaureate programs to include the Faculty of Law and increased the required number of completed years to two. The Faculty of Law's Juris Doctor (JD) program should now be included in the list and be subject to same criteria of the other designated post-baccalaureate programs for the Wesbrook Scholar as it is not considered a baccalaureate programs since its degree program change from a Bachelor of Laws (LLB). The required number of completed Winter sessions has been increased from one to two to be in-line with the program requirements of the Premier Undergraduate Scholarships and Wesbrook Scholar program which are adjudicated together and draw from same pool of nominees. Removed reference to winners receiving a memento, as winners now only receive \$1,000 cash award and certificate. Also removed reference to award being sponsored by the Wesbrook Society as UBC has taken over sponsorship of funding award.

NB from the Registrar: The above rationale notwithstanding, the Juris Doctor program is still an undergraduate degree.

Willard Kitchen Memorial Fund (Judith Jardine) - Bursaries, totalling \$1,000, have been endowed by the Estate of Judith Jardine in memory of Willard Kitchen (1860-1937). Mr. Kitchen, the grandfather of Ms. Jardine, played an active role in the early development of Canada's railway system both in the Maritimes and in Western Canada. The awards are available to students in the Faculty of Medicine. Adjudications are made by Enrolment Services. (First Award Available in the 2012/13 Winter Session)

How amended: Included reference to Judith Jardine in the title.