



THE UNIVERSITY OF BRITISH COLUMBIA  
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## VANCOUVER SENATE

### MINUTES OF APRIL 21, 1999

#### Attendance

**Present:** Vice-Chair P. T. Burns, Vice-President B. C. McBride, Dr. P. Adebar, Dr. I. Benbasat, Dr. J. D. Berger, Dean J. Blom, Dr. George W. Bluman, Mr. P. T. Brady, Dr. P. C. Burns, Ms. J. DeLucry, Ms. J. Dennie, Dr. V. Froese, Dr. J. H.V. Gilbert, Acting Dean S. W. Hamilton, Dr. A. G. Hannam, Rev. J. Hanrahan, Dr. P. G. Harrison, Dean M. Isaacson, Dr. S. B. Knight, Mr. O. C. W. Lau, Dr. D. M. Lyster, Dr. D. J. MacDougall, Dr. M. MacEntee, Mr. S. MacLachlan, Dr. P. L. Marshall, Dr. K. May, Dr. W. R. McMaster, Mr. W. B. McNulty, Dr. J. M. Orr, Mr. R. L. de Pfyffer, Prof. J. A. Rice, Dr. H. J. Rosengarten, Mr. J. E. Sookero, Dr. J. R. Thompson, Dr. M. Thompson, Mr. D. Tompkins, Mr. J. Tsui, Dr. J. Vanderstoep, Dr. P. A. Vertinsky, Dr. D. Ll. Williams, Dr. W. C. Wright, Jr.

**Regrets:** Chancellor W. L. Sauder, President M. C. Piper, Dean F. S. Abbott, Dean J. A. Cairns, Mr. A. Chui, Mr. E. Fidler, Dean F. Granot, Mr. H. D. Gray, Dr. F. G. Herring, Ms. L. Hewalo, Dr. V. J. Kirkness, Dean M. Klawe, Mr. J. Kondopulos, Mr. D. K. Leung, Prof. P. T. K. Lin, Ms. P. Liu, Mr. T. P. T. Lo, Mr. R. W. Lowe, Acting Dean J. A. McLean, Mr. W. McMichael, Mr. A. Mitchell, Dean S. Neuman, Mr. V. Pacradouni, Dr. T. F. Pedersen, Dr. W. J. Phillips, Mr. G. Podersky-Cannon, Dean M. Quayle, Ms. C. Quinlan, Dr. D. P. Rolfsen, Dr. R. W. Schutz, Dean N. Sheehan, Dr. C. E. Slonecker, Ms. K. Sonik, Mr. A. H. Soroka, Ms. L. M. Sparrow, Dr. S. Thorne, Dr. W. Uegama, Mr. D. R. Verma, Dr. R. A. Yaworsky, Dean E. H. K. Yen.

In the absence of President Piper, Vice-Chair P. T. Burns chaired the meeting.

#### Agenda Change

Mr. Burns announced that item 7(a)(vi) "*Enrolment and Quotas 1999/2000*" had been removed from the agenda.

## **Senate Membership**

### **EX OFFICIO**

Dr. Stanley W. Hamilton, Acting Dean, Faculty of Commerce and Business  
Administration

### **INTRODUCTION OF STUDENT SENATORS**

Mr. Burns introduced and welcomed the following student representatives, who had been  
elected to Senate for the term from April 1, 1999 to March 31, 2000:

#### *Agricultural Sciences*

Mr. Howard Poon                      Second Year Agricultural Sciences

#### *Applied Science*

Mr. Eduard Fidler                      Third Year Applied Science

#### *Arts*

Ms. Jennifer DeLucry                      Second Year Arts

#### *Commerce and Business Administration*

Mr. James Kondopulos                      Third Year Commerce & Business Administration

#### *Dentistry*

Vacancy

#### *Education*

Vacancy

#### *Forestry*

Mr. Josh E. Sookero                      Third Year Forestry

#### *Graduate Studies*

Mr. Vighen Pacradouni                      Ph.D. Candidate in Physics

#### *Law*

Ms. Lis Hewalo                      First Year Law

#### *Medicine*

Ms. Joëlle Dennie                      First Year Medicine

#### *Pharmaceutical Sciences*

Ms. Pamela Liu\*                      Second Year Pharmaceutical Sciences

#### *Science*

Mr. Adrian Mitchell                      Third Year Science

***Members-at-large:***

Mr. Alex Chui	Fourth Year Pharmaceutical Sciences
Mr. Scott MacLachlan	Third Year Science
Ms. Karen Sonik	Fourth Year Arts
Mr. David Tompkins	M.A.Sc. Candidate in Electrical and Computer Engineering
Mr. Jeffrey Tsui	Third Year Arts

\*subject to confirmation by the Alma Mater Society

Members of Senate offered a round of applause.

**Minutes of the Previous Meeting**

<i>Dean Blom</i>	}	<i>That the minutes of the meeting of March 24, 1999, having been circulated, be adopted as read.</i>
<i>Mr. McNulty</i>		

Carried.

**Chair's Remarks and Related Questions**

None.

**Report on Senate Recommendations on Academic Advising**

Vice-President McBride presented the following report for information:

**Follow-up Report on Senate Ad Hoc Committee on Academic Advising**

On November 12, 1997 the Senate Ad Hoc Committee on Academic Advising recommended that Deans and Directors report to the Vice-President Academic on the steps they have taken to implement the committee's recommendations. These reports have now all arrived and are summarized below.

The Committee recommendations are listed in order (excluding M and N which are not relevant), along with comments on the steps taken across campus to address each.<sup>1</sup> Most of the recommendations are applicable to undergraduate students although the Faculty of Graduate Studies did review the Committee recommendations. The Dean of Graduate Studies reported on several initiatives that will further increase advising efficiencies

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<sup>1</sup> Recommendation M asked Deans and Directors to report to the VP Academic. Recommendation N referred to the dissolution of the *Ad Hoc* Committee [see below].

at the graduate level (including the newly instituted university-wide orientation program for graduate students).

**Recommendation A:** that Faculties and Schools be encouraged to reexamine their academic procedures and regulations to determine where these might be revised and simplified, thereby removing unnecessary burdens on the advising system.

The Deans report that throughout 1998 a variety of steps have been taken to enhance the advising system. These include the addition of personnel in several advising offices, the expansion of hours of operations, and the increased availability of material for students, especially Web-based material. Examples of these initiatives would include Tricksters in Arts, the Undergraduate Student Handbook in Science, and the Web pages on advising in the Faculty of Applied Science. We have also revised our procedures on withdrawing from courses making it easier for students to do this themselves if they withdraw within the timelines prescribed in the *Calendar*. Many Faculties have also made it easier for students to take courses for credit in other Faculties and have expanded offerings in minors so that students can obtain specializations in more than one Faculty (e.g., Physics major and Commerce minor).

The Registrar's office has also taken several initiatives to make our procedures more efficient, including early work on Degree Navigator (an expert computer system designed to provide students with easy access to degree requirements). Student Services and the Faculties have also been meeting regularly to discuss ways of increasing early offers of admission and to find ways to orient students better to the UBC registration process. A variety of enhancements to the Student Services Web materials have also been made, to benefit students, staff, and faculty (e.g., the Faculty Service Centre for class lists).

The Academic Plan, which will come to Senate for discussion in the fall, will also continue the focus on the easing of undue regulation.

It is important to emphasize, however, that all units have been experiencing increases in student demand for academic advising. The more we do to promote and streamline advising, the more students want the advising services available. This has less to do with regulatory burdens than with student interest in pursuing more varied educational paths (e.g., a growing student demand for joint degrees, more exchange and visiting agreements, more internship and co-op arrangements).

**Recommendation B:** that all Schools and Faculties post regular hours for advising, and that every effort be made to accommodate students throughout the day, including at the lunch hour.

During the Winter term student advising is now regularly available, including over the lunch hour, in all Faculties. Hours of operation are clearly posted. In some Faculties summer advising is not as readily available, especially where student requests for advising are also much lower (summer advising is available, however, in all Faculties). Web-based advising support is also available in all Faculties.

**Recommendation C:** that Faculty advisers be given appropriate training and familiarized with all aspects of degree and program requirements in their own Faculty, as well as being provided with information about university regulations and the workings of the Student Information System.

The responses from Deans clearly indicate more attention is being given to the training of advisers. Especially in the bigger Faculties, special sessions for adviser training have been implemented and most Faculties report that advisers meet at least once a year, and usually more frequently, to discuss issues.

**Recommendation D:** that the Faculties and Schools join with Student Services in the production of a manual for advisers containing basic information concerning academic requirements and non-academic resources and services.

There has been no concerted effort on this recommendation. Most Faculties have some form of in-house manual, which they supplement with material from Student Services (e.g., Admissions, Women Students Office, Career Services, Student Exchange Office, International House).

**Recommendation E:** that the Registrar and the Faculties work together to improve the *University Calendar* by updating all information and eliminating redundancies, and by improving the general layout and organization of the Calendar's contents.

Information in the *Calendar* is up-dated annually and there is an on-going Calendar Review Committee. The official version of the calendar is now on the Web, and given search capabilities on the Web, the ease of finding material in the *Calendar* may have increased. As resources permit (time and money) we will be reviewing the *Calendar* to improve its layout and organization.

**Recommendation F:** that all Schools and Faculties investigate the application of electronic sources to provide students with immediate and direct access to basic information about their academic record and course or degree requirements.

Both Degree Navigator (see above) and the Web-based Student Service Centre have enhanced the "electronic sources" by which students can access information. Both of these initiatives have high priority in Student Services. Web-based advising materials are also readily available.

**Recommendation G:** that Faculty and Department advisers be more fully apprised of the requirements in each others' areas, and that Faculty and Department advisers be encouraged to consult on a regular basis.

Annual meetings of advisers occur, as appropriate, in most Faculties. In a few of our smaller Faculties, meetings are less regular because the advisors work with one another on a daily basis. The Registrar has been convening meetings of Associate Deans responsible for advising (see below).

**Recommendation H:** that the senior advisers in each School or Faculty meet periodically to discuss advising policies and procedures, to exchange information about new or changing programs and requirements, and to coordinate their advising activities wherever possible.

The Registrar has recently convened meetings of the Associate Deans responsible for students. These are reported to be very useful meetings at which a range of advising related issues are discussed. This permits a venue for the sharing of new or changing programs and requirements.

**Recommendation I:** that there be a statement, either in the University *Calendar* or in the proposed advisers' manual, reminding students and faculty members of the need for mutual respect in the advising process.

Statements to this effect appear in the calendar and several Deans report that such reminders are a part of their internal advising packages. The UBC *Calendar* contains the following:

*The University of British Columbia is committed to ensuring that all members of the University community - students, faculty, staff, and visitors - are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination (p. 39).*

**Recommendation J:** so that students may express their views concerning our advising services, a standardized survey or questionnaire be prepared by the Registrar or the office of the Vice-President of Student and Academic Services and circulated to all advising offices, and that students' responses be forwarded to Deans and Directors.

Many, although not all, Faculties report using the Campus Advisory Board on Student Development form/questionnaire for obtaining student feedback. A final version of that form had not been produced when the Deans reported but it is expected that a new version will be printed soon for wider use on campus

**Recommendation K:** that the Vice-President Academic and the Vice-President for Student and Academic Services confer periodically to discuss any problems relating to advising policies and procedures.

This continues to occur regularly.

**Recommendation L:** that all advising offices be provided with information about the non-academic services available on campus, and that advisers draw students' attention to these services as needed.

This information is routinely sent to Advising Offices from Student Services and is incorporated in advising manuals and displayed or provided to students as appropriate (see above, recommendation D). Links to these services are available on most advising Web sites. Some of this information is also available in the Handbook of Support Services.

**Accountability:** During the Senate meeting of November 12, 1997 when the above recommendations were approved, Senator Neena Sonik addressed the issue of the "accountability of advisers." The Academic Policy Committee has acted upon this issue by advising all Faculties to adopt clear accountability guidelines.

In presenting the original committee report to Senate, Dr. Rosengarten stressed three issues related to advising: making fuller information widely available, easing access to information, and improving communication throughout the advising system. In working toward the Committee's recommendations, we have made progress on these key issues, although continuing improvements to the advising system are essential. The Deans, Associate Deans, and student, staff, and faculty advisers are alert to the need to constantly monitor and enhance our advising.

Vice-President McBride spoke briefly to the report, highlighting various initiatives that have been undertaken in order to improve student advising. Vice-President McBride acknowledged that there remains work to be done in this area, but stated that it was evident that increased resources, energy, and imagination were being allocated to student advising in response to the report of the Ad Hoc Committee on Academic Advising.

Mr. Brady, referring to the penultimate paragraph of the report, asked what deadline was in place for Faculties to adopt "clear accountability guidelines," and whether Senate would be informed as to the nature of those guidelines. Vice-President McBride responded that he would look into this issue and report back to Senate.

### **Senate Nominating Committee Membership**

#### **CALL FOR NOMINATIONS**

Declaration of vacancies: call for nominations for two student representatives to serve on the Nominating Committee.

In accordance with regulation 4.1.5 of the *Rules and Procedures of Senate*, a call for nominations was to be sent out immediately following the meeting of Senate. If necessary, an election would take place at the May 19, 1999 meeting of Senate.

### **Admissions Committee**

Dr. Harrison, as Chair of the committee, presented the reports for approval.

#### **FACULTY OF APPLIED SCIENCE: MINOR IN COMMERCE**

The committee recommended approval of the following addition to academic regulations:

#### **Faculty of Applied Science, Minor in Commerce: Addition to Academic Regulations**

This will be added to the Applied Science Program outlined on pages 89-101 in the 1998/99 Calendar.

Addition of new sub-section to appear between "Complementary Studies Courses" and "Co-operative Education" in 1998-99 Calendar, page 91, right hand column:

**Minor in Commerce**

Students desiring a stronger foundation in business are encouraged to consider the Minor in Commerce. Upon successful completion of this Minor program, the notation "Minor in Commerce" will be placed on the student's transcript.

Enrollment in this program is strictly limited. An application for admission can be obtained from the Faculty of Applied Science Dean's Office, Engineering Student Services. The completed form must be returned by May 15. For an application to be considered, the student must be eligible for third year standing in the Faculty of Applied Science with a cumulative average of at least 68% in the previous two years. Meeting the stated minimum requirements does not guarantee admission into the Minor.

The program will consist of

1. ECON 309 (or 100<sup>1</sup>) (6),
2. COMM 457 (3),
3. COMM 465 (3),
4. one of COMM 329 (3), COMM 458 (3) or COMM 473 and
5. the engineering economics course appropriate for the department in which the student is enrolled (3).

In general completion of the Minor in Commerce will take an additional term.

<sup>1</sup>Students who have completed ECON 100 prior to entry into the program may use this course in lieu of ECON 309. Either Economics course may be used as the Humanities and Social Sciences elective component of the complementary studies courses. Some programs will allow a maximum of three credits of Commerce courses to count toward the technical electives requirement.

*Rationale:*

*Many students in the Faculty of Applied Sciences take courses in Commerce and Economics and they would like to receive a Minor in Commerce similar to students in the Faculty of Science. This program opens a Commerce Minor to Applied Science students. It also provides the option of a more diverse education for technically oriented students.*

Effective date: September 1, 1999



*Dr. Harrison  
Dean Isaacson*

}

*That the proposed changes to the Faculty of  
Applied Science Minor in Commerce be  
approved.*

Carried.

## **FACULTIES OF APPLIED SCIENCE AND ARTS: DUAL DEGREE**

Dr. Harrison presented the following report.

### **New Dual Degree Program in Applied Science and Arts**

The following section will appear in two places in the *Calendar*:

1. Faculty of Applied Science - immediately following the "Co-operative Education Program" section on page 91 of the 1998/99 *Calendar*.
2. Faculty of Arts - immediately following the paragraph headed "Combined Honours Programs" on page 113, column 3 of the 1998/99 *Calendar*.

#### **Dual degree program in Arts and Applied Science**

This program offers capable students the opportunity to earn a B.A. and a B.A.Sc. degree in five years of study, in most combinations of one Arts degree program and one Engineering degree program. A Board of Studies administers and oversees admission to the program.

#### **Admission**

Application for admission to the program is made to the Board of Studies through either the Arts Advising Office or Engineering Student Services. Applicants may be registered in either Faculty, but must be admissible to the other Faculty at the time of admission to the program. Acceptance into the program will be determined based on a review of the applicant's transcript, an interview and a review of a portfolio or other such other material that the applicant wishes to submit. Normally, application for admission will be made immediately upon acceptance into either Faculty. Admission to the program at a later date is also possible but may imply a longer time to complete the program.

#### **Program of Study**

Students must satisfy all the program requirements for both the B.A. and B.A.Sc. degrees in their chosen degree programs. Individual courses may be considered to satisfy program requirements for both degrees. Courses taken within the Faculty of Applied Science will have the same standing as courses taken within the Faculty of Science for the purpose of satisfying requirements for a B.A. degree for students enrolled in this program. The regulations governing the granting of a second degree apply to this program, with either of the two degrees being considered as the "second" degree even though both are being

taken simultaneously. Where possible, students should meet with an advisor from the Board of Studies prior to enrolling in their first year of courses.

*Rationale:*

*The proposed program will allow students to simultaneously pursue interests in arts and engineering. The program has been proposed and is being pursued because of the potential benefits to the students and the University. The proposal is closely aligned with one of the principles of UBC's vision: interdisciplinary studies.*

**Organization**

The program is modeled along the lines of a second degree. However, there are distinct advantages to offering the two degrees concurrently, rather than consecutively. Students in the program will not have to abandon one of their interests for four years while they pursue another of their interests. Interleaving Arts and Applied Science courses will stimulate greater cross-fertilization of ideas than is possible with a conventional second degree program. The dual degree will take less time, in general, than a second degree because the program can be optimized more easily to satisfy the requirements of both degrees with the fewest number of courses. For instance, all "complementary studies" courses required in engineering could be chosen to also fulfill degree requirements for the B.A. degree. Similarly, Applied Science courses could be used instead of Science courses to make up the 120 credit total required for a B.A. degree. The total number of credits taken will still exceed the minimum required for a second degree. Engineering degrees generally require about 155 credits, depending on the program and option taken. An Arts degree requires a minimum of 120 credits. At most, there will be 81 credits of overlap between the two degrees. Therefore, a student will still need to complete at least 194 credits, which exceeds the 180 credit minimum to obtain a first and second degree.

**Schedule**

Students in the program would concentrate each term on either the Arts or the Applied Science half of their program. The first two terms would be devoted to engineering, which would simplify placing the student into an engineering department in second year. The students would need to attend summer session after first year in order to complete the minimum requirements of the Arts half of their program; an additional three credits of first-year English, six credits of English Literature and possibly another three credit first-year Arts course. Again, the winter session of second year would be mainly devoted to engineering. If necessary, the summer session following second year could be used to fulfill the Arts Faculty second language requirement, if that had not been met prior to entry to UBC. Subsequent engineering terms would follow the co-op education schedule, permitting the students to interleave complete terms of upper level Arts in their chosen discipline with those of Engineering. The dual degree could be completed in five years, the same time as would be required for one degree if co-op education were pursued.

**Demand**

Potential demand for this program is very uncertain. It is not expected that this program will attract many students, probably less than five per year initially. However, it

should be noted that a few professors in Applied Science have B.A. degrees in addition to their engineering credentials. The program may attract some top students from across Canada because of its breadth, academic challenge and uniqueness.

#### **Resources**

The resource demands of this program are minimal. There will be a need for faculty members from both Applied Science and Arts to form a Board of Studies. The main function of the Board will be to provide academic guidance to students in the program. Members of the Board will also need to review applications for the program and to promote the program.

Students in the program will require no more resources than any other student in either an Applied Science or Arts program alone, other than the individual academic guidance. If the program proves popular, it will be necessary to consider how to count the students in the program for budget allocations and the like. That question will only be addressed when and if required.

<i>Dr. Harrison</i>	}	<i>That the admissions statement for the Dual Degree in Applied Science and Arts be approved.</i>
<i>Dean Isaacson</i>		

Carried.

#### **FACULTY OF GRADUATE STUDIES: MASTER OF SOFTWARE SYSTEMS**

Dr. Harrison presented the following revised admissions statement for the Master of Software Systems:

##### **Faculty of Graduate Studies: Admissions Statement for "Master of Software Systems"**

##### ***Calendar Statement:***

The Master of Software Systems (MSS) is designed to prepare graduates with degrees in subjects other than computer science or computer engineering for the specialized area of Software Systems. The program will focus on the existing problem-solving and technical and analytical skills of these graduates, and will bring them rapidly to graduate-level expertise in Software systems.

The program's duration is 16 months and is composed of 30 credits of specified courses taken in three semesters. This includes a required four-month industry internship.

This program is offered by the Centre for Integrated Computer Systems Research (CICSR), an interdisciplinary research centre supported by the Computer Science Department (Faculty of Science) and the Electrical and Computer Engineering Department (Faculty of Applied Science). The degree is administered by the Faculty of Graduate Studies. The program will be administered by the Director of the Master of Software Systems (or appointed staff), under the supervision of the Director of CICSR.

Successful applicants will hold a bachelor's degree and will have computer program design and data structures knowledge equivalent to that offered in CPSC 216 or CPSC 252. The program is designed to be of interest to graduates in engineering, mathematics or the physical sciences but other applicants with the necessary technical background or work experience may be accepted on approval by the program director and the Faculty of Graduate Studies. However, graduates in computer science or computer engineering will find that advanced degrees in those disciplines will better meet their needs. Admission to the program is subject to supervisor availability.

Student applications, deadlines, and scholarship awards will be administered in accordance with the policies and standards of the Faculty of Graduate Studies.

Applicants should direct inquiries to:

Director  
Master of Software Systems  
CICSR, UBC  
289 - 2366 Main Mall  
Vancouver, BC, V6T 1Z4, Canada  
Phone: 604-822-6894.

Dr. Harrison noted that the Master of Software Systems degree had already received Senate approval, but the admissions statement had required some revision.

<i>Dr. Harrison</i>	}	<i>That the revised admissions statement for the Master of Software Systems be approved.</i>
<i>Dean Isaacson</i>		

Carried.

#### OUTSTANDING STUDENT INITIATIVE/UNDERGRADUATE SCHOLAR PROGRAM

See 'Appendix A: Report on the Outstanding Student Initiative/Undergraduate Scholar Program'.

Dr. Harrison presented the report.

<i>Dr. Harrison</i>	}	<i>That the Student Awards and Admissions Committees study the issue of the imbalance in the disciplines of entrance scholarship winners in the next academic year paying attention to the effects of the changes inherent in the new USP on the acceptance rate of offers of awards and on the faculties chosen by award recipients, and to the result of the availability of USP's to continuing and college transfer students on the distribution of awards by faculty, and that a report be brought to Senate in April 2000.</i>
<i>Dr. Knight</i>		

Carried.

<i>Dr. Harrison</i>	}	<i>That the Registrar be encouraged to bring forward a recruiting strategy that will, in part, seek to better inform high school students of the range of opportunities for study at UBC.</i>
<i>Dr. Burns</i>		

Carried.

<i>Dr. Harrison</i>	}	<i>That the Admissions Committee and the Deans study the criteria for admission to UBC and to various faculties and recommend any changes deemed desirable to meet the goals outlined in the Trek 2000 vision document.</i>
<i>Dr. Berger</i>		

In response to a query from Mr. Brady regarding a possible deadline for bringing recommendations back to Senate, Dr. Harrison proposed that the motion be amended to end "..., and that a report be brought back to Senate in one year." The proposed amendment was accepted.

The motion, as amended,  
was put and carried.

#### RECIPROCAL STUDENT EXCHANGE AGREEMENTS

Dr. Harrison presented the following reciprocal student exchange agreements for approval:

N.B. Many of these agreements have been in operation for several years with students moving between institutions but the agreements never received formal Senate approval.

Institution	Country	Agreement Limited to Faculties of:
Royal Melbourne Institute of Technology	Australia	Agricultural Sciences Applied Science
University of New South Wales	Australia	
University of Sydney	Australia	
University of Burgundy	France	
University of Wurzburg	Germany	
Indian Institute of Technology at Delhi	India	Applied Science
University of the Philippines at Los Baños	Philippines	Agricultural Sciences Forestry
University of Glasgow	Scotland	
University of Nottingham	England	
Arizona State University	USA	
The University of Arizona	USA	

<i>Dr. Harrison</i> <i>Dr. Vanderstoep</i>	}	<i>That Senate approve the reciprocal student exchange agreements as outlined above.</i>
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In response to a query from Dr. Knight, Dr. Harrison stated that these agreements are intended to permit UBC students to study abroad, usually in their third year, while paying UBC tuition fees. It is intended that UBC host, on average, the same number of students as it sends to a given institution.

In response to a query from Dr. MacEntee regarding how potential partner institutions are evaluated, Dr. Harrison stated that the International Liaison Office conducts research on the institutions with regard to academic credentials, the range of available programs, the government structure, available student services, and support provided to exchange students.

There was some discussion regarding advising of students planning to participate in an exchange program. Dr. Harrison stated that advisors have the responsibility to determine the

appropriateness of an individual student's proposed exchange program. Dr. MacEntee asked whether all advisors were aware of the need to verify the appropriateness of individual programs at institutions with which blanket agreements exist. Dr. Harrison recalled that Senate had requested a review of student exchange programs three years ago (Note: see the minutes of Senate, May 15, 1996, pp 11458-9). A committee was struck in response to this request, but has not yet completed its deliberations. Dr. Harrison stated that this delay is of concern to the Admissions Committee.

In response to a query from Dr. Williams, Dr. Harrison stated that each student returning from a period abroad is asked to file a report about his/her experience with the Student Exchange Programs Office.

Dr. Harrison, in response to questions, stated that a student's exchange program is not necessarily approved on a course-by-course basis, depending on the student's Faculty and program. Where it is not possible to directly match courses offered at a partner institution with UBC courses, and the Faculty considers that it will be of benefit to the student to experience education in another setting, transfer credit is worked out on a broader basis.

Mr. Lau asked why the exchange agreements had not been brought to Senate for approval earlier. Dr. Harrison stated that some of the agreements had been previously presented for information, but not for approval. Dr. Spencer stated that exchange programs do not require Senate approval prior to students going abroad, and gave the example of faculty-specific agreements in the Faculty of Commerce and Business Administration that had operated for many years prior to receiving Senate approval. Dr. Harrison clarified that although faculty-specific exchanges might operate prior to receiving Senate approval, a formal exchange agreement between two institutions may not be signed until Senate approval has been granted. Dr. Knight stressed the need to

acknowledge the role of Senate in approving exchange agreements, especially as UBC moves toward further internationalization.

The motion was  
put and carried.

### **Curriculum Committee**

See Appendix B: Curriculum Change Summary.

Dr. Berger presented the report as chair of the Committee.

### **FACULTY OF AGRICULTURAL SCIENCES**

<i>Dr. Berger</i>	}	<i>That Senate approve the proposed curriculum changes from the Faculty of Agricultural Sciences.</i>
<i>Dr. Vanderstoep</i>		

Dr. Berger commended the proposed restructuring of the Agricultural Sciences curriculum as innovative and exciting.

Carried.

### **FACULTY OF APPLIED SCIENCE**

Dr. Berger introduced the proposal for a new Dual Degree in Applied Science and Arts. He noted that the two Faculties had examined the minimum requirements for a degree from each Faculty and then had made some compromises in order to ensure that the dual degree could be completed in five years plus one summer term. The total number of credits would be 194. Dr. Berger pointed out that this total exceeded the minimum total requirement of 180 credits for a first and second baccalaureate degree under UBC policy.



Dr. Berger also spoke briefly about the other proposed changes from the Faculty of Applied Science, and commended the Faculty for its continuing efforts to reduce credit load within programs.

<i>Dr. Berger</i>	}	<i>That Senate approve the proposed curriculum changes from the Faculty of Applied Science.</i>
<i>Dean Isaacson</i>		

Dean Isaacson stated that he was delighted that the Dual Degree had been presented for approval, particularly because the new degree would be in keeping with the spirit of *Trek 2000*. He thanked the Dean of Arts as well as members of the program planning committee: Dr. Frank Navin, Dr. Karl Bury, Dr. Kathryn Harrison and Dr. Judy Segal.

Carried.

#### THE FACULTY OF ARTS

Dr. Berger stated that the Dual Degree in Applied Science and Arts also appeared for approval in the Faculty of Arts curriculum report. He noted that one substantial change for the Faculty of Arts is the use of courses from the Faculty of Applied Science as science electives for the purposes of the Arts component of the dual degree.

Dr. Berger spoke briefly to each of the changes as outlined in the Faculty of Arts curriculum report. He pointed out that three programs had been deleted due to lack of resources: the Diploma in Translation, the Honours Program in Romance Languages, and the Honours Program in Hispanic Studies.

<i>Dr. Berger</i>	}	<i>That Senate approve the proposed curriculum changes from the Faculty of Arts</i>
<i>Dr. Burns</i>		

Carried.

## FACULTY OF FORESTRY

Dr. Berger introduced the proposals from the Faculty of Forestry.

<i>Dr. Berger</i>	}	<i>That Senate approve the proposed curriculum changes from the Faculty of Forestry.</i>
<i>Dr. Marshall</i>		

Carried.

## FACULTY OF LAW

<i>Dr. Berger</i>	}	<i>That Senate approve the proposed changes to LAW 483.</i>
<i>Dean Blom</i>		

Carried.

## FACULTY OF SCIENCE

Dr. Berger stated the committee recommended approval of the changes from the Faculty of Science, but drew attention to the fact that the Joint UBC-BCIT Degree in Biotechnology had been tabled pending completion of consultation and thus appeared strictly for information.

<i>Dr. Berger</i>	}	<i>That Senate approve the proposed curriculum changes from the Faculty of Science.</i>
<i>Dr. Harrison</i>		

Dr. Benbasat asked whether vector hour designations should have been included for new courses ISCI 320 and MICB 447. Dr. Harrison replied that there had been discussion about this issue, and that it had been decided that vector designations would not be meaningful to students, given the non-traditional structure of these courses. Dr. Berger added that vector designations could be added later, if necessary, as editorial changes.

Dr. Knight asked whether coursework in international law might be included as appropriate electives for the major in Oceanography. Dr. Harrison replied that there had been discussion about this possibility, and that consultation with the Faculty of Law would be required before any such courses could be formally included as part of the major.

Carried.

## **Elections Committee**

### **REVISIONS TO REGULATIONS FOR STUDENT ELECTIONS TO GOVERNING BODIES**

See Appendix C: Revised Regulations for Student Elections to Governing Bodies.

Mr. Lau, as Chair of the committee, introduced a proposal to amend the elections regulations. He stated that the intent of the revisions was to delegate as much responsibility as possible for student elections to the AMS, as well as to update and clarify the language used.

<i>Mr. Lau</i>	}	<i>That the proposed amendments to the Regulations on Student Elections to Governing Bodies be approved.</i>
<i>Mr. Brady</i>		

Carried.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:50 p.m.

## **Next meeting**

The next regular meeting of Senate will be held on Wednesday, May 19, 1999 at 8:00 p.m.

## **Appendix A**

### **REPORT ON THE OUTSTANDING STUDENT INITIATIVE/UNDERGRADUATE SCHOLAR PROGRAM**

#### **Motion from Senate concerning the Outstanding Student Initiative Program (now replaced by the Undergraduate Scholar Program)**

At its October meeting, Senate approved a report from the Awards Committee with the result that the Outstanding Student Initiative (OSI) program has been transformed into the UBC Undergraduate Scholar program (USP). In the discussion of the proposal it was apparent that some senators had concerns about the implications of the proposal for the numbers of students entering various faculties.

Senate approved a motion made by M. MacEntee, seconded by J. Berger:

#### **Motion:**

*That the recommendations of the report to Senate on the OSI, which Senate has already approved, be referred to the Senate Admissions Committee to consider the significance of the report on the admissions policy and practices at UBC and that the Senate Admissions Committee report to Senate in April, 1999.*

The Senate Admissions Committee considered the report and discussed some aspects of the pattern of enrolment of students awarded the OSI. It is clear that the proportion of OSI recipients entering the Faculty of Science exceeds that faculty's proportion of the total entering class (table 1). It is also predicted that the new USP program will perpetuate this difference for incoming students although as students progress through their degree programs more and more awards will be in faculties other than Science (table 2). If the initial imbalance resulted from a bias in the criteria used to select OSI recipients then immediate changes would be warranted. The Senate Admissions Committee has not been able to complete its study and we feel that it would be premature to do so until the results of the implementation of the new USP are known. However, we present some comments on two aspects: the perceived inequity in grading among high school courses and the need to define goals for recruiting efforts.

The claim that it is more difficult to achieve high grades in some high school courses (i.e., the Arts subjects) than in others (the Sciences) warrants attention but at this time only a preliminary evaluation can be made. Students applying to different faculties are evaluated on grades in some different courses, but all must use their grade twelve English mark so that course provides a useful basis of comparison. The average final mark in English was comparable in 1990 (74% for students entering Science, 75% for Arts) and has risen in recent years to 86% for Science but only to 82% for students entering Arts. As table 3 shows there has at the same time been an overall decline in the percentage of students achieving an 'A' on the English 12 exam. The data in table 3 also indicate that the percentage of students achieving an 'A' grade on the provincial examinations in some Arts and Science courses is similar but the results for English are lower (this result disadvantages all students equally) and those for Chemistry and Physics are higher. Since students taking Physics

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*Appendix A*

achieve a high proportion of 'A' grades the preponderance of males over females (>2:1) in that course might be expected to affect the competition for awards. However, since the inception of the OSI program more females than males have received awards (59% vs. 41%). Finally, since students applying to the Faculty of Arts have the widest choice of grade twelve courses to use for entrance (English and three others) it should not be assumed that they are evaluated on only Arts subjects. Without knowledge of the range of courses completed by students who apply to various faculties it is impossible to determine whether or not UBC's entrance requirements place some students at a disadvantage.

A review of the data presented to Senate (and other data considered by the Admissions Committee) suggests that the imbalance resulted, in part, from the success achieved by the Faculty of Science in attracting academic achievers. It was not too many years ago that there were empty spaces in first-year Science classes, unmet enrolment quotas, and lower GPA's among students entering Science than Arts. Now, the difference in minimum GPA for entry to the two faculties is substantial and many applicants to Science are rejected each year. It is important to note that the same situation does not occur at all universities.

Why are some students attracted to Science over Arts at UBC? Recruiters visiting high schools report that students are eager to get into Science even though their marks in Arts subjects would suggest that they had a bright future in a B.A. program. High school students seem to know more about science than they do about the humanities despite the fact that there are both required and elective courses in both areas in the grade 11/12 curriculum. Part of the increasing interest in Science may stem from the active recruiting efforts of specific science departments; e.g., through visits to schools by faculty from the department of Mathematics, mentoring of teachers involved in the Euclid math exam, providing an avenue for students who study calculus in grade twelve to get UBC credit through the MATH 100 Challenge exam (recently approved by Senate for changes making it a cooperative venture with other BC universities), and bringing top high school students to UBC for local (and international) competitions in Physics and Chemistry. Another attractant is the perception (false but widely held) that the route to a career in Medicine or Dentistry is through the Faculty of Science.

A further source of the interest in Science may be the public's evaluation of the job possibilities for students who gain degrees in different disciplines. While it is true that B.Sc. graduates in some disciplines easily access challenging jobs, graduates in other fields do not. An unmet challenge to the university is to convince students that a degree that does not lead to a job in an obviously related field has not been "wasted". If employers are truthful when they say that they seek graduates who are literate, critical thinkers, problem solvers, and good communicators, then a balanced and thorough program of study in any university discipline should produce an employable citizen. Perhaps we at the university need to do more to alert students to the diversity of programs at UBC before they apply to a faculty. The Student Recruitment Office makes a valiant effort, with limited financial support, to reach high school students, but a new recruiting strategy may be needed, one that integrates the efforts of that office with those of individual faculties and departments.

*Appendix A*

Some members of the Senate Admissions Committee are also members of a group working with the Registrar on a recruiting strategy in response to the mandate in the Trek 2000 document to "enhance our student recruitment efforts provincially, nationally, and internationally" so a new strategy may be forthcoming soon.

In summary, we recommend:

1. That the Senate Awards and Admission Committees study the issue of the imbalance in the disciplines of entrance scholarship winners in the next academic year paying attention to the effects of the changes inherent in the new USP on the acceptance rate of offers of awards and on the faculties chosen by award recipients, and to the result of the availability of USP's to continuing and college transfer students on the distribution of awards by faculty, and that a report be brought to Senate in April of 2000.
2. That the Registrar be encouraged to bring forward a new recruiting strategy that will, in part, seek to better inform high school students of the range of opportunities for study at UBC.
3. That the Senate Admissions Committee and the Deans study the criteria for admission to UBC and to various faculties and recommend any changes deemed desirable to meet the goals outlined in the Trek 2000 vision document.

**table 1. Percent of OSI's awarded by Faculty and Year, total no. of registered OSI's each year, and the criteria applied.**

FAC*	YEAR								
	90	91	92	93	94	95	96	97	98
APSC	15	14	16	19	16	12	11	10	11
ARTS	29	40	30	29	25	32	31	35	29
SCI	54	45	54	59	55	53	55	52	57
REG.	212	360	463	543	644	1212	1499	1556	1131
Criteria	GPA 4.0 on 4 Gr 12 & 5 Gr 11 courses; no grade < A					Ave. 86% on 4 Gr 12 examinable courses; no grade < 86% (except designated Arts courses with 82% min.)			Ave. 90% on interim; 88% on finals in 4 Gr 12 examinable courses; no grade < 86%
Award	\$2,500; no mention of renewal					\$10,000 with \$2,500 in year 1, renewable with maintenance of scholarship standing			\$10,000 with \$2,500 in year 1, renewable with maintenance of scholarship standing

*\*Other Faculties usually represent <1% of each of the OSI's each year.*

Appendix A

table 2. Predicted distribution of USP's (% of total) by Faculty and year (data from the report to Senate in October 1998). The criteria for the USP for entering first-year students are: average 95% on interim grades, 92% on finals, calculated on 4 grade 12 examinable courses; no minimum grade required.

Faculty	Year 1	Year 2	Year 3	Year 4
APSC	13	11	15	11
ARTS	19	25	19	20
SCI	65	58	37	38
Other	3	6	29	31

table 3. Percent of students achieving an 'A' grade in provincial exams, and participation rates\*. (Data from the Ministry of Education)

		1991/2				1996/7	
COURSE		Total	Gender		Total	Gender	
			F	M		F	M
English	% A	9.6	11.9	6.9	8.0	10.1	5.7
	Part.*	72.9	77.5	68.2	73.6	78.0	69.2
Eng Lit.	% A	11.4	n.a.	n.a.	15.0	n.a.	n.a.
Biology	% A	11.1	10.7	11.9	14.4	13.9	15.3
	Part.	25.5	32.1	18.9	27.8	35.9	19.8
Chem.	% A	18.8	16.6	20.7	21.7	19.5	23.8
	Part.	20.8	19.6	22.0	23.6	23.5	23.7
French	% A	12.6	12.7	12.3	16.9	17.9	14.2
	Part.	15.2	21.2	9.3	11.0	15.5	6.7
Geog.	% A	5.3	4.3	6.2	12.1	11.0	13.2
	Part.	20.3	19.8	20.9	18.2	18.3	18.1
History	% A	5.5	5.1	5.9	12.9	11.7	14.2
	Part.	19.3	19.6	19.1	16.7	17.5	16.0
Math.	% A	14.4	13.1	15.4	17.9	17.1	18.5
	Part.	34.4	31.4	37.3	38.3	36.3	40.2
Physics	% A	21.2	22.8	20.6	25.7	24.3	26.3
	Part.	12.0	6.8	17.3	13.6	8.0	19.1

\* Participation rate = number of exams written divided by number of students enrolled.

## **Appendix B**

### **CURRICULUM CHANGE SUMMARY**

#### *Faculty of Agricultural Sciences*

New courses: AGSC 250, AGSC 260, HUNU 250.

Delete courses: AGSC 200, AGSC 210, AGSC 220.

#### *Faculty of Applied Science*

New program: Dual Degree in Applied Science and Arts.

##### CHEMICAL ENGINEERING

Course Changes: CHML 242: change title, description, credits, hours.

Delete courses: CHML 245, CHML 261.

Program changes: second year,  
fifth year, Chemistry Honours.

##### CIVIL ENGINEERING

New courses: CIVL 409, CIVL 437.

Course changes: CIVL 321: change description, pre-requisite.  
CIVL 340: delete pre-requisite, change hours.  
CIVL 408: change pre-requisite.  
CIVL 413: add pre-requisite, delete co-requisite, change hours.  
CIVL 420: change pre-requisite.  
CIVL 430: change pre-requisite.  
CIVL 441: change title, description, add pre-requisite, change hours.  
CIVL 493: change description, hours.

##### ENGINEERING PHYSICS

Program change: second year.

##### GEOLOGICAL ENGINEERING:

Program changes: second and third years.

##### MINING AND MINERAL PROCESS ENGINEERING

New course: MMPE 491.

Course changes: MMPE 293: change credits and grading.  
MMPE 301: change credits and hours.  
MMPE 331: change credits.  
MMPE 333: change credits and hours.

Delete courses: MMPE 401, MMPE 431, MMPE 494.

Program changes: second, third and fourth years.



***Faculty of Arts***

New program: Dual Degree in Applied Science and Arts.

ANTHROPOLOGY AND SOCIOLOGY

Course changes: ANTH 217: change description.  
ANTH 417: change title.

CLASSICAL, NEAR EASTERN & RELIGIOUS STUDIES

New courses: LATN 302, GREK 302.

Delete courses: LATN 425, GREK 425.

Course changes: LATN 411 through 423: change pre-requisites.  
GREK 411 through 423: change pre-requisites.

New programs: Major in Myth and Literature in Greece, Rome and the Near East,  
Honours in Myth and Literature in Greece, Rome and the Near East,  
Minor in Myth and Literature in Greece, Rome and the Near East.

Program changes: Major in Archaeology and History of Greece, Rome and the Near East,  
Honours in Archaeology and History of Greece, Rome and the Near East,  
Minor in Archaeology and History of Greece, Rome and the Near East.

FRENCH, HISPANIC & ITALIAN STUDIES

Delete programs: Diploma in Translation,  
Honours in Romance Languages,  
Honours in Hispanic Studies.

Delete courses: FREN 401, 480, 482, 484, 486, 489, SPAN 110, 400.

Program change: Honours Program in French with Emphasis on Literature.

New course: FREN 427

Program changes: Major in Spanish,  
Major in Italian Studies,  
Minor in Spanish.  
Change to Language Requirement.

Course changes: SPAN 100, SPAN 105, SPAN 200, SPAN 205: change pre-requisites.  
SPAN 300: change title and pre-requisites.  
SPAN 305: change credits, pre-requisites and hours.  
SPAN 320: change credits.

GERMANIC STUDIES

Course changes: GERM 337: renumber to GERM 330.  
GERM 338: renumber to GERM 332.  
GERM 339, GERM 439: change credits and hours.

LATIN AMERICAN STUDIES

Change of program description:

- Latin American Studies,
- Major in Latin American Studies,
- Minor in Latin American Studies,
- Thematic Option with the General B.A. Program: Latin American Studies.

LINGUISTICS

Course changes: LING 316, LING 317: change title, description, pre-requisites.  
LING 350: becomes LING 451 and LING 452.  
LING 300, LING 427: change pre-requisites.  
LING 400: becomes LING 311, change pre-requisites.  
LING 437: becomes LING 337, change pre-requisites.

Program changes: Major in Linguistics,  
Honours in Linguistics.

SCHOOL OF MUSIC

New courses: MUSC 443, MUSC 468.

*Faculty of Forestry*

Changes to Honours Standing and Dean's Honour Roll.  
Changes to Academic Regulations on Examinations and Advancement.

**B.Sc. (Forestry):** change to program description.

**B.Sc. in Forestry:** addition to program description.

Course change: FRST 451: add prerequisites.

**B.Sc. (Wood Products Processing):** delete Wood Science and Industry Major.

Program changes: second and third years,  
second and third years Co-operative Education Program,  
Primary Processing Area of Concentration.

***Faculty of Law***

Course change: LAW 483: change description.

***Faculty of Science***

ANAT 390 and ANAT 391: add to list of courses which have Science credit.

BIOLOGY

Course change: BIOL 435: change description, title, pre-requisites.

CHEMISTRY

Program changes: Chemistry Honours,  
Chemistry Honours - Environmental Option,  
Chemical Engineering - Chemistry Honours.

EARTH AND OCEAN SCIENCES

New program: Major in Oceanography.

GEOGRAPHY

New course: ATSC 406.

Program changes: Physical Geography,  
Physical Geography - Combined Honours, Geography and  
Geology.

INTEGRATED SCIENCES

New course: ISCI 320.

MATHEMATICS

New courses: MATH 230, MATH 231, MATH 412.

Course changes: MATH 423: change description and title.  
MATH 441: change in hours.

Delete courses: MATH 130, MATH 323.

New program: MATH/ECON Major.

MICROBIOLOGY AND IMMUNOLOGY

New course: MICB 447.

New program: Joint UBC/BCIT Degree in Biotechnology (FOR  
INFORMATION ONLY).



## **Appendix C**

### **REVISED REGULATIONS FOR STUDENT ELECTIONS TO GOVERNING BODIES**

In accordance with the *University Act*, R.S.B.C. 1996, c. 468, section 43 (1), "the senate must make and publish all rules in respect of nominations, elections and voting." The following elections are required annually:

1. Board of Governors (*University Act*, Section 19 (e))  
"2 full time students elected from the student association"
2. Senate (*University Act*, Section 35 (2) (h))  
"a number of full time students, equal to the number provided in paragraphs (a) to (f), elected from the student association in a manner that ensures that at least one student from each faculty is elected."

The following rules apply for the elections.

#### **1. Nominations**

- a. The AMS is responsible for placing the call for nominations in a student campus publication.
- b. The close of nominations must be 4:00 p.m. on the same day as the close of nominations for the AMS Executive Elections.
- c. Nominations must be on the forms provided by the Registrar.
- d. Nominees must appear in person at the Registrar's Office to produce identification (AMS card) and sign their nomination forms indicating their willingness to stand for election, and that they agree to abide by the AMS Electoral Procedures and attend the AMS All Candidates' Meeting.
- e. A candidate for election as a student representative to Senate may only stand for election for one position. A student nominated for more than one Senate position must withdraw from all but one position.
- f. The Registrar is responsible for checking nominations, and for giving each candidate a copy of the regulations.
- g. The Registrar must advise the AMS of the names of the candidates.
- h. The AMS must announce the candidates in a student campus publication.

#### **2. Nominations not submitted**

- a. Where there is no nomination for a student representative to the Senate from an individual faculty, and the incumbent is not willing or able to serve again, the replacement procedures in Item 10b apply.
- b. Where there is an insufficient number of nominations for student representatives to the Senate from the student body at-large, the seats must be filled by the incumbent at-large representatives who choose to remain in office, beginning with the incumbent who received the most votes in the previous election. If there is an insufficient number of incumbents willing or able to serve again, the replacement procedures in Item 10b apply.

#### **3. Withdrawal of nomination**

- a. Where a person nominated as a candidate withdraws his/her nomination after the ballots have been printed, the Registrar's Office Coordinator of Elections must provide the AMS with copies of a notice of withdrawal for each poll.
- b. The withdrawal and the fact that the candidate's name remains on the ballot does not invalidate the election.
- c. Votes cast for a candidate who has withdrawn must not be counted.

**4. Campaign regulations**

- a. The AMS must set campaign regulations within its Electoral Procedures, and all candidates must abide by the AMS Electoral Procedures.
- b. The AMS must set the schedule for the campaigning and voting. The schedule must allow election results to be released in accordance with these rules prior to February 1.
- c. The AMS Elections Committee is authorized to impose penalties upon or disqualify any candidate found to have violated the AMS Electoral Procedures.
- d. Any candidate disqualified by the AMS Elections Committee has right of appeal to the Senate Elections Committee after the close of polls. An appeal must be submitted in writing to the Registrar within 48 hours (exclusive of weekends or public holidays) of the close of polling.

**5. Ballots and voting**

The Registrar is authorized to delegate the responsibility for the preparation and counting of ballots, also the operation of polling stations, to the AMS. These responsibilities include:

- a. making sure that the polling stations are staffed;
- b. ensuring that the polling staff are fully instructed in their duties including prohibition of time and place that campaigning may take place;
- c. ensuring that the ballot boxes are sealed and returned to the student elections office after the polls are closed; and
- d. checking the number of unused ballots returned by each polling station.

**6. Election Results**

- a. The AMS must not release official or unofficial results from the elections earlier than 48 hours (exclusive of weekend and holidays) after the close of polls. After that period has elapsed, if any allegations of irregularities are submitted to the Registrar's Office, the AMS must provide the results in confidence to the Registrar for submission to the Senate Elections Committee. Otherwise, the AMS may release unofficial results, and in accordance with section 16(1) of the *University Act*, the Registrar must report the result to Senate at its next meeting.
- b. If there is a tie in the voting for either the Board of Governors or the Senate, the Senate casts the deciding vote.
- c. Those elected to the Board of Governors take office at the first meeting of the Board on or after February 1.
- d. Those elected to the Senate take office at the first meeting of the Senate on or after April 1.

**7. Irregularities and appeals**

- a. Any allegation of irregularities must be submitted in writing to the Registrar within 48 hours (exclusive of weekends or public holidays) of the close of polling and must include the signatures of at least three students eligible to vote.
- b. Upon receipt of an allegation submitted in compliance with Item 7a above, a meeting of the Senate Elections Committee must be called and the results of the election must be withheld pending the decision of the Committee as to whether the election is to be declared invalid.

*Appendix C*

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- c. The Senate Elections Committee has authority to hear appeals on election irregularities. The Committee has the power to declare an election invalid as to one or more of the candidates elected. If the Committee declares the election of a candidate invalid it has the power to declare another candidate elected, or to call a new election. If it calls a new election the Committee has the power to disqualify a candidate who committed election irregularities from participating in the new election.
- d. The Senate Elections Committee must not invalidate an election if it is satisfied that the election was conducted in good faith and the irregularity did not materially affect the result.
- e. The decision of the Committee is final and must be submitted to Senate at its next meeting for information.

**8. Reporting**

The AMS must submit a comprehensive election report to the Registrar's Office no later than two weeks after the close of polls which must include:

- a. an overview of the election procedure and details of polling, advertising, and campaigning;
- b. a detailed description of the ballot counting;
- c. the procedure used to reconcile spoiled and uncast ballots in the total ballot count;
- d. details of all instances in which rules contained herein were not strictly adhered to and the AMS's efforts to rectify problem situations and complaints.

**9. Replacement procedures - Board of Governors**

- a. If a student member of the Board of Governors ceases to be a duly registered student at the University, his/her seat becomes vacant. A student who completes a Winter Session as a duly registered student "ceases to be a duly registered student" when he/she does not register as a full time student in the registration period of the immediately succeeding Winter Session.
- b. In accordance with section 25 (2) of the *University Act*, the vacancy for a student position on the Board must be filled by the Alma Mater Society through an election. The winning candidate holds office until the next regular election.

**10. Replacement procedures - Senate**

- a. If a student representative on the Senate ceases to be a duly registered student at the University, his/her seat becomes vacant. A student who completes a Winter Session as a duly registered student "ceases to be a duly registered student" when he/she does not register as a full time student in the registration period of the immediately succeeding Winter Session.
- b. If an incumbent student senator resigns or ceases to be a duly registered student during his/her one-year term of office the following replacement procedures apply:
  - Student representatives from individual faculties - Senate must appoint a replacement on the recommendation of the appropriate undergraduate society or societies. The recommendation must be forwarded in writing to Senate by the AMS Student Council.
  - Student representatives from the student body at large - Senate must appoint a replacement on the written recommendation of the AMS Student Council.