

# THE UNIVERSITY OF BRITISH COLUMBIA



## **Vancouver Senate Secretariat**

Enrolment Services  
Senate and Curriculum Services  
2016-1874 East Mall  
Vancouver, BC V6T 1Z1  
[www.senate.ubc.ca](http://www.senate.ubc.ca)

## **Vancouver Senate**

### **AGENDA**

#### **THE SEVENTH REGULAR MEETING OF THE VANCOUVER SENATE**

**WEDNESDAY, MARCH 26, 2008**

**7:00 P.M.**

**ROOM 102, GEORGE F. CURTIS BUILDING (LAW), 1822 EAST MALL**

**1. Senate Membership -- Associate Secretary Ms. Lisa Collins**

- a. Replacement, ex officio: Dr. Michael Burgess, Principal, College for Interdisciplinary Studies, replaces Principal *pro tem*. James Thompson
- b. Presentation of Certificates of Appreciation for Senators with Terms Ending March 31, 2008 (information)

**2. Minutes of the Meeting of February 27, 2008 -- Vice-Chair Dr. Rhodri Windsor-Liscombe (approval) (circulated)**

**3. Business Arising from the Minutes**

**4. Remarks from the Vice-Chair and Related Questions -- Dr. Rhodri Windsor-Liscombe**

- a. Announcement of Honorary Degree Candidates for 2008 (information)

**5. Admissions Committee -- Dr. James Berger**

- a. Faculty of Graduate Studies: Access Studies and Transfer Credit (approval) (circulated)

**6. Agenda Committee -- Dean Michael Isaacson**

- a. Council of Senates Approval of Affiliation Agreements (approval) (circulated)
- b. Changes to the Rules and Procedures of Senate (approval) (circulated)

**7. Curriculum Committee -- Dr. Peter Marshall**

- a. Curriculum Proposals from the Faculty of Applied Science (approval) (circulated)
- b. Calendar Entry on Credit Exclusion Lists (approval) (circulated)
- c. Faculty of Science: Parchment for the Bachelor of Science (approval) (circulated)
- d. Changes to the Certificate Program Approval Policy (approval) (circulated)

.../continued

**8. Tributes Committee -- Dr. Sally Thorne**

- a. Convocation Membership for Faculty Emeriti and Librarians Emeriti (approval) (circulated)

**9. Ad-hoc Committee on Writing and Communication Skills -- Dr. Paul G. Harrison**

- a. Motion to Extend Reporting Deadline (approval) (circulated)

**10. Reports from the Vice-President, Academic & Provost -- Dr. David Farrar**

- a. Oral Report on the 2008/2009 Budget (information)
- b. UBC Policy #18: Appointment of Designated Senior Academic Administrators (approval) (circulated)
- c. Name Change for Department of Curriculum Studies in the Faculty of Education (approval) (circulated)

**11. Proposed Agenda Items**

**12. Other Business**

- a. Proposal to Expand UBC's Pass/Fail System: Referral to Teaching and Learning Committee -- Ms. Jaspreet Khangura (approval) (circulated)

**13. Tributes Committee -- in camera -- Dr. Sally Thorne**

- a. Candidate for Honorary Degree (approval) (to be circulated at the meeting)

Senate regulation 3.1.2 of the Rules and Procedures of Senate states that meetings will adjourn no later than 9:30 p.m.

Regrets: Lisa Collins, telephone 604.822.2951 or e-mail: [lisa.collins@ubc.ca](mailto:lisa.collins@ubc.ca)

*UBC Senates and Council of Senates website: <http://www.senate.ubc.ca>*

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## Vancouver Senate

### MINUTES OF FEBRUARY 27, 2008

#### Attendance<sup>1</sup>

**Present:** President S. J. Toope (Chair), Mr. B. J. Silzer (Secretary), Dr. P. Adebar, Mr. T. Ahmed, Dr. B. Arneil, Mr. J. Aulakh, Dr. J. D. Berger, Dr. G. Bluman, Mr. P. T. Brady, Ms. S. Brkanovic, Dr. M. Bryson, Dr. E. Dean, Dr. J. Dennison, Ms. D. Diao, Dr. W. Dunford, Dean B. Evans, Vice-President D. Farrar, Dr. D. Fielding, Dr. C. Friedrichs, Ms. M. Friesen, Dean N. Gallini, Dr. D. Griffin, Dr. L. Gunderson, Dr. P. G. Harrison, Dr. R. Harrison, Dr. R. Helsley, Dr. R. Irwin, Dean M. Isaacson, Ms. J. Khangura, Ms. W. King, Dr. S. B. Knight, Dr. B. S. Lalli, Mr. T. Leaver, Mr. A. Lee, Mr. R. Lowe, Dr. M. MacEntee, Dr. P. L. Marshall, Dr. W. McKee, Mr. W. McNulty, Mr. A. Mohan, Principal L. Naismith, Mr. R. Pan, Dr. J. Plessis, Mr. L. Powell, Mr. G. Rawle, Ms. E. Rennie, Dr. K. Russell, Ms. A. Shaikh, Dr. R. Sparks, Dr. B. Stelck, Dean G. Stuart, Mr. R. Taddei, Ms. M. C. Tee, Dr. S. Thorne, Dean R. Tierney, Mr. H. Tse, Dr. R. Windsor-Liscombe, Dr. R. A. Yaworsky, Dr. J. Young.

**Guests:** Mr. C. Eaton (Senate & Curriculum Services), Mr. J. Marples (Classroom Services).

**Regrets:** Dr. N. Banthia, Dean M. A. Bobinski, Prof. C. Boyle, Dr. J. Brander, Dr. H. Burt, Dr. L. Chui, Dr. W. Fletcher, Mr. C. L. Gorman, Dr. S. Grayston, Dr. R. Harrison, Mr. A. Ionescu, Dean M. Isman, Mr. D. Leung, Dr. A. McAfee, Dr. T. McDaniels, Dr. D. McLean, Dean D. Muzyka, Dean S. Peacock, Dr. P. Potter, Dean J. Saddler, Dean C. Shuler, Mr. B. Simpson, Dean R. Sindelar, Principal *pro tem.* J. Thompson, Dr. M. Upadhyaya, Dr. P. Ward, Dr. D. Weary, Dr. R. Wilson.

**Recording Secretary:** Associate Secretary L. M. Collins.

#### Call to Order

President Toope called the meeting to order. He thanked Vice-Chair Dr. Windsor-Liscombe for presiding as meeting chair at the previous meeting.

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1. Note from the Recording Secretary: Because the meeting attendance sheet went missing at the meeting, this attendance list may contain errors. Senators are invited to send any necessary corrections to [lisa.collins@ubc.ca](mailto:lisa.collins@ubc.ca).

## **Senate Membership**

### **REPLACEMENT**

Secretary Mr. Brian Silzer announced that the Rev. Dr. Wendy Fletcher had replaced the Rev. Dr. Stephen Farris as the representative from the Vancouver School of Theology.

### **Minutes of the Previous Meeting**

<i>Dr. Fielding</i>	}	<i>That the minutes of the meeting of January 23, 2008 be adopted as circulated.</i>
<i>Dr. Dennison</i>		

### **DISCUSSION**

Referring to the Report of the Library Committee (p. 07-08-103), Dr. Gunderson objected to the comments attributed to Ms. Brkanovic, noting that Ms. Brkanovic had not been present at the Library Committee meeting that had formed the basis for Dr. Gunderson's oral report. Ms. Brkanovic confirmed that the minutes fairly reflected her statements at the January 23, 2008 Senate meeting. It was agreed that the minutes of the February 27 Senate meeting would note Dr. Gunderson's objection.

The minutes were  
adopted by consent.

## **Remarks from the Chair and Related Questions**

### **VISITS TO FACULTIES**

President Toope reported that he had recently had the opportunity to visit the Sauder School of Business and two departments within the Faculty of Applied Science. He had been overwhelmed by the outstanding work being undertaken by faculty and staff in those units. He noted his gratitude for the work involved in planning and hosting such visits.

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*Remarks from the Chair and Related Questions, continued*

## FEDERAL BUDGET 2008

President Toope drew attention to positive developments for postsecondary education in the 2008 federal budget:

- \$25 million over two years to establish a new scholarship award for top Canadian and international doctoral students, dedicated to the memory of former Governor General Georges Vanier. The President was optimistic that this funding would help UBC to attract more international graduate students.
- \$20 million to the Gairdner Foundation to enhance the Canada Gairdner International Awards for exceptional achievement in health research. The President was pleased with this targeted funding, but stated that he would like to see support become available across all university disciplines.
- \$80 million per year to Canada's three university research granting councils. The President stated that, while this amount was lower than he would have liked, it represented movement in the right direction.
- An additional \$15 million per year to the Indirect Costs of Research program to help institutions support research activities.
- \$3 million over two years for Canadian recipients of Canada Graduate Scholarships who wish to study abroad.
- \$350 million for a new, consolidated Canada Student Grant Program reaching 245,000 college and undergraduate students in the fall of 2009, and rising to \$430 million by 2012–13.

The President stated that, although some of the investments were relatively modest, he had observed dramatic progress with respect to the current federal government's engagement on issues related to postsecondary education. He remained hopeful.

## PROVINCIAL BUDGET

In response to a question from Dr. Bluman, President Toope stated that there had been very little discussion of postsecondary education in the February 19 provincial budget announcement. With the exception of a large provincial investment in the Pacific Institute for Climate Solutions -- which would bring together all BC research universities -- the provincial government had not signalled an interest in increasing support for universities. The President described recent meetings with the Minister and Deputy Minister of Advanced Education, noting that there remained much work to be done.

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*Remarks from the Chair and Related Questions, continued*

## **CAMPUS 2020 IMPLEMENTATION**

In response to a question from Dr. Lalli about the status of Campus 2020, President Toope reported that the Ministry of Advanced Education continued its consultation regarding implementation. While there had been no progress to date with respect to implementing recommendations relating to university research, the implementation of Campus 2020 remained on the agenda for advocacy in discussions with government officials.

### **From the Board of Governors**

The Senate received for information confirmation that the following items approved by the Senate had been subsequently approved by the Board of Governors as required under the University Act Sections 27 (2) (f), 37 (1) (i), (o), and 38.

#### **Senate Meeting of December 12, 2007**

1. Curriculum proposals from the Faculties of Applied Science, Arts, Graduate Studies (Faculty of Arts), Law, and Science.
2. New Awards

#### **Senate Meeting of January 23, 2008**

3. UBC Policy #17: Appointment of Registrar and Librarians

### **Academic Policy Committee**

Committee Chair Dr. P. G. Harrison presented the reports.

## **SUSPENSION OF THURSDAY NOON-HOUR BREAK**

The Committee had circulated a proposal to suspend the customary Thursday class break for the 2008/2009 academic year. The suspension was proposed to form an integral part of a coordinated strategy to address classroom shortage issues arising from the renewal of key academic buildings on the UBC Vancouver campus. With 15 percent of the classroom inventory unavailable due to renovations during 2008/2009, approximately 400 course sections would be without assigned

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*Academic Policy Committee, continued*

classroom space. Enrolment Services was working with Faculties and Departments to find appropriate space for these sections.

<i>Dr. P. G. Harrison</i>	}	<i>That a one-year suspension of the Thursday noon-hour break be approved for the 2008/ 2009 academic year.</i>
<i>Dr. J. Dennison</i>		

## **DISCUSSION**

Dr. Harrison stated that the suspension of the break would be one of seven different strategies for fitting classes into rooms for the following Winter Session. He acknowledged that none of the strategies would be considered ideal, and emphasized that the suspension of the break was intended as a temporary coping mechanism.

Senators raised the following concerns during the debate:

- loss of valuable learning opportunities for students, such as participating in seminars;
- loss of regular meeting times for clubs, student societies, departments, etc.;
- lack of enforcement of the current “no-schedule” rule;
- future difficulty in resuming the normal pattern following the end of the suspension;
- lack of support for the proposal among the student body.

Senators made the following suggestions:

- move the break to later in the day, e.g. after 3:00 p.m.;
- borrow space in facilities such as the Irving K. Barber Learning Centre to house classes on a temporary basis;
- rely more heavily on other strategies to avoid the need to suspend the break.

Some Senators acknowledged that, while the following academic year was not ideal, they would find the suspension acceptable for a limited time.

Senators speaking in favour of the motion made the following points:

- reliance on other strategies could also be problematic, e.g., holding more classes in the evening hours would cause problems for commuters and those with childcare responsibilities;

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*Academic Policy Committee, continued*

- student demand seems highest for Tuesday/Thursday class times;
- with approximately 400 sections without rooms, Classroom Services would need every available instrument to solve the problem.

With the consent of the assembly, the Chair recognized Classroom Services Director Mr. Justin Marples. Mr. Marples acknowledged the concerns raised by Senators, stating that they reflected the reality in which the campus was operating. He stated that Classroom Services hoped to optimize use of all available space, as well as to gain access to some currently restricted space as part of the solution. In response to a question, he stated that Translink was customarily made aware of changes to the UBC timetable so that transit availability could be adjusted as necessary.

The motion was put  
and carried.

President Toope asked that the minutes reflect a need for the Academic Policy Committee and the Senate to revisit this matter prior to the end of the one-year suspension. Dr. Adebar suggested that future discussion include ways to enforce the rule against scheduling during the break. Mr. Silzer pointed out that, if Enrolment Services were to begin to strenuously enforce the break, trade-offs would need to be made in other areas. He stated that the University would need to find more flexible ways to use its teaching and learning resources.

#### DEPARTMENT OF EMERGENCY MEDICINE

The Committee had circulated a proposal to establish a new Department of Emergency Medicine in the Faculty of Medicine. The Committee reported that it had considered the proposed department's academic mandate, its organizational structure and budgetary information. The Division of Emergency Medicine at UBC was apportioned among three parent departments: Family Medicine, Surgery and Pediatrics. The Committee agreed that a unified Department of Emergency



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*Academic Policy Committee, continued*

Medicine would facilitate the development of a coherent, coordinated emergency medicine program through collaborative linkages with the three former parent departments.

<i>Dr. P. G. Harrison</i>	}	<i>That the Department of Emergency Medicine be established in the Faculty of Medicine;</i>
<i>Dean G. Stuart</i>		

*That the emergency medicine academic and research programs in the Departments of Family Medicine, Surgery and Pediatrics be transferred to the Department of Emergency Medicine;*

*That Senate recommend to the Board of Governors that all faculty members in the discipline of emergency medicine with current appointments in the Departments of Family Medicine, Surgery and Pediatrics have their appointments transferred to the Department of Emergency Medicine with such faculty members to be specified by the Dean of Medicine in consultation with the relevant department heads.*

## DISCUSSION

Dr. Harrison reported that the proposal had undergone long and thorough consultation, and that it aligned with strong recommendations from a recent external review report. He spoke in support of the proposal as a way to further the academic work taking place within the Faculty of Medicine. Dean Stuart indicated that the establishment of a new department would assist with the recruitment of faculty by enhancing the research focus.

The motion was put  
and carried.

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*Academic Policy Committee, continued*

## SCHOOL OF POPULATION AND PUBLIC HEALTH

The Committee had circulated a proposal to establish a School of Population and Public Health in the Faculty of Medicine. The following is an excerpt from the Committee's report:

The Academic Policy Committee has reviewed the final proposal for the establishment of the School of Population and Public Health in the Faculty of Medicine, including the academic governance and advisory structure of the school, its budgetary and funding implications for the University and its ability and mandate to offer academic programs.

The School will collaborate with the Provincial Health Services Authority, Vancouver Coastal Health Authority, the University of Northern British Columbia, Simon Fraser University (SFU), the University of Victoria, and four other regional BC Health Authorities to create a Province-wide network that will focus on ensuring rapid deployment of new discoveries to enhance and maintain the health of the population, and to strengthen the provincial health care system, as well as training public health practitioners and researchers. The School will focus on six broad theme areas with the aim of turning new knowledge concerning the biological, psychological, social, occupational and environmental determinants of health into improved health and quality of life for all.

*Dr. Harrison  
Principal Naismith*

} *That a School of Population and Public Health be established in the Faculty of Medicine;*

*That all academic and research programs offered by or through the Department of Health Care and Epidemiology - including the Master of Health Administration, Master of Health Science, Master of Science, Doctor of Philosophy and Royal College Residency programs - be transferred to the School of Population and Public Health and the subject code for all courses currently offered as HCEP be amended to be SPPH, effective May 1, 2008*

*That the Centre for Health Services and Policy Research and all associated research programs be transferred from the College of Health Disciplines to the School of Population and Public Health;*

*That the Senate recommend to the Board of Governors that all faculty members with current appointments to the Department of Health Care and Epidemiology have their appointments transferred to the School of Population and Public Health; and*

*That the Department of Health Care and Epidemiology be disestablished.*

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*Academic Policy Committee, continued*

## **DISCUSSION**

Dr. Harrison noted that the Senate had previously approved in principle the establishment of the new School. The present proposal provided more information about the School's structure. He stated that the School would advance interdisciplinarity, provide a focus for research strengths, and have a positive effect for British Columbia and Canada.

Dean Stuart stated that public and population health had been a research focus for many years. Given recent changes in local, national, and global expectations with respect to public health, it was necessary to assign it an even higher priority. He supported the establishment of the School as a very positive step forward.

Dr. Thorne spoke in favour of the motion, noting that the School of Nursing was very pleased to be a partner in this new initiative. She expressed some disappointment that the School had been located solely within the Faculty of Medicine, but was hopeful that the School's structural arrangements would continue to evolve in support of vibrant interdisciplinarity. Dr. Harrison responded that the Academic Policy Committee felt that the School needed to be established within a Faculty, although members were very pleased to note that a wide range of academic units wished to participate.

Dr. Windsor-Liscombe spoke in strong support of the motion, noting that people's wellbeing was dependent on opportunities for creative expression. He was hopeful that the School would serve as a powerful agent of change with respect to how "health" research was conceived and funded.

The motion was put  
and carried.

President Toope noted the significance of the decision to establish the School of Public and Population Health and thanked its proponents and the Committee for their work in bringing it to fruition.

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*Academic Policy Committee, continued*

## **Admissions Committee**

Committee Chair Dr. Berger presented the reports.

### **ENROLMENT TARGETS 2008/2009**

The Committee had circulated undergraduate enrolment targets for the 2008/2009 academic year for each Faculty, division and year level by head count and full-time equivalent (FTE).

<i>Dr. Berger</i>	}	<i>That Senate approve the 2008/2009 enrolment targets, as per section 27 (2) (r) of the University Act.</i>
<i>Dr. P. G. Harrison</i>		

Carried.

### **PRIOR LEARNING ASSESSMENT AND RECOGNITION -- EXECUTIVE MASTER OF BUSINESS ADMINISTRATION**

The Committee had circulated a proposal to change admission requirements the Executive Master of Business Administration program in the Faculty of Commerce and Business Administration to provide for Prior Learning Assessment and Recognition.

<i>Dr. Berger</i>	}	<i>That Senate approve the changes to the admission requirements for applicants to the Faculty of Commerce and Business Administration.</i>
<i>Dr. Helsley</i>		

Carried.

### **FACULTY OF LAND & FOOD SYSTEMS ADMISSION CHANGES**

The Committee had circulated a proposed Calendar entry on admission requirements to the Dietetics Major, Food Science Major, Food and Nutritional Sciences Double Major, and Human Kinetics Minor programs in the Faculty of Land and Food Systems.

<i>Dr. Berger</i>	}	<i>That Senate approve the changes to the admission requirements for applicants to programs within the Faculty of Land and Food Systems.</i>
<i>Dr. R. Harrison</i>		

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*Admissions Committee, continued*

Carried.

## STUDENT MOBILITY AGREEMENTS

As per the standard procedures for approval of affiliation agreements as approved at the June 2007, the Admissions Committee reported for information that the following exchange partnership agreements had been reviewed by the Council of Senates' Executive Committee and approved by the Admissions Committee.

1. Freiburg University of Education
2. North American Mobility Exchange Program – Harvard University, University of Notre-Dame & El Colegio de México
3. Universidad de Granada
4. Universitaet Konstanz
5. Ludwig-Maximilians – University of Munich
6. Victoria University of Wellington
7. Wellesley College
8. Zurich University of Teacher Education

### **Joint Report from the Curriculum and Admissions Committees**

Curriculum Committee Chair Dr. Marshall presented the report.

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*Curriculum Committee, continued*

## MASTER OF PUBLIC HEALTH

*Please see also 'Appendix A: Curriculum Summary.'*

The Admissions and Curriculum Committees had jointly circulated a proposal from the Faculty of Graduate Studies to establish a new Master of Public Health program and associated courses.

<i>Dr. Marshall</i>	}	<i>That Senate approve the Master of Public Health program and its associated courses.</i>
<i>Dean Stuart</i>		

Carried.

## Curriculum Committee

Committee Chair Dr. Marshall presented the reports.

## CURRICULUM PROPOSALS

*Please see also 'Appendix A: Curriculum Summary.'*

<i>Dr. Marshall</i>	}	<i>That the new and changed courses and programs brought forward by the Faculties of Commerce and Business Administration, Graduate Studies (Faculties of Applied Science, Arts, Education, Medicine, and Pharmaceutical Sciences, and the College for Interdisciplinary Studies) and Pharmaceutical Sciences be approved.</i>
<i>Mr. Lee</i>		

## DISCUSSION

Noting the number of new courses among the curriculum proposals, Dr. P. G. Harrison asked whether approximately the same number were being deleted through the Category 2 curriculum change process. Upon recognition by the Chair, Mr. Eaton stated that more courses were being created than deleted. Dr. Harrison urged caution with respect to overloading.

The motion was put and carried.

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*Curriculum Committee, continued*

## APPROVAL OF CERTIFICATE PROGRAMS

The Committee had circulated a revised version of the Policy on the Approval of Certificate Programs. The following is an excerpt from the Committee's report.

The Policy on the Approval of Certificate Programs was last considered by Senate in January 2005. The updated document presented for your consideration contains the following improvements:

- All new certificate programs are to be held to the same standard for consultations currently expected for academic programs such as degrees, specializations, and courses.
- References to the Continuing Studies Committee, dissolved in May 2006, were changed to "Senate Curriculum Committee".
- References to the Associate Vice-President of Continuing Studies were changed to "Director of Continuing Education" as per section 35 (2)(f) of the University Act.

<i>Dr. Marshall</i>	}	<i>That the proposed revisions to the Policy on the Approval of Certificate Programs be approved.</i>
<i>Ms. Friesen</i>		

## DISCUSSION

There was a small editorial correction made to the policy by consent.

The motion was put  
and carried.

## Student Awards Committee

Committee Chair Dr. Bluman presented the reports.

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*Student Awards Committee, continued*

## GRADUATE SUPPORT INITIATIVE AWARD GUIDELINES

The Committee had circulated proposed Graduate Support Initiative (GSI) Award Guidelines.

<i>Dr. Bluman</i>	}	<i>That Senate approve the Award Guidelines established for the Graduate Support Initiative (GSI) including a) Types of Awards; b) Eligibility Criteria; c) Roles and Responsibilities of the Provost's Office, Faculties and Graduate Programs, and the Faculty of Graduate Studies; and d) Procedures.</i>
<i>Dr. Stelck</i>		

## DISCUSSION

Dr. Bluman recalled that an earlier draft of the proposal had been circulated to the Senate at its December 2007 meeting. Since that time, several deans had offered comments and Dr. Bluman gave an overview of the resulting clarifications and adjustments to the document.

There was some discussion about the proposed weighting formula between eligible Ph.D., thesis-based Master's, and course work Master's students. Dr. Bluman clarified that funding allocations would be based on a three-year rolling average.

## CORRECTION

In response to a question from Dean Isaacson, the Appendix to the report was corrected by consent to clarify that central portion of the funds for the Grant Supplement Award would be transferred into the GSI starting in the fiscal year 2009/2010 (as opposed to 2008/2009 as circulated in the report).

The motion was put  
and carried.



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*Student Awards Committee, continued*

## EXPANDING SCHOLARSHIP OPPORTUNITIES FOR INTERNATIONAL STUDENT INITIATIVE STUDENTS

The Committee had circulated a proposal to expand scholarship opportunities for International Student Initiative (ISI) students.

<i>Dr. Bluman</i>	}	<i>That Senate approve an increase in the value to \$4000 of a TREK Excellence Scholarship for ISI students in the top 5% of each undergraduate program, beginning in Winter Session 2008/09.</i>
<i>Dr. Stelck</i>		

Carried.

<i>Dr. Bluman</i>	}	<i>That Senate approve new TREK Excellence Scholarship awards of \$1000 for ISI students in the in the top 5-10% of each undergraduate program, beginning in Winter Session 2008/09.</i>
<i>Dr. Stelck</i>		

## DISCUSSION

In response to a question from Dr. Gunderson, Dr. Bluman confirmed that students in the top five percent would be eligible for scholarships only up to a maximum amount, i.e., students would not be eligible for both a \$4 000 and a \$1 000 award.

The motion was put and carried.

## NEW AWARDS

*Please see also 'Appendix B: New Awards.'*

<i>Dr. Bluman</i>	}	<i>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.</i>
<i>Dr. R. Harrison</i>		

Carried.

## **Tributes Committee**

Committee Chair Dr. Thorne presented the report.

### **MEMORIAL MINUTE**

Dr. Thorne read the following memorial minute for the Chancellor, who had recently passed away.

#### **THE HONORABLE ALLAN MCEACHERN**

Chancellor Allan McEachern's commitment to UBC was longstanding, and it was abundantly evident in his generous service to the university from which he graduated, first with a Bachelor of Arts in 1949 and then with a Bachelor of Laws in 1950. He was called to British Columbia Bar in 1951 and after 28 years in private practice, went on to serve the people of British Columbia as Chief Justice of both the Supreme Court and the Court of Appeal. He was awarded an honorary Doctor of Laws from UBC in 1990.

The Chancellor served as a Law Society Benchers from 1971 to 1979, as Chair of the Legal Aid Society from 1975 to 1977 and an elected representative of both the Vancouver and Canadian Bar Associations.

An avid sportsman, Chancellor McEachern had a keen interest in the local football and rugby scenes. Though his own playing days were cut short due to injury, he co-founded the Vancouver Kats Rugby Club in 1951 and served as club president for 15 years, during which he guided it to 13 provincial championships. He later served as president of the BC Lions, and Commissioner and President of the Canadian Football League.

While his contributions to the law were legion, one of his greatest achievements was to open up the courts not just to the people of British Columbia but to the entire world via the internet. He was instrumental in developing a website to post judgements, allowing the public to have instant, cost-effective access to legal decisions. He was the first chief justice in Canada – if not the first judge in the world – to step out of judicial cloister and make himself accessible to the public. During his 21 years as a judge, he earned a reputation as one of Canada's greatest jurists, introducing new rules and procedures that made our legal system more efficient and accessible for users. He was also the driving force behind the Inns of Court program, a series of educational seminars for young lawyers.

The Right Honourable Beverley McLachlin, Chief Justice of Canada, hailed his passion for the law, describing him as a great chief justice, possessing enormous political courage and judicial imagination.

Upon retirement from the Bench in 2001, Allan McEachern returned to the University as a visiting professor at the Faculty of Law. In 2002, he was elected Chancellor by his fellow alumni and members of the University community. As Chancellor, he partici-

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*Tributes Committee, continued*

pated in every graduation ceremony, greeting each student by name and shaking their hand to congratulate them on their accomplishment. He was also an active member of the UBC Senates and the Board of Governors and his experience, integrity and sage advice have contributed much to the success of the university he so deeply cared for.

Allan McEachern was an extraordinary man, an icon not only in the legal profession but in the community at large. The impact of his judgements, reforms and commitment to demystifying the legal system will continue far beyond his lifetime. His legacy will be one of justice, compassion and service to UBC and the people of British Columbia. He will be greatly missed.

<i>Dr. Thorne</i>	}	<i>That Senate approve the Memorial Minute for the Honorable Allan McEachern, that it be entered into the Minutes of Senate and that a copy be sent to the family of the deceased.</i>
<i>Dr. Knight</i>		

Carried.

### **Ad-hoc Committee on Academic Advising Issues Relating to a Culturally Diverse Student Body**

Committee Chair Dr. Dean presented the report.

#### **CO-OPTION OF ONE ADDITIONAL AD-HOC COMMITTEE MEMBER**

<i>Dr. Dean</i>	}	<i>That Senate accept the recommendation of the Senate Ad-Hoc Committee on Academic Advising Issues Relating to a Culturally Diverse Student Body that the Director of the office of Planning and Institutional Research (Walter Sudmant) be co-opted as an ex-officio member of the Committee.</i>
<i>Dean Isaacson</i>		

Carried.

The Ad-hoc Committee reported that the updated membership of the Ad-hoc Committee was therefore as follows:

Dr. Elizabeth Dean, Senator, Faculty of Medicine (Chair)

Dr. Paul Harrison, Joint Faculties Senator, Faculty of Science

Dr. Ron Yaworsky, Convocation Senator

Dr. Robert Tierney, Senator, Dean of Faculty of Education

Dr. George Bluman, Joint Faculties Senator, Faculty of Science

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*Ad-hoc Committee on Academic Advising Issues Relating to a Culturally Diverse Student Body, continued*

Mr. Raymond Pan, Student Senator at large, Faculty of Science

Ms. Janet Mee, Director, Access and Diversity Office

Mr. Brendon Goodmurphy, Vice-President Academic, UBC Alma Mater Society

Ms. Mackie Chase, Director, UBC Centre for Intercultural Communication

Mr. Walter Sudmant, Director, Planning and Institutional Research (PAIR) (ex-officio)

Note: Dr. Timothy McDaniels (Senator, CFIS) had resigned from the Committee.

## **Other Business**

### **STUDENT EVALUATION OF TEACHING**

In response to a question from Mr. Lee, Vice-President Farrar stated that he would soon be able to report to the Senate about the first set of data collected under the May 2007 Senate Policy on the Student Evaluation of Teaching. The Office of Planning and Institutional Research was in the process of analyzing the data. The Vice-President planned to hold a Town Hall meeting in March 2008 to seek input on the results.

## **Adjournment**

There being no further business, the meeting was adjourned. The following regular meeting of the Senate was scheduled to take place on March 26, 2008.

## **APPENDIX A: CURRICULUM SUMMARY**

### **Graduate Curriculum**

#### **NEW PROGRAM**

Master of Public Health

#### **PROGRAM CHANGES**

Master of Landscape Architecture: Change to Degree Requirements calendar entry to clarify 2-year variant in M.L.A. program

Master of Management: Include a new program stream in the MM program titled “Business Foundations.”

#### **NEW AND CHANGED COURSES**

SPPH 508 (6) MPH Practicum  
SPPH 515 (3) Surveillance and Monitoring in Public Health  
SPPH 524 (3) Core Biological Concepts of Public Health Practice  
SPPH 525 (3) Issues and Concepts in Public Health  
SPPH 526 (3) Leadership in Public Health  
SPPH 538 (3) Application of Ethical Theories in the Practice of Public Health  
SPPH 509 (3) Genetic Epidemiology  
SPPH 518 (3) Mathematical Modeling of Communicable Diseases  
SPPH 519 (3) Qualitative Methods in Health Research Design  
SPPH 527 (3) Social Determinants of Health  
SPPH 528 (3) Rural and Remote Health  
SPPH 536 (3) Aboriginal People and Public Health: Ethics, Policy and Practice  
SPPH 537 (3) Perinatal Epidemiology  
SPPH 539 (3) Epidemiology of Aging and Chronic Diseases  
CHBE 583 (3) Energy Engineering  
EECE 573 (3) Micro and Nano Fabrication Technologies|  
EECE 594 (3) Semiconductor Lasers and Optoelectronics  
GEOG 571 (3) Research Methods in Human Geography  
BAMA 550 (1.5) Marketing  
EMBA 500 (6-20) EMBA Core  
EADM 557 (3) Professional Ethics and School Leadership  
CICS 520 (3) Database Systems  
PHAR 591 (1) Scholarly Integrity and Research Ethics  
PHAR 592 (1-3) C Fundamentals of the Pharmaceutical Sciences Discipline

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*Appendix A: Curriculum Summary, continued*

**Faculty of Commerce and Business Administration**

CHANGED COURSE

COMM 467 (3) Brand Management

**Faculty of Pharmaceutical Sciences**

NEW COURSE

PHAR 460 (2) Natural Health Products in Pharmacy Practice

PROGRAM CHANGES

Changes to degree requirements list for 3rd year: edit calendar entry to reflect addition of new course PHAR 460 (2)

## **APPENDIX B: NEW AWARDS**

**Judith A. Mauro BOWERS, Q.C. Prize in Appellate Advocacy:** A \$350 prize has been endowed by family, friends and colleagues in honour of Judith A. Mauro Bowers, Q.C. on the occasion of her retirement from Justice Canada and the full-time practice of law. The prize is made on the recommendation of the Faculty of Law to a student demonstrating excellence in advocacy. (First award available for the 2008/09 Winter Session)

**Dr. Jone CHANG Memorial Award in Anesthesiology Excellence:** A \$1,100 award has been endowed by family, friends and colleagues of Dr. Jone Chang, who had a keen interest in the training of Anesthesiology Residents. The award is made on the recommendation of the Faculty of Medicine to an Anesthesiology Resident who is deemed to be the best overall graduating resident and most well-rounded in all seven CanMeds roles (medical expert, communicator, collaborator, health advocate, manager, scholar and professional). (First award available for the 2008/09 Winter Session)

**Dr. Jone CHANG Memorial Prize in Chronic Pain:** A \$300 prize has been endowed by family, friends and colleagues of Dr. Jone Chang. The prize is awarded on the recommendation of the Faculty of Medicine to an Anesthesiology Resident who excels in the study and practice of chronic pain management during the residency. Dr. Chang had a keen interest and strong desire to further this area of anesthesiology. (First award available for the 2008/09 Winter Session)

**Paul CHWELOS Memorial Graduate Scholarship:** Scholarships totalling \$1,400 have been endowed by friends, family and colleagues in memory of Dr. Paul D. Chwelos (Ph.D. Business Administration, 2000) for doctoral students in the Sauder School of Business who show outstanding potential for teaching excellence. The awards are made on the recommendation of the School in consultation with the Faculty of Graduate Studies. (First awards available for the 2008/09 Winter Session)

**Lyle CREELMAN Scholarship:** Scholarships totalling \$3,000 have been endowed through a bequest by Lyle Morrison Creelman for students in the School of Nursing who have achieved good academic standing and have a need for financial assistance. (First awards available for the 2008/09 Winter Session)

**Peter CROCKER Award in Psychology:** A \$1,000 service award is offered by Dr. Peter Crocker to a third or fourth year student majoring in psychology and pursuing research related to behavioural factors in health. The award is based on a combination of academic achievement, research, and community/university involvement. Applications must include a resumé outlining the candidate's research interests, university/community involvement, and an explanation how the award will help the student pursue their research or academic interests. The award is made on the recommendation of the Department of Psychology. (First award available for the 2008/09 Winter Session)

**DIPLOMA in Accounting Program (DAP) Annual Golf Tournament Entrance Scholarship:** Scholarships totalling \$1,000 have been endowed through proceeds from the Annual DAP Alumni Golf Tournament to recognize outstanding students entering the Diploma in Accounting Program. The scholarships are made on the recommendation of the Sauder School of Business to part-time or full-time students who are enrolled in the DAP Program and demonstrate a combination of academic excellence,

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*Appendix B: New Awards, continued*

strong leadership abilities and community involvement. Applications for these scholarships are available at entry into the DAP program in May and September. (First awards available for the 2008/09 Winter Session)

**GARTSHORE Graduate Entrance Fellowship:** Entrance fellowships worth up to \$21,000 for Ph.D. students or \$17,500 for M.A.Sc. students (minimum award value is \$8,000) are offered to the students entering a M.A.Sc. or Ph.D. Program in Mechanical Engineering. The fellowships honour Professor Ian Gartshore (1935—2006), a superb teacher and mentor, an exceptionally talented researcher and engineer, an excellent university administrator, a scholar, and a gentleman. Gartshore Scholars are required to accept any external funding (such as NSERC awards) prior to receiving a Gartshore Fellowship. Scholars who hold more than \$9,000 in external scholarships receive a top-up to a total of \$30,000 (Ph.D.) or \$26,000 (M.A.Sc.), or the minimum fellowship value, whichever is greater. The awards are made on the recommendation of the Department of Mechanical Engineering in consultation with the Faculty of Graduate Studies. (First awards available for the 2008/09 Winter Session)

**Derek GOUDIE Memorial Centenary Bursary:** Bursaries totalling \$1,000 have been endowed by family and friends in memory of Derek Goudie (B.Sc.F. Wood Science & Industry 1991, M.Sc. Forestry 1994) for students in Wood Products Processing in the Faculty of Forestry. (First awards available for the 2008/09 Winter Session)

**Elsie and Audrey JANG Scholarship in Cultural Diversity and Harmony:** Awards totalling \$2,000 have been endowed by Elsie Jang for graduate students at the University who are conducting research in the area of cultural diversity and harmony. The awards are made on the recommendation of the Faculty of Graduate Studies. (First awards available for the 2008/09 Winter Session)

**Nestor KORCHINSKY Student Leadership Award:** A \$2,500 service award has been endowed by Dr. Nestor N. Korchinsky to recognize a student who has demonstrated a commitment to leadership and positive change within the community, both on and/or off the University campus. This award is presented in recognition of the incredible influence an inviting and enriching learning environment can have on the lives of all members of our communities, while at the same time providing the opportunity for each person to take the lead in helping determine the kind of communities in which we want to live. The award is made on the recommendation of the Student Leadership and Involvement Unit in consultation with the Office of Student Financial Assistance and Awards. (First award available for the 2007/08 Winter Session)

**MIRAMAR Mining Corporation David Long Memorial Award:** A \$1,500 award has been endowed by the Miramar Mining Corporation in memory of David Long for a third or fourth year student in Mining Engineering or Geological Engineering who has demonstrated leadership and service to the campus and community. The award is made on the recommendation of Mining Engineering in odd-numbered years and of Geological Engineering in even-numbered years. (First award available for the 2008/09 Winter Session)

**K.J. ROLLER Sopron Scholarship in Forestry:** Scholarships totalling \$2,700 have been endowed by the Sopron Alumni and friends for undergraduate students in the Faculty of Forestry in memory of Dr.



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*Appendix B: New Awards, continued*

K.J. Roller, Dean of Forestry at Sopron University in Hungary. Dr. Roller came to Canada in January 1957 with his students, when they were forced to flee their country following the 1956 revolution. The Faculty of Forestry at the University of British Columbia “adopted” the Sopron University of Forestry and guaranteed its maintenance for five years until the current students graduated. The awards are made on the recommendation of the Faculty. (First award available for the 2008/09 Winter Session)

**F.J. TUEY Bursary in Education:** Bursaries totalling \$1,250 have been endowed by F. Joan Tuey for students in the Bachelor of Education (Elementary) Program, with preference given to students whose teaching concentration is Early Childhood/Primary Education. Students must be in good academic standing and in need of financial assistance. (First award available for the 2008/09 Winter Session)

**William A. WEBBER Memorial Scholarship in Medicine:** Scholarships totalling \$17,750 have been endowed by family, friends and colleagues in memory of Dr. William Alexander Webber (1934-2006) for one or more fourth year M.D. undergraduate students who best exemplify his spirit and accomplishments. Dr. Webber’s impact on the Faculty of Medicine’s students, faculty and staff extended over decades. He graduated with the M.D. Class of 1958, went on to serve as Dean of the Faculty of Medicine from 1977 to 1990, and continued his involvement as Dean Emeritus until his passing in 2006. He was a family man, teacher, mentor, coach, sportsman, scientist, diplomat and leader. He is remembered for his dedication, knowledge and incisive, dry wit; his adventurous and generous character; and his wisdom. As the Faculty of Medicine’s most prestigious M.D. undergraduate award, this scholarship recognizes a student (or students) with an outstanding academic record who also demonstrates a genuine commitment to medicine and the community, enthusiasm for sports or the arts, leadership qualities, and the promise of an exceptional career. The award is made on the recommendation of the Faculty of Medicine. (First awards available for the 2008/09 Winter Session)

**Florence WIGGINS Memorial Bursary:** A \$1,000 bursary is offered in memory of Florence Wiggins to an undergraduate student in any year or faculty who demonstrates financial need. Florence was an exceptional homemaker and made a wonderful home for the many UBC students who stayed in her Point Grey boarding house during the 1940s and 50s. (First award available for the 2008/09 Winter Session)

**Eleanor and James WRIGLEY Bursary:** Bursaries totalling \$10,000 have been endowed through a bequest by Roy Neville Wrigley for students in the School of Music who are in need of financial assistance and have achieved above-average academic standing. (First awards available for the 2008/09 Winter Session)

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

**Award 02386 - Charlie and Sue JOHNSON Forestry Entrance Scholarship** (revised description) - A \$1,000 scholarship has been endowed by Charlie and Sue Johnson for an undergraduate student entering the Faculty of Forestry with an interest in forest management and silviculture. The award is made on the recommendation of the Faculty.

How amended: This scholarship was previously offered on a year-to-year basis. It has now been endowed through a \$20,000 gift from the donors.

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*Appendix B: New Awards, continued*

**Award 07308 – Arthur John WATSON Memorial Bursary in Electrical Engineering** – (revised description): Bursaries totalling \$1,200 have been endowed by Mrs. Geraldine Stringer in memory of her first husband, Arthur John Watson, who graduated from UBC in electrical engineering (B.A.Sc.1953). The bursaries are awarded to Canadian citizens or Permanent Residents who are undergraduate students in Electrical Engineering in the Faculty of Applied Science.

How amended: The donor, Mrs. Geraldine Stringer, has specified that the bursaries be restricted to Canadian citizens or Permanent Residents.



Enrolment Services  
Senate & Curriculum Services  
Brock Hall  
2016-1874 East Mall  
Vancouver, BC V6T 1Z1

March 14, 2008

**To: Vancouver Senate**

**From: Admissions Committee**

**Re: Access Studies and Transfer Credit– Faculty of Graduate Studies  
(approval)**

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The Admissions Committee has reviewed and approved the proposed Calendar entry on Transfer Credit for Access Studies for applicants to the Faculty of Graduate Studies. Courses taken as an Access Studies (or non-degree) student may be approved for transfer toward a graduate program with permission of the Graduate Program and the Dean of the Faculty of Graduate Studies. Students may transfer a maximum of 12 credits. In order to be eligible for transfer, courses must have been completed with a minimum “B” standing and no more than 5 years prior to the time the student commences their degree program.

***Motion:** That Senate approve the proposed Calendar entry on Transfer Credit for Access Studies for applicants to the Faculty of Graduate Studies.*

Respectfully submitted,

Dr. James Berger, Chair  
Senate Admissions Committee



## UBC Admissions Change Form

<b>Faculty:</b> Graduate Studies <b>Department:</b> n/a <b>Faculty Approval Date:</b> February 9, 2006 <b>Effective Session:</b> <u>Winter</u> <b>Term:</b> <u>2</u> <b>Year:</b> <u>2007</u>	<b>Date:</b> February 5, 2008 <b>Contact Person:</b> Joyce Tom <b>Phone:</b> 2-6965 <b>Email:</b> jtom@interchange.ubc.ca
<b>Proposed Calendar Entry:</b>  <b>Transfer Credit for Access Studies</b>  Courses taken as an Access Studies (or non-degree) student may be approved for transfer toward a graduate program with the permission of the Graduate Program and the Dean of the Faculty of Graduate Studies.  Consistent with standard transfer credit regulations, students are limited to transferring a maximum of 12 credits or up to 40% of the program credit requirements, whichever is more, toward their Master's program. No more than six credits of transfer credit may be at the undergraduate level (300-400). In order to be eligible for transfer, the course(s): <ul style="list-style-type: none"><li>• Must be completed with a minimum "B" standing</li><li>• Must not have been counted toward the completion of another degree or program</li><li>• Must have been completed no more than 5 years prior to the time the student commences their degree program</li></ul>	<b>URL:</b> <a href="http://www.students.ubc.ca/calendar/index.cfm?tree=12,204,340,0">http://www.students.ubc.ca/calendar/index.cfm?tree=12,204,340,0</a>  <b>Present Calendar Entry:</b> n/a  <b>Type of Action:</b> Create calendar entry for Access Studies Transfer Credit policy.  <b>Rationale:</b>  Students who demonstrate strong academic preparedness for graduate studies may elect not to enter a graduate program at a particular time, whether for financial reasons, employment conflicts, course availability, etc., but may plan to register eventually as a graduate student. Currently, these students are discouraged from doing so once they understand that their credits will not transfer to a subsequent graduate program.  It is common practice at our peer institutions to permit graduate students to transfer credit for courses taken while a non-degree student toward a subsequent graduate program. UBC is losing prospective graduate students to other universities which are prepared to grant transfer credit for these courses.  This policy was approved by Council of the Faculty of Graduate Studies on February 9, 2006.

# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Agenda Committee  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1  
[Lisa.collins@ubc.ca](mailto:Lisa.collins@ubc.ca)  
604-822-2951

March 14, 2008

To: Vancouver Senate

From: Agenda Committee

RE: Council of Senates Approval of Affiliation Agreements

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The Agenda Committee has been made aware of a recent media report that states in part the following:

Officials at the University of Manitoba remain tight-lipped over plans to launch a private college on campus later this year ... The International College of Manitoba (ICM) will open its doors to foreign students in the fall of 2008, operating as a private, for-profit school run by Navitas Ltd. ...” “International students ... will ... use U of M classroom’s although ICM will remain a separate legal entity from the university. ... The agreement was ... brokered without notice to the university senate, ...  
[Extracted from CAUT bulletin, Vol. 55, No. 2, February 2008.]

The Committee wishes to draw to the Senate’s attention the following paragraphs within Section 37 (1) of the *University Act*:

#### Powers of senate

37 (1) The academic governance of the university is vested in the senate and it has the following powers:

...

(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;

...

(u) to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;

#### Powers of the council of senates of the University of British Columbia

38.2 (4) Sections 37 (1) (e), (o) and (u)...do not apply to the Vancouver senate or the Okanagan senate and the council may act under those sections as though it was a senate.

Although the Agenda Committee finds it very unlikely that a similar situation would ever occur at UBC, the Committee is concerned that the administration of any Canadian university would view such an agreement as not being in the jurisdiction of its academic decision-making body.



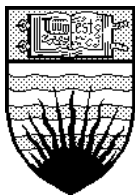
As such, in support of the prerogatives for academic governance vested in Senates across Canada, and in recognition of the powers of the Senates and Council of UBC, the Agenda Committee begs that Senate resolve as follows:

***Motion:*** *That, in consideration of Sections 37 (1) and 38.2 (4) of the University Act, the Vancouver Senate affirms the view that the engagement of private corporations or other entities delivering academic programs using the facilities, name, coat of arms, or logo of the University, - or carried out through a legal agreement with the University- is an affiliation with an institution of learning, and that therefore the terms of any such affiliation requires the approval of the Council of Senates.*

Respectfully submitted,

Michael Isaacson  
Chair, Vancouver Senate Agenda Committee

# THE UNIVERSITY OF BRITISH COLUMBIA



March 17, 2008

## ENROLMENT SERVICES

2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1  
Tel: (604) 822-9952 Fax: (604) 822-5945  
christopher.eaton@ubc.ca

To: Senate  
From: Agenda Committee

Re: 2008 Revisions to the Rules & Procedures of Senate

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The Agenda Committee has conducted a review of the *Rules and Procedures of Senate* over the past year. Two substantive changes are recommended, as well as several changes to better reflect current practice, for better clarity, and correct a few typographical errors. The changes are specified in the attached report, with text to be added **in bold** and text to be removed ~~struck through~~. The changes are separated into three recommendations, one each for the substantive changes, and then an omnibus change at the end for the minor and typographical edits.

The first change is in light of a trend of items being added to the agenda of Senate after it is prepared. This causes certain concerns regarding the rights of those senators who may not be as prepared to consider a matter as they would like, or do not attend a meeting under the belief that an item is not on the floor for consideration. The proposed rule would still allow such matters to be immediately considered if necessary, but would require a supermajority for their approval instead of a simple majority. As such, the Committee requests that Senate resolve as follows:

*That Senate approve the new Section 22 (i) of the Rules and Procedures of Senate*

NB: Requires two-thirds (2/3rds) approval as per Section 4 of the *Rules and Procedures*

The second item is to affirm Senate's practice of viewing committee draft reports, minutes, and other records as confidential if their contents so require. This has always been the case with Senate, as they were not made open as part of the "Open Senate" reforms of the 1970s, but has not been clear in the *Rules and Procedures of Senate*. The Committee is of the opinion that in the interests of free debate and consideration of ideas at committees and the privacy rights of students and others in the University Committee that this policy should be maintained and confirmed. As such, the Committee requests that Senate resolve as follows:

*That Senate approve the new Section 34 of the Rules and Procedures of Senate*

NB: Requires two-thirds (2/3rds) approval as per Section 4 of the *Rules and Procedures*

Finally, the Committee requests that Senate approve the changes to the *Rules and Procedures of Senate* to correct several typographical errors, add to clarity, and to reflect current practices:

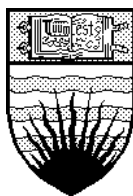
*That the Rules and Procedures of Senate be amended as specified in the attached document except for the changes specified as Sections 22 (i) and 34.*

NB: Requires two-thirds (2/3rds) approval as per Section 4 of the *Rules and Procedures*





RULES  
AND  
PROCEDURES  
OF THE  
VANCOUVER SENATE



THE UNIVERSITY OF BRITISH COLUMBIA

MARCH 2008 PROPOSAL

## Part 1 - Definitions

1. The following definitions are in use throughout, except as context requires otherwise:

- Board of Governors shall mean the Board of Governors of the University
- Chair shall mean the Chair of meetings of the Senate, or the chair of one of its committees as context requires
- Council of Senates shall mean the Council of Senates of the University of British Columbia
- Okanagan Senate shall mean the Okanagan Senate of the University
- President shall mean the President of the University
- Provost shall mean the Academic Vice-President for those parts of the University not specified as under the Okanagan Senate's jurisdiction.
- Registrar shall mean the Registrar of the University
- Senate shall mean the Vancouver Senate of the University
- **Staff of the Senate shall mean those staff of the University with appointments to the Senate and Curriculum Services unit of Enrolment Services**
- University shall mean the University of British Columbia
- *University Act* shall mean the law titled as such in the Province of British Columbia with the citation Revised Statutes of British Columbia 1996, chapter 468 and its successor legislation.

## Part 2 - Rules and Procedures of the Senate

2. In all cases in which they are not inconsistent with these Rules and Procedures, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Senate and its committees.
3. The Agenda Committee shall consider and make recommendations on any matters relating to the rules and procedures of the Senate that are not otherwise covered by these Rules and Procedures.
4. Senate may - with a two-thirds (2/3) vote in favour - amend or suspend any provision of these Rules and Procedures at any time.

### Part 3 - Membership and Officers of the Senate

5. Membership of the Senate is as set out in Section 35.1 (2) the *University Act*, with such other members with the following additions as permitted under Section 35.1 (2) (k) of the *University Act*:
  - a. ~~Seven~~**Eight** (8) additional representatives of the Convocation, **elected by and from the Members of the Convocation who are not also faculty members**;
  - b. A representative of the professional librarians, **elected by and from the professional librarians**;
  - c. The Principal of the College of Health Disciplines;
  - d. The Principal of the College for Interdisciplinary Studies;
  - e. Two (2) faculty members from the College for Interdisciplinary Studies, **elected by and from the faculty members with appointments to the College**; and
  - f. One (1) student from the College for Interdisciplinary Studies, **elected by and from the students in programs offered through the College**.
6. The President shall serve as Chair of the Senate.
7. The Senate shall elect one of its members as Vice-Chair to serve as Chair in the absence of the President. A term as Vice-Chair is for one (1) year and until replaced, and a Vice-Chair shall serve no more than two (2) consecutive terms.
8. The Registrar shall serve as the Secretary of the Senate but has no right to vote as such.
9. No member may appoint a voting **or non-voting** proxy at Senate or at any Senate Committee to act in the member's absence.
10. The position of an elected faculty member shall be declared vacant by the Secretary of Senate when the Secretary of Senate has received notice that the member has resigned, or that the member is going on leave for a period of more than six months, or that the member has been granted disability leave.
11. Faculty members who inform the Secretary of Senate of their intent to remain on campus and to be active in Senate business during their leave shall be exempt from the rule prohibiting membership during faculty leave set out in Section 10.
12. Any elected member may be granted a leave of absence for up to five **(5)** consecutive ordinary meetings of Senate, except in the case of a student senator who may be granted a leave of absence for up to two **(2)** consecutive ordinary meetings of Senate. Any absence without leave for more than five **(5)** consecutive ordinary meetings, or two **(2)** in the case of a student senator, shall result in a declaration of vacancy by the Secretary of Senate.

13. In such cases where a vacancy exists for an elected Senate position from the faculty, professional librarians, or Convocation, the position shall be offered - in the order of the number of votes received - to the persons who received the most number of votes in the most recent election to that office who were not elected.
14. If a vacancy cannot be filled by the manner specified in Section 13 above due to lack of candidates, or if the position is as a student senator, it shall be filled:
  - a. In the case of student senators, by resolution of the Student Council of the Alma Mater Society except for the education student senator, in which case by election;
  - b. In the case of a Convocation senator by resolution of the remaining Convocation senators, at a meeting where at least 50% of the remaining Convocation Senators are in attendance;
  - c. In the case of the professional librarian senator, by election;
  - d. In the case of a faculty senator elected by a specific faculty by that faculty;
  - e. In the case of a faculty senator elected by the joint faculties, by election.
15. Positions filled through Sections 13 and 14 above shall only be for the remainder of the original elected term of office.

#### **Part 4 - Meetings of the Senate**

16. Regular Meetings
  - a. The Senate shall schedule nine **(9)** regular Wednesday evening meetings each academic session, from September through May. Such meetings shall normally be convened in room 102, George F Curtis Building, and called to order at 7 pm **unless another location, day, or time is determined by the Agenda Committee for a specific meeting, and at least seven (7) days notice of such a change is given to Senators.**
  - b. Meetings shall be adjourned at the order of the Chair no more than two and one half hours after called to order **except when an extension is made under Section 16 (c).**
  - c. The time for adjournment may be extended at any meeting by a successful motion for extension, which is not debatable, and requires an affirmative vote of a simple majority of those who vote.
  - d. The Agenda Committee may cancel a regular meeting if there is neither urgent nor sufficient business.

## 17. Special Meetings

- a. A Special Meeting may be called to discuss a particular topic or topics.
- b. A Special Meeting may be called by the Chair or upon receiving a request from the Board of Governors.
- c. A Special Meeting must be called by the Chair upon a motion carried by the Senate passed by a simple majority of those voting, or upon the written request of eighteen (18) members of the Senate.
- d. The Chair shall fix the date of the Special Meeting; that date shall not be more than twenty-one (21) days after the receipt of a request issued under Section 17 (c).
- e. A Notice of Special Meeting shall specify the purpose of the meeting. Such a notice shall be given to members of the Senate at least ten **(10)** days prior to the meeting. ~~Only the matter or matters specified in the notice concerning the meeting shall be considered at such a Special Meeting.~~
- f. **Only the matter or matters specified in the notice concerning the meeting shall be considered at such a Special Meeting.**

## 18. Quorums

- a. Eighteen members of the Senate, other than the Chair, shall form a quorum for all meetings of the Senate.
- b. Quorum for committees of the Senate shall be as set in their terms of reference. In the event a quorum is not so set, quorum shall be 50% of the voting members of such a committee.

## 19. Open and Closed Sessions

- a. Meetings of the Senate are generally open and may be attended by observers - including members of the media - unless Senate resolves to consider items *in camera*. Attendance in the public galleries is limited to the seating capacities of those galleries
- b. Non-Members of Senate may only address Senate if granted leave to do so by the Chair or by Senate.
- c. In accordance with general legislative rules, no cameras, tape recorders or other electronic equipment may be used except at the discretion of the Chair.
- d. The Senate may resolve to consider items of the agenda *in camera*.
- e. **The consideration of candidates for honorary degrees shall be *in camera*.**

- f. **Membership on Senate notwithstanding, the Secretary and staff of the Senate may remain while matters are considered in camera unless directed otherwise by the Chair or by Senate.**

## 20. Order of Business

- a. The agenda for regular meetings is normally proposed by the Agenda Committee a minimum of twelve (12) days prior to the scheduled meeting date of the Senate.
- b. The usual order of agenda items is:
  - i. Senate Membership: Attendance and declaration of vacancies.
  - ii. Minutes of Previous Meeting: Motion to adopt, amend, and/or correct the minutes.
  - iii. Unfinished Business: Items brought forward from the previous meeting.
  - iv. Business arising from the minutes: Information may be presented, and matters arising from the minutes discussed. Motions may be put and voted upon regarding matters arising from previous minutes.
  - v. Chair's Remarks: The Chair may report on issues of interest to the Senate. Members of the Senate shall have the opportunity to pose questions to the Chair regarding matters of interest to the Senate.
  - vi. Correspondence and the receipt of petitions: petitions may be received by the Senate and may be forwarded to appropriate committees for consideration. Statements may be circulated to members.
  - vii. From the Council of Senates.
  - viii. From the Board of Governors: notification of the Board's approval of the Senate's recommendations and the forwarding of the Annual Financial Report from the Board of Governors.
  - ix. Candidates for Degrees: Motions to approve the list of candidates for degrees and diplomas, subject to adjustment as necessary.
  - x. Reports of Committees of the Senate: normally presented in alphabetical order. Reports should normally be circulated in advance. Committees may propose motions with respect to their reports.
  - xi. Reports from the President, Provost, Registrar, and affiliates.
  - xii. Faculty Business.
  - xiii. Other Business.

xiv. Matters to be discussed *in camera*.

- c. Recommendations from the Agenda Committee may, upon a simple majority vote of Senate, be set aside.
- d. Any matter not already on the agenda of a regular meeting may, at the request of a member from the floor of the Senate and at the discretion of the Chair, be included on the agenda under "Other Business."
- e. Any member may request in writing to the Secretary of the Senate that the Agenda Committee include on the agenda of the next regular meeting any such matter that the member requests the Senate to consider. After receiving notification from the Secretary of Senate, the Agenda Committee shall include the matter on the proposed agenda of the next regular meeting of Senate.
- f. Any member may give notice of a motion from the floor of the Senate, whereby the motion shall be placed on the agenda of the next regular meeting of the Senate.

## 21. Conduct of Meetings

- a. Voting on ordinary business and motions is normally by show of hands. A member may request at any time through a motion that a roll call vote or a secret ballot vote be conducted. Such a motion requires a simple majority in the affirmative to pass.
- b. The Senate may approve a recommendation or motion through unanimous consent.
- c. The Chair has the same voting rights as other members of the Senate. In the event of an equal number of votes for and against a motion, the motion shall be lost.
- d. Any member of the Senate may request that the vote count, or the member's individual vote or abstention from voting, be recorded in the Senate minutes.
- e. The President shall vacate the Chair to present a statement - other than under Section 20 (b) (v) - or participate in the debate.

## 22. Motions

- a. Motions may originate from:
  - i. A Committee presenting a report;
  - ii. A Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of the Senate;

- iii. A Faculty, if the Agenda Committee considers that the matter need not be referred to a Senate Committee;
  - iv. A member presenting a notice of motion to be presented at the next regular meeting of the Senate;
  - v. The floor of the Senate, to be considered immediately in accordance with Section 20 (d).
- b. A motion included on the agenda may be withdrawn before being moved on the floor of the Senate with the consent of meeting.
- c. When two motions on the agenda are at variance, the Chair may rule that consideration of the second motion is unnecessary if the first is passed. If the first motion is lost, the second may then be considered.
- d. Any ruling or action of the Chair with regard to motions or any other matter before Senate may be challenged. Such a challenge is debatable, shall be voted upon by the Senate and requires a simple majority to sustain the ruling or action of the Chair.
- e. To refer any matter to the Council of Senates requires a vote of two-thirds **(2/3)** in the affirmative of those present and eligible to vote. This section shall have no effect unless the Okanagan Senate establishes and maintains a rule to the same effect.
- f. Sections 20 (c) through (e) notwithstanding, no motion to refer any matter to the Council of Senates may be considered by Senate unless notice of motion has been made at the previous meeting of Senate.
- g. If notice of motion to refer to the Council of Senates has been made under Section 22 (f), the Agenda Committee shall be responsible for considering and making a recommendation to the Senate by its next meeting on the disposition of the motion, except in such cases where notice of motion is given by a committee of Senate.
- h. **A motion to reconsider shall not be required to consider a motion having the effect of amending a previously approved matter relating to program requirements, courses, or other academic regulations in the same session.**
- i. **To approve any matter considered by Senate after being added to the agenda for consideration under Section 22 (c) or (d) requires the approval of two-thirds (2/3rds) of those present and voting.**

## 23. Sessions

- a. **Each Senate session shall last for three (3) years, starting on 1 September of each triennium.**



## Part 5 - Committees

### 24. The Nominating Committee

- a. The Committee shall nominate the elected membership of all other Senate committees or other bodies or positions to which senators are appointed unless Senate otherwise provides - and recommend the size of each senate committee - to Senate. In making its recommendations, the Nominating Committee shall:
  - i. Where possible, not ask members of Senate to serve on more than two (2) Committees;
  - ii. Consider volunteers or suggestions for nominations to particular committees; **and**
  - iii. Exclude deans, associate-vice presidents, and vice-presidents from recommendations to the Academic Building Needs Committee and the Council of Senate's Budget Committee.
- b. Nominations in addition to those made by the Nominating Committee may be made from the floor of Senate, provided that the consent of the nominee(s) has been obtained. In such cases, an election shall be held to determine the membership of the committee or body in question.
- c. The Committee shall be composed of ten (10) members of Senate, two **(2)** of whom shall be student members and two **(2)** non-faculty, non-student members of Senate. The Registrar shall be a full voting member of the Nominating Committee.
- d. The Secretary of Senate shall call for nominations to this Committee before the first meeting of a newly constituted Senate and shall include the names of those nominated in the notice calling this meeting.
- e. The Committee shall be elected at or before the first meeting of a newly constituted Senate.
- f. When a vacancy occurs in the Nominating Committee, the vacancy shall be declared at the next regular meeting of Senate, at which time there shall be a call for nominations. The nominees shall indicate to the Secretary of Senate their willingness to stand, prior to the election. The Senate shall elect a member to fill the vacancy by written or electronic ballot at the immediately following regular meeting of Senate.
- g. The Nominating Committee shall review the terms of reference of Senate committees annually.

### 25. The standing committees of Senate are as follows:

- a. Academic Building Needs

- b. Academic Policy
- c. Admissions
- d. Agenda
- e. Appeals on Academic Standing
- f. ~~Continuing Studies~~
- f. Curriculum
- g. Library
- h. Nominating
- i. Student Appeals on Academic Discipline
- j. Student Awards
- k. Teaching and Learning
- l. Tributes
- m. Council of Senates Vancouver Representative Committee One
- n. Council of Senates Vancouver Representative Committee Two
- o. Council of Senates Vancouver Representative Committee Three
- p. Council of Senates Vancouver Representative Committee Four
- q. Council of Senates Vancouver Representative Committee Five

26. The terms of reference and composition of the standing committees are as determined from time to time by the Senate. A compilation of committee terms of reference and membership is normally distributed to all Senate members at the commencement of every newly constituted Senate.

27. The Senate may at any time by motion carried with a two-thirds **(2/3)** majority, delegate to one or more committees those of its powers as it may determine by virtue of listing those delegations and any accompanying restrictions below:

- a. Admissions Committee (to approve admissions matters in the summer months on the recommendation of the faculties and schools for implementation the following September, with the proviso that the matter must be ratified by Senate that September; and to hear final appeals on applications for admission and re-admission to programs);

- b. Curriculum Committee (to approve curriculum matters in the summer months on the recommendation of the faculties and schools for implementation the following September, with the proviso that the matter must be ratified by Senate that September; **and to approve changes to existing courses or programs, that, in the view of the committee are minor or editorial in nature**);
  - c. Appeals on Academic Standing Committee (to hear final appeals on matters of academic standing); and
  - d. Student Appeals on Academic Discipline (to hear final appeals on academic discipline).
- 28. Senate may at any time by motion, form and establish the terms of reference of a standing or an *ad hoc* committee of which the size and composition is normally recommended by the Nominating Committee.
- 29. The President and Chancellor are ex-officio members of all Senate standing committees, except that the President is not a member of a standing committee considering student appeals on academic discipline. The Registrar or designate is an ex-officio member of all Senate committees and shall serve as committee secretary, but have no right to vote as such unless granted such a right by Senate.
- 30. When a vacancy occurs or is expected to occur on a committee, or when a committee wishes to add to its members, the Chair of that committee shall notify the Secretary of the Senate.
- 31. Every Senate committee shall be free to co-opt additional members, whether or not they are members of the Senate, subject to two conditions:
  - a. First, a majority of the entire committee must vote in favour of each individual proposed; **and**
  - b. Thereafter the Senate must vote in favour of each individual proposed.
- 32. Co-opted members of committees shall have full voting rights on these committees, upon approval of their co-option by the Senate.
- 33. Attendance at meetings of Senate committees is normally limited to members of the committee. Others may attend only with the permission, or at the request of, ~~the chair of~~ the Committee.
- 34. **Minutes and other records of Senate committees are restricted to members of the committee. Others may have access only with the permission of the committee.**
  - a. **In the case of discharged committees, permission to access records may be granted by the Secretary to Senate.**

- b. **This section and Section 33 notwithstanding, a committee may declare any or all their records to be open for review and their meetings to be open to the invited guests or the public, provided that the provisions of applicable privacy legislation are respected.**
- 35. Committee members may not appoint a voting **or non-voting** proxy or another member to attend or act in their place.
- 36. Members of committees whose term of office on the Senate have ended are requested to continue attendance at committee meetings until their successors have been appointed.
- 37. The Secretary of the Senate or designate shall call the first meeting of each Senate Committee as soon as feasible after the composition of the committees has been determined.
- 38. **Standing committees of Senate may, by resolution, establish sub-committees to consider matters under the jurisdiction of the standing committee and make recommendations thereon to the standing committee.**
- 39. **A standing committee may not delegate any of its powers or responsibilities to a sub-committee without permission to do so being granted by Senate. The following standing committee has permission to do so:**
  - a. **Curriculum Committee (to allow a sub-committee or sub-committees to approve curriculum proposals on behalf of the committee if such proposals would normally only require the approval of the Curriculum Committee before implementation)**
- 40. Committee Reports
  - a. Only those committees that have received delegated powers, as noted in Section 27, are required to present a report to Senate on their decisions. Otherwise, standing committees are not expected to report annually or periodically unless they have something to report.
  - b. A committee report is generally presented by the Chair of the committee, but in the Chair's absence another member of the committee may do so.
  - c. Committee reports are not required to be seconded to be considered by Senate.
  - d. A committee report should normally consist of the body of the report with recommendations, if appropriate, summarized at the end and motions arising from the recommendations, if any, presented following.
  - e. Reports of the Tributes committee shall always be presented in camera, with the exception of memorial minutes.

- f. The final recommendation of an *ad hoc* committee's final report should be that the Senate discharge the committee.
- g. A committee may circulate a report for information. Such a report may raise questions without making recommendations, or may make recommendations, with no motions or actions arising from the report.

## **Part 6 – Council of Senates Members**

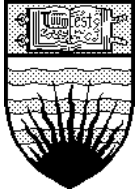
### **41. Election of Representatives**

- a. Senate shall elect nine (9) representatives to the Council of Senates, to serve terms of no more than three (3) years. Those representatives shall be apportioned as follows:
  - i. One (1) dean, elected by Senate on the recommendation of the Nominating Committee;
  - ii. Four (4) faculty members from those elected to Senate, elected by Senate on the recommendation of the Nominating Committee;
  - iii. Three (3) student from those elected to Senate – one of whom must be a graduate student – elected by Senate on the recommendation of the Nominating Committee; **and**
  - iv. One (1) convocation member from those elected to Senate, elected by Senate on the recommendation of the Nominating Committee.
- b. The Nominating Committee shall make a recommendation required under Section 41(a) (i-iv) within two (2) months of a declaration of a vacancy on the Council of Senate.
- c. In making a recommendation, the Nominating Committee shall take into consideration nominations and recommendations from the members of Senate eligible for the vacant position.

### **42. Standing Committee Chairs:**

- a. The chairs of the Curriculum, Admissions, and Academic Policy Committees shall be recommended to the members of the Council of Senates who elect Committee chairs as those chairs to be elected. Additionally, the Nominating Committee shall recommend to Senate a fourth standing Committee, the chair of which shall also be recommended to said members for election.
- b. The Nominating Committee shall review the recommendation of the fourth chair specified above during its triennial review of committee terms of reference.

# THE UNIVERSITY OF BRITISH COLUMBIA



March 13, 2008

**CURRICULUM COMMITTEE**  
**Vancouver Senate**  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

To: Senate  
From: Senate Curriculum Committee

Re: March Curriculum Proposals

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## **March Curriculum Proposals**

The Senate Curriculum Committee has reviewed the material forwarded to it by the faculties, and encloses those proposals it deems as ready for approval. As such, the following is recommended to Senate:

**Motion:** *“That the new and changed courses and programs brought forward by the Faculty of Applied Science be approved.”*

Respectfully submitted,

Peter Marshall, Chair  
Senate Curriculum Committee

# THE UNIVERSITY OF BRITISH COLUMBIA



13 March 2008

Enrolment Services  
Senate and Curriculum Services  
1874 – 2016 East Mall  
Vancouver, BC V6T 1Z1  
ginette.vallee@ubc.ca  
T: 604-822-0140; F: 604-822-5945

To: Vancouver Senate

From: Senate Curriculum Committee

Re: **CURRICULUM PROPOSALS FROM THE FACULTY OF APPLIED SCIENCE,  
AND APPLIED SCIENCE (SCHOOL OF ARCHITECTURE AND LANDSCAPE  
ARCHITECTURE**

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Attached please find the submitted category 1 undergraduate curriculum proposals from the Faculty of Applied Science, and Applied Science (School of Architecture and Landscape Architecture for your consideration.

**Faculty of Applied Science:**

<b>Program</b>	<b>Action</b>
Bachelor of Applied Science: Degree Requirements, English Requirements, Engineering Communication Competency Test	program change

<b>Course</b>	<b>Title</b>	<b>Action</b>
APSC 263 (3)	Technology And Development	new course
APSC 201 (3)	Technical Communication	change prerequisite
CHBE 482 (3)	Petroleum Refining Process Modeling And Simulation	new course
CHBE 486 (3)	Waste Management For Resource Recovery	new course
MTRL 356 (3)	Environmental Degradation Of Materials	new course
MTRL 442 (3)	Coatings And Surface Modification	new course
MTRL 471 (3)	Nanofibre Technology	new course
MTRL 475 (3)	Microstructure Modelling	new course
MTRL 485 (3)	Failure Of Materials	new course

**Faculty of Applied Science (School of Architecture and Landscape Architecture):**

<b>Course</b>	<b>Title</b>	<b>Action</b>
ENDS 404 (3)	Environmental Design History	new course

**FACULTY OF APPLIED SCIENCE: CATEGORY 1 UNDERGRADUATE ENGINEERING CURRICULUM REPORT**  
**SPRING 2008**

Department: Applied Science	Contact Person: Bruce Dunwoody
Faculty Approval Date: February 14, 2008	Phone: 2-6556
	Email: bruce.dunwoody@ubc.ca
APSC Undergraduate Program Change	
Effective Date: September 2008	
Proposed Calendar Entry:	Present Calendar Entry:
<p><b>DEGREE REQUIREMENTS</b></p> <p>...</p> <p><b>English Requirements</b></p> <p>...Add paragraph just prior to header "Complementary Studies Courses".</p> <p><b>Engineering Communication Competency Test</b></p> <p>This test is to be taken at the end of first year by students completing first year at UBC Vancouver, and during the first week of September by students completing first year elsewhere. A passing grade on this test is a prerequisite for APSC 201.</p> <p>Students who do not obtain a passing grade on the test must successfully complete a remedial course such as APSC 098: <i>Introduction to Technical Writing for Engineers</i> or equivalent before retaking the examination. APSC 098 is a comprehensive course in grammar and technical writing offered by the UBC Writing Centre and designed for engineering students. This course will provide a strong practical foundation of language skills, an opportunity for students to practice and receive feedback on their writing, and will increase their overall confidence when they are faced with writing tasks. Students who need extra instruction can obtain one-to-one tutoring through the Writing Centre tutorial clinic.</p>	<p><b>Action:</b> Add calendar statement.</p> <p><b>Rationale:</b> Many engineering students have had great difficulty successfully completing APSC 201. It is felt that this communication competency test will effectively identify those students that need to take a remedial communication test prior to attempting APSC 201.</p> <p>Category 1</p>



**FACULTY OF APPLIED SCIENCE: CATEGORY 1 UNDERGRADUATE ENGINEERING CURRICULUM REPORT**  
**SPRING 2008**

Department: Applied Science	Contact Person: Annette Berndt Phone: 2-1660 Email: annette.berndt@ubc.ca
Faculty Approval Date: February 14, 2008	
APSC Undergraduate New Course	
<b>Effective Date:</b> September 2008  Proposed Calendar Entry: APSC 263  <b>APSC 263 (3) TECHNOLOGY AND DEVELOPMENT.</b> Environmental, economic, political and social aspects of appropriate technologies in the developing world. Appropriate technology and infrastructure, trade and finance, transportation, energy, water access, communication, health and gender. [3-0-0]	<b>URL:</b> n/a  Present Calendar Entry: n/a  <b>Type of Action:</b> New course  <b>Rationale:</b> This course material is currently being delivered to engineering students in a Student Directed Seminar (SDS). This course will be a second-year complementary studies elective.  APSC 263 will accomplish two goals: (1) it will help to alleviate overloading of APSC 261 and APSC 262, creating space for second-year students in these courses (currently consisting almost entirely of third- and fourth-year students); and (2) it would promote cross-faculty relations and broaden the range of interdisciplinary communication opportunities for Engineering students by accommodating a limited number of students from the Faculty of Arts.  Category 1 Document ID#: APSC UG002

Department: Applied Science	Contact Person: Bruce Dunwoody Phone: 2-6556 Email: bruce.dunwoody@ubc.ca
Faculty Approval Date: February 14, 2008	
APSC Undergraduate Course Change	
<b>Effective Date:</b> September 2008  Proposed Calendar Entry:  <b>APSC 201 (3) Technical Communication.</b> Written and oral communication in engineering. Report preparation, business correspondence and oral presentation of technical material. Prerequisite: One of ENGL 110, ENGL 111, ENGL 112, ENGL 120, ENGL 121 and successful completion of Engineering Communication Competency Test. [3-0-0].	Present Calendar Entry:  <b>APSC 201 (3) Technical Communication</b> Written and oral communication in engineering. Report preparation, business correspondence and oral presentation of technical material. Prerequisite: One of ENGL 110, ENGL 111, ENGL 112, ENGL 120, ENGL 121. [3-0-0]  <b>Action:</b> Change prerequisite.  <b>Rationale:</b> The Engineering Communication Competency Test is felt to be the best indicator of whether students can successfully complete APSC 201.  Category 1

**FACULTY OF APPLIED SCIENCE: CATEGORY 1 UNDERGRADUATE ENGINEERING CURRICULUM REPORT**  
**SPRING 2008**

Department: Chemical and Biological Engineering	Contact Person: Chad Bennington Phone: 2-8573 Email: cpjb@chml.ubc.ca
Faculty Approval Date: February 14, 2008	
CHBE Undergraduate New Course	
Effective Date: September 2008	URL: n/a
Proposed Calendar Entry:	Present Calendar Entry: None.
<b>CHBE 482 (3) PETROLEUM REFINING PROCESS MODELING AND SIMULATION.</b> Petroleum feed stocks testing methods, pseudocomponents, and property methods. Design and simulation of separation and reaction systems. Steady state and dynamic simulation. Prerequisite: All of CHBE 345, CHBE 376. Co-requisite: CHBE 455. [3-1-0]	<b>Type of Action:</b> New course.  <b>Rationale:</b> This is response to student requests, job market demands and CHBE collaboration with Chinese Petroleum Institute.  Category 1 Document ID#: CHBE UG001
Effective Date: September 2008	URL: n/a
Proposed Calendar Entry:	Present Calendar Entry: None.
<b>CHBE 486 (3) WASTE MANAGEMENT FOR RESOURCE RECOVERY.</b> Physico-chemical, thermal and biological methods for purification of solid waste and wastewater, and conversion to bioproducts/industrial products, energy and clean water. Prerequisites: All of CHBE 241, CHBE 242, CHBE 373. [2-0-2]	<b>Type of Action:</b> New course.  <b>Rationale:</b> We are deleting CHBE 473 and CHBE 490. The proposed new course will contain some material previously presented as part of these courses as well as additional new and relevant material to the issue of environmental sustainability.  Category 1 Document ID#: CHBE UG002
Department: Materials Engineering	Contact Person: Chad Sinclair Phone: 2-3352 Email: chad.sinclair@ubc.ca
Faculty Approval Date: February 14, 2008	
MTRL Undergraduate New Course	
Effective Date: September 2008	URL: n/a
Proposed Calendar Entry:	Present Calendar Entry: None
<b>MTRL 356 (3) ENVIRONMENTAL DEGRADATION OF MATERIALS.</b> Fundamental aspects of environmental degradation of metals (corrosion), ceramics and polymers with an emphasis on aqueous environments. [2-0-2]	<b>Type of Action:</b> New Course  <b>Rationale:</b> This course replaces and expands upon the content of MTRL 456 which is being deleted from the program. This course will become part of the core Materials Engineering curriculum, a suggestion made during the last CEAB review of the department.  Category 1 Document ID#: MTRL UG001

**FACULTY OF APPLIED SCIENCE: CATEGORY 1 UNDERGRADUATE ENGINEERING CURRICULUM REPORT**  
**SPRING 2008**

Department: Materials Engineering	Contact Person: Chad Sinclair Phone: 2-3352 Email: chad.sinclair@ubc.ca
Faculty Approval Date: February 14, 2008	
MTRL Undergraduate New Course	
Effective Date: September 2008	URL: n/a
Proposed Calendar Entry:	Present Calendar Entry: None.
<b>MTRL 442(3) COATINGS AND SURFACE MODIFICATION.</b> Strategies for ceramic and metallic coatings by melting-solidification, from the vapour state and from solution, and methods of surface modification. Pre-requisites: APSC 278. [3-0-0]	<b>Type of Action:</b> New Course.  <b>Rationale:</b> This course replaces the course MTRL 482 Ceramics II, which is being proposed to be deleted from the calendar starting September 2008 (see below). The course content of MTRL 482 had largely shifted to the content of this new course, i.e. away from bulk ceramics processing towards coatings and surface modification.  Category 1 Document ID#: MTRL UG002

**FACULTY OF APPLIED SCIENCE: CATEGORY 1 UNDERGRADUATE ENGINEERING CURRICULUM REPORT**  
**SPRING 2008**

Department: Materials Engineering	Contact Person: Chad Sinclair Phone: 2-3352 Email: chad.sinclair@ubc.ca
Faculty Approval Date: February 14, 2008	
MTRL Undergraduate New Course	
Effective Date: September 2008	URL: n/a
Proposed Calendar Entry:	Present Calendar Entry: None.
<b>MTRL 471(3) NANOFIBRE TECHNOLOGY.</b> Introduction to nanomaterials in the form of fibres and composites, including processing, structure, characterization methods, properties and modeling. Credit will only be given for one of MTRL 471 or MTRL 571 [3-0-0]	<b>Type of Action:</b> New Course.  <b>Rationale:</b> This is a new course in an area that is of growing importance within the field of materials engineering and provides a first course into nanomaterials within the Materials Engineering department. This course will be offered by Frank Ko, a new faculty member in the Materials Engineering Department and internationally recognized expert in this field.  Category 1 Document ID#: MTRL UG003

Department: Materials Engineering	Contact Person: Chad Sinclair Phone: 2-3352 Email: chad.sinclair@ubc.ca
Faculty Approval Date: February 14, 2008	
MTRL Undergraduate New Course	
Effective Date: September 2008	URL: n/a
Proposed Calendar Entry:	Present Calendar Entry: None.
<b>MTRL 475(3) MICROSTRUCTURE MODELLING.</b> Follows the production of metallurgical products focusing on process design models used to describe solidification, recrystallization and precipitation. Pre-requisites: All of MTRL 365, MTRL 378. [2-0-2]	<b>Type of Action:</b> New Course.  <b>Rationale:</b> This course provides a consolidated view of microstructure development, presenting the information in a manner that highlights the similarities in approaches taken to the study of microstructure evolution in the liquid and solid state. This provides an opportunity for students to apply concepts directly applied in previous courses (e.g. MTRL 365 and MTRL 378) to the development of process models that are currently of industrial interest.  Category 1 Document ID#: MTRL UG004

**FACULTY OF APPLIED SCIENCE: CATEGORY 1 UNDERGRADUATE ENGINEERING CURRICULUM REPORT**  
**SPRING 2008**

<p>Effective Date: September 2008</p> <p>Proposed Calendar Entry:</p> <p><b>MTRL 485(3) FAILURE OF MATERIALS.</b> Failure by excess deformation, fracture, fatigue, and environmental effects. Failure theories and case studies of engineering failures. Pre-requisites: All of MECH 260, MTRL 365. [2-0-2]</p>	<p>URL: n/a</p> <p>Present Calendar Entry: None.</p> <p><b>Type of Action:</b> New Course</p> <p><b>Rationale:</b> This is a completely new course which fills a gap in the current curriculum.</p> <p>Category 1 Document ID#: MTRL UG005</p>
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## UBC Curriculum Proposal Form Change to Course or Program

### Category: (1)

<b>Faculty:</b> Applied Science <b>Department:</b> School of Architecture & Landscape Architecture <b>Faculty Approval Date:</b> Feb 7, 2008  <b>Effective Session</b> _08_W__ <b>Term</b> _1__ <b>Year</b> _08_W_ <b>for Change</b>	<b>Date:</b> 12.02.08 <b>Contact Person:</b> McKay <b>Phone:</b> 2-5001 <b>Email:</b> smckay@interchange.ubc.ca
<b>Proposed Calendar Entry:</b> ENDS 404 (3) ENVIRONMENTAL DESIGN HISTORY. A survey of environmental influences in architecture and landscape architecture design across time, geographies and cultures, from Neolithic settlements to nineteenth century urbanization. Restricted to students in the Environmental Design program.	<b>URL:</b> N/A  <b>Present Calendar Entry:</b> N/A  <b>Type of Action:</b> New Course  <b>Rationale:</b> The proposed course will better fulfill the objectives of the Bachelor of Environmental Design program.

# THE UNIVERSITY OF BRITISH COLUMBIA



13 March 2008

Enrolment Services  
Senate and Curriculum Services  
1874 – 2016 East Mall  
Vancouver, BC V6T 1Z1  
ginette.vallee@ubc.ca  
T: 604-822-0140; F: 604-822-5945

To: Vancouver Senate

From: Senate Curriculum Committee

Re: **CALENDAR ENTRY ON CREDIT EXCLUSION LISTS**

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In response to a request from the Faculty of Science, the Senate Curriculum Committee has considered and recommends for Senate's approval the attached calendar entry relating to Credit Exclusion Lists. Credit Exclusion Lists are not currently maintained in a systematic way throughout Faculties and Departments. The Committee encourages to Faculties to submit and maintain such lists through the regular approval process.

**Motion:** *That the proposed calendar entry on Credit Exclusion Lists be approved.*

Respectfully Submitted,

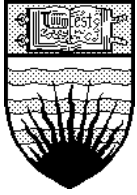
Peter Marshall, Chair

**UBC Curriculum Proposal Form****Category: (1)**

<b>Faculty:</b> N/A <b>Department:</b> N/A <b>SCC Approval Date:</b> 7 Mar 2008 <b>Effective Session:</b> 08W, Term 1 <b>Year for Change:</b> 2008	<b>Date:</b> March 7, 2008 <b>Contact Person:</b> Peter Marshall <b>Phone:</b> 2-4918 <b>Email:</b> peter.marshall@ubc.ca
<b>Proposed Calendar Entry</b>  . . .  <b>Hours</b>  The number of hours assigned each week to lectures (first digit) and to laboratories (second digit) are shown in square brackets at the end of a course description. Where a third digit appears it refers to periods where discussions, tutorials or assigned problems are done. An asterisk (*) indicates alternate weeks. The first set of digits refers to the first term (September to December) and the second set to the second term (January to May); when only one set is given it means either term. Graduate courses and courses in some faculties are not so designated.  <b>Courses Offered</b>  Not all courses listed are offered each year. Most courses offered in a Winter Session, as well as places and times of class meeting and names of instructors, appear in the online <a href="#">Course Schedule</a> . For those courses not so listed, contact the department concerned.  <b>Credit Exclusion List</b>  Some Faculties maintain lists of courses that are sufficiently similar that credit may only be obtained in that Faculty for one of the selections. Refer to faculty or program listings for exclusion lists, or see your program advisor.	<b>Present Calendar Entry:</b> <b>URL:</b> <a href="http://www.students.ubc.ca/calendar/course_s.cfm?page=intro">http://www.students.ubc.ca/calendar/course_s.cfm?page=intro</a>  . . .  <b>Hours</b>  The number of hours assigned each week to lectures (first digit) and to laboratories (second digit) are shown in square brackets at the end of a course description. Where a third digit appears it refers to periods where discussions, tutorials or assigned problems are done. An asterisk (*) indicates alternate weeks. The first set of digits refers to the first term (September to December) and the second set to the second term (January to May); when only one set is given it means either term. Graduate courses and courses in some faculties are not so designated.  <b>Courses Offered</b>  Not all courses listed are offered each year. Most courses offered in a Winter Session, as well as places and times of class meeting and names of instructors, appear in the online <a href="#">Course Schedule</a> . For those courses not so listed, contact the department concerned.  <b>Type of Action:</b> Add material to the Introduction of the course listing section of the calendar.  <b>Rationale:</b> Requested by the Faculty of Science based on student feedback.



# THE UNIVERSITY OF BRITISH COLUMBIA



March 13, 2008

**CURRICULUM COMMITTEE**  
**Vancouver Senate**  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

To: Senate

From: Senate Curriculum Committee

Re: **Change to UBC Bachelor of Science degree parchment for students in the Faculty of Science**

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## **Change to the UBC Bachelor of Science degree parchment for students in the Faculty of Science**

The Senate Curriculum Committee recommends to Senate for approval a proposal from the Faculty of Science to include on the Bachelor of Science degree parchment information about the field of study on Line 2 and other information, such as “Co-operative Education Program” and “standing achieved” on Line 3. Please see the attached proposal for more information.

**Motion:** *“That the proposed change to the UBC degree parchment for the Faculty of Science be approved.”*

Respectfully submitted,

Peter Marshall, Chair  
Senate Curriculum Committee

**To:** Dr. Peter Marshall, Chair, Senate Curriculum Committee

**From:** Dr. Paul Harrison, Associate Dean, Faculty of Science

**Date:** Oct. 30, 2007

The following proposal was approved today at the meeting of the Faculty of Science council.

**Re: Change to UBC degree parchment for students in the Faculty of Science**

**BACKGROUND & RATIONALE**

Currently the parchment for the B.Sc. degree uses only one of three possible lines to describe the degree and states only “Bachelor of Science”. Some other faculties already provide more descriptive information about the program of study on the parchment. Science is a rich and diverse field of study and students increasingly identify with their discipline within Science which may include one or more major or honours programs as well as one of several minors. Students have expressed interest in seeing more information on their parchments but to more describe some of the complex combinations of areas of study now pursued would go beyond the level of detail envisioned by Senate when it set out provisions for modifying the parchment in 1997.

*Therefore*, whereas Senate has allowed for a faculty that wishes to change what appears on the parchment for an existing degree to make a proposal to the Senate Curriculum Committee for consideration and approval by Senate,

*and whereas* Senate has allowed for “inclusion of information about the field of study” on the second line of the parchment (recommendation #8 of the report on Degree Names and Parchments, approved by Senate on October 15, 1997),

*and whereas* Senate similarly allowed for “information in addition to the degree name and field of study” to appear on the third line of the parchment, such as “Co-operative Education Program” and “standing achieved” (recommendation #9 of the report on Degree Names and Parchments, approved by Senate on October 15, 1997),

*and whereas* the existing provision for “standing” which is limited for the B.Sc. degree to the acknowledgement of completion of an “Honours Program” does not conform to the practices in the Faculty of Science,

**PROPOSAL**

**The Faculty of Science respectfully requests approval to use all three available lines on the parchment, as follows:**

- **Line 1: “Bachelor of Science” (unchanged)**
- **Line 2: Field of Study, as described below**
- **Line 3: Other information, specifically “Co-operative Education Program” and the Graduating Standing “with Distinction” as described below and in a separate proposal to the Senate Curriculum Committee.**

**EXPLANATION**

***Line 2: Field of Study***

Each B.Sc. student will have a primary specialization and some will have a secondary specialization. The primary specialization will be of one of the following types: Major, Combined Major, General Science, Integrated Sciences, Honours, and Combined Honours. Each of those

types is offered in many different fields of study. Although the Major is the standard type and therefore might be understood even if it were not stated on the parchment (the option would be to state “Bachelor of Science in X” for a Major program in the field of X), its inclusion is required for reasons stated below. The proposed representation of the various types of primary specializations is shown in the table below.

<b>Primary Specialization Type</b>	<b>Appearance on Parchment Line 2</b>
Major	Major in Physics
Combined Major	Combined Major in Computer Science and Biology
General Science Route A (two areas of concentration)	In General Science, Life Science and Earth Science Concentrations
General Science Route B (one major area of concentration)	In General Science, Chemistry Concentration
Integrated Sciences (prior to creation of the Major in Integrated Sciences)	In Integrated Sciences
Honours	Honours in Physiology
Combined Honours	Combined Honours in Biochemistry and Chemistry

Some B.Sc. students will have a secondary specialization which normally will be a Major or Honours either in a second Science discipline or one in the Faculty of Arts. The second specialization should appear after the first specialization using the standards in the table above. Examples would be:

- Two programs in Science disciplines: Major in Physics and Major in Cell Biology and Genetics,
- One Science program and one Arts program: Honours in Mathematics and Major in German.

The second example demonstrates the need to include the “type” even if it is “Major” for if “Major” were omitted the nature of the student’s studies could be misrepresented (i.e., “Honours in Mathematics and in German” would imply a double honours program).

B.Sc. students can also be approved to complete one of many types of Minor programs in addition to a primary specialization (sometimes even in addition to primary and secondary specializations). No request is being made to include a description of a Minor on the parchment because although such study is indicative of a student’s interests and accomplishments, it is not core to the B.Sc. degree and it will be acknowledged on the transcript.

### ***Line 3: Other Information***

- a) “Co-operative Education Program” should appear to acknowledge a significant component of a graduate’s educational experience which amounts to from three to five terms without contributing to the academic credits required for the B.Sc. degree. The office of Science Co-op determines when the requirements for the designation have been met.
- b) Standing: The Faculty is requesting Senate through a separate proposal to institute a graduating standing (“with Distinction”) for scholars who meet certain requirements.

Line three, therefore, may be blank or it may include one or both of the above, as appropriate. If both, separating them by a comma may be the clearest way to represent the student’s status so that the “standing” will not seem to apply only to “Co-operative Education Program”.

# THE UNIVERSITY OF BRITISH COLUMBIA



March 13, 2008

**CURRICULUM COMMITTEE**  
**Vancouver Senate**  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

To: Senate  
From: Senate Curriculum Committee  
  
Re: Policy on the Approval of Certificate Programs

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## **Policy on the Approval of Certificate Programs**

Changes to the Policy on the Approval of Certificate Programs were approved by Senate at the 27 February 2008 meeting. The document which follows more clearly defines the criteria for the establishment of a Certificate Program by describing what is meant by “university-level” (Section II.1).

**Motion:**       *“That the proposed revisions to the Policy on the Approval of Certificate Programs be approved.”*

Respectfully submitted,

Peter Marshall, Chair  
Senate Curriculum Committee

## POLICY ON THE APPROVAL OF CERTIFICATE PROGRAMS

### I. Definition of a Certificate Program

1. A Certificate Program normally consists of specialized, certificate-credit courses offered at a university level. It may also draw from University degree-credit courses. Student assessment in certificate-credit courses should be consistent with University standards.
2. The program of study should be equivalent to a minimum of one-half year (approximately 150 hours) and a maximum of one-full year of University study. The hours that make up the program may include classroom study, online course work and special projects or practicum placements.
3. Minimum admission requirements should be secondary school graduation with some exceptions for mature students where appropriate records of equivalent life/work experience are provided and deemed acceptable by those evaluating admissions. Normal admission requirements may require some post-secondary education or professional work experience.

### II. Criteria for Establishment of Certificate Programs

1. A Certificate Program may be initiated only when the subject matter is appropriate to university-level teaching and research. University level can include: 1) programs that develop applied skills in a theoretical context; 2) preparatory or transitional programs that support strategic goals of the university, such as encouraging access for under-represented student groups. Programs may be developed collaboratively among academic units and Continuing Studies, or with appropriate program partners external to the University that bring added value to the Certificate Program.
2. A Certificate Program must have clearly defined educational objectives and may be oriented toward career development or achievement of professional standing.
3. A Certificate Program must be developed and maintained under the guidance of an Advisory Committee with representation from appropriate academic units as dictated by the program content. The Advisory Committee may also include representation from Continuing Studies, other academic institutions, employers, professional associations, labour groups, or others as appropriate. The Advisory Committee must consult with any academic unit affected by the proposal and include the results of that consultation with the program proposal.
4. The role of the Advisory Committee is to review the proposed Certificate Program with respect to curriculum, program format, evaluation procedures, admission criteria, assessment of internal and external resources (including library collections and student services), financial feasibility and market demand.

### III. Program Approval Process

1. The proposed Certificate Program must be approved in principle by the appropriate Dean (or his/her designate) within the academic units involved or the Director of Continuing Education. Faculties may establish their own internal approval processes in addition to those outlined in this policy.
2. Upon approval by the Advisory Committee, the full program proposal is forwarded to the academic units involved or the Director of Continuing Education, as appropriate, for approval and the summary report is forwarded to the Senate Curriculum Committee for final approval. The Curriculum Committee will normally require that a budgetary impact form and the results of any consultation be submitted with the proposal.

#### IV. Program Administration and Management

1. Implementing and maintaining appropriate administrative policies and procedures, student support services, financial administration and marketing activities are the responsibility of the academic unit that has consented to administer the program. Given the experience and infrastructure within Continuing Studies, academic units are encouraged to work with Continuing Studies in this regard.
2. Admission requirements should be clearly specified for each Certificate Program, including the appropriate academic background and life/work experience required. A process for students to appeal refused entry to a program should also be specified. Each associated academic unit is responsible for upholding the rigor of the admissions process to ensure integrity and equitable treatment in the selection of students.
3. Grading systems and completion requirements should be clearly delineated for the individual courses that make up the Certificate Program and for the program as a whole. The University grading system or another system deemed appropriate for a particular program may be used, but in all cases the assessment criteria must be available for review by students applying for the program and registering in courses within the program.
4. Standards for student conduct (deportment in the classroom when relating to fellow students and instructors, appropriate use of learning technologies, etc.) must be clearly specified for each Certificate Program. Consequences of failing to uphold these standards should also be specified. Appeals should be limited to progression through three levels: instructor, program director and finally the Director of Continuing Education or Faculty Dean as appropriate.

#### V. Program Review Process

To ensure continuing quality and relevance, each Certificate Program is subject to review by Continuing Studies and/or by the academic unit offering the program within a specified time period not to exceed five years.

#### VI. Awarding of Certificates

Certificate Program graduates are not conferred a certificate by the Senate and will not attend congregation. However, program graduates will receive a certificate signed by appropriate officers of the University.

#### VII. Program Partnership Considerations

1. Certificate Programs may be offered through partnerships established between two or more academic units. The sponsoring units will determine their respective academic and administrative responsibilities. Agreements on all financial arrangements should be reached prior to program commencement.
2. Certificate Programs may also be offered via partnerships established between a UBC academic unit and one or more external organizations. The sponsoring partners will determine their respective administrative responsibilities; however primary academic responsibility must reside with the UBC academic unit that sponsors the program. Agreements on all financial arrangements should be reached prior to program commencement. Programs are awarded by the UBC academic unit, but may include reference to external sponsors through such means as sponsor logos on official documents and/or marketing materials.

THE UNIVERSITY OF BRITISH COLUMBIA



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March 14, 2008

**To: Vancouver Senate**

**From: Tributes Committee**

**Re: Convocation Membership for Faculty Emeriti and Librarians Emeriti (approval)**

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The University has recently received a request from the UBC Association of Professional Emeriti asking that emeriti be added to the roll of the convocation. Emeriti are not currently members of the convocation and therefore may not currently participate in elections for a Chancellor, representatives to the Board of Governors and the Convocation Senators of the Okanagan and Vancouver Senates.

Section 5(1) of the *University Act* defines the composition of convocation as the following (bold added for emphasis):

- (a) the chancellor, who is the chair;
- (b) the president;
- (c) the members of the senate;
- (d) all faculty members;
- (e) all persons who are graduates of the university;
- (f) all persons whose names are added to the roll of the convocation by the senate;**
- (g) all persons not previously referred to in this section who are named on the roll of the convocation of that university immediately before July 4, 1974.

Historically, several groups have been added to the Convocation by the Vancouver Senate. In 2002, Senate approved the inclusion of professional librarians. Whereas professional librarians are members of the Faculty Association and receive the same privileges and recognitions granted to the teaching and research faculty in that context, the then definition of “faculty members” in the *University Act* (“a person employed on a full time basis by a university who has served for 4 months or longer as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate”) barred the inclusion of professional librarians in the convocation. Senate exercised its power under section 9(2) of the *University Act* to add to the roll of the convocation all persons holding an appointment at the University as Librarian.

In 2006, the Council of Senates approved the conferral of corresponding UBC degrees on people holding certain degrees from Okanagan University College, and this conferral also admitted these people to the UBC convocation.<sup>1</sup> Admitting past graduates of OUC to the UBC convocation was seen to have the benefit of facilitating alumni engagement.

Under section 9(2) of the *University Act*, Senate may add names to the roll of the convocation as defined under section 5. As such, the Tributes Committee recommends that Senate approve as follows:

*“That, pursuant to section 9(2) of the University Act, Senate add to the Roll of Convocation all persons with current appointments as Professors Emeriti, Associate Professors Emeriti, Assistant Professors Emeriti, Senior Instructors Emeriti, Instructors II Emeriti, Instructors I Emeriti, General Librarians Emeriti and Administrative Librarians Emeriti at the Vancouver campus of the University.”*

In the future, individuals approved for emeritus or emerita status with the above mentioned ranks will also be added to the roll of the convocation.

Respectfully submitted,

Dr. Sally Thorne  
Chair  
Vancouver Senate Tributes Committee

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<sup>1</sup> The Council of Senates approved the conferral of corresponding University of British Columbia degrees on Okanagan University College alumni holding one or more of the following degrees conferred by Okanagan University College between January 1, 1998 and June 30, 2005: Bachelor of Arts, Bachelor of Education, Bachelor of Fine Arts, Bachelor of Science, Bachelor of Science in Nursing and Bachelor of Social Work.



# THE UNIVERSITY OF BRITISH COLUMBIA



## Vancouver Senate Ad-hoc Committee on Writing and Communication Skills

c/o

Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall

Vancouver BC V6T 1Z1

Tel: (604) 822-0140 | Fax: (604) 822-5945  
ginette.vallee@ubc.ca

17 March 2008

**To: Vancouver Senate**  
**From: Ad Hoc Committee on Writing and Communication Skills**  
**Re: Reporting Deadline**

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At the 12 December 2007 meeting of Senate, the Ad Hoc Committee on Writing and Communication Skills' reporting deadline was extended to March 2008. In order to more fully consider the budgetary aspects of the committee's draft recommendations, we respectfully request an additional extension to the reporting deadline to the 16 April 2008 meeting of Senate.

### **Motion:**

*That the reporting deadline of the Ad Hoc Committee on Writing and Communication Skills be extended from March 2008 to April 2008.*

Respectfully submitted,

Dr. Paul G. Harrison, Chair  
Senate Ad hoc Committee on Writing and Communication Skills

# THE UNIVERSITY OF BRITISH COLUMBIA



**Provost and Vice President Academic**

6328 Memorial Road  
Vancouver, BC Canada V6T 1Z2

Tel: 604-822-4948

Fax: 604-822-3134

## MEMORANDUM

March 14, 2008

To: Senate, UBC Vancouver  
c/o Lisa Collins, Assistant Registrar, Senate and Curriculum Services

From: David H. Farrar  
Provost and Vice President Academic

**Re: New Policy #18 – Appointment of Designated Senior Academic  
Administrators, Joint Senate and Board Policy**

### Recommendation:

I recommend that UBC Policy #18 Appointment of Vice-Presidents and Deputy Vice-Chancellors be rescinded and replaced by the new Policy #18 Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy) in the form attached hereto as Attachment 2.

### Background:

In January, 2008, Senate received an earlier proposal to replace Policy #18 with a new Policy #18. The current version of the new Policy has been revised to take into consideration the feedback that was received from Senators.

Under section 27(2)(f) of the *University Act*, the Board of Governors, with the approval of the relevant Senate(s), is empowered to establish procedures for the recommendation and selection of candidates for senior academic administrators as may be designated by the Board of Governors.

The current version of Policy #18 establishes procedures for the recommendation and selection of candidates for Deputy Vice-Chancellors and Vice Presidents and does not distinguish between those Vice Presidents who are “academic” versus “administrative”.

To: Senate, UBC Vancouver  
From: David H. Farrar, Provost and Vice President Academic  
Re: New Policy #18, Appointment of Designated Senior Academic Administrators

### **Summary of Proposed Policy:**

In order to facilitate compliance with section 27(2)(f) of the *University Act*, the proposed replacement for Policy #18 explicitly designates the following positions as “senior academic administrators”.

1. Provost and Vice President Academic (UBC Vancouver)
2. Deputy Provost (UBC Vancouver)
3. Vice Provost and Associate Vice President, Academic Resources (UBC Vancouver)
4. Vice Provost and Associate Vice President, Academic Affairs (UBC Vancouver)
5. Vice President, Research
6. Associate Vice President, Research
7. Deputy Vice-Chancellor (UBC Okanagan)
8. Provost (UBC Okanagan)

Positions 2, 3, 4, 6 and 8 are not dealt with by the current Policy #18. These positions have been incorporated into the scope of the proposed replacement for Policy #18 because the duties of the positions are academic in nature and require as a prerequisite that any candidate be a faculty member or a member of the professional librarian staff.

The following positions are currently dealt with by Policy #18 but are now excluded from the scope of the proposed replacement for Policy #18:

1. Vice President, Administration and Finance
2. Vice President, External, Legal, and Community Relations
3. Vice President, Students

The administration anticipates bringing a separate policy proposal forward to the Board of Governors in May of 2008 that will deal with these positions.

The proposal for a replacement for Policy #18 is consistent in structure and style with Policy #21 – Appointments of Deans and Principals (Joint Senate and Board Policy), which was approved by the Board of Governors on November 28, 2007.

For the position of Provost and Vice President, Academic (UBC Vancouver), the proposal provides that candidates will be considered by an Advisory Committee with students from UBC Vancouver, Senators from UBC Vancouver, and a faculty member selected by the Senior Appointments Committee, as well as the President and members of the Board of Governors selected by the President.

For the position of Vice President, Research, the proposal provides that candidates will be considered by an Advisory Committee with graduate students from both campuses, Senators from both campuses, and a faculty member selected by the Senior Appointments

To: Senate, UBC Vancouver  
From: David H. Farrar, Provost and Vice President Academic  
Re: New Policy #18, Appointment of Designated Senior Academic Administrators

Committee, as well as the President and members of the Board of Governors selected by the President.

For the position of Deputy Vice-Chancellor (UBC Okanagan), the proposal provides that, so long as the incumbent also holds the position of Vice-President, Academic and Research (UBC Okanagan), candidates will be considered by an Advisory Committee with the same composition as that for the position of Provost and Vice President, Academic (UBC Vancouver) except that UBC Okanagan representatives will be substituted for UBC Vancouver representatives.

For the position of Associate Vice-President, Research, the proposal provides that candidates will be considered by an Advisory Committee with graduate students from both campuses, Senators from both campuses, and faculty members from both campuses, as well as the Vice President, Research and Presidential appointees.

For the remaining "Academic Associate Vice-President" positions, the proposal provides that candidates will be considered by an Advisory Committee with students from the relevant campus, Senators from the relevant campus, and a faculty member from the relevant campus, as well as the Vice President to whom the candidate will report and Presidential appointees.

The main principle upon which the composition of the Advisory Committees has been based is the desire for good balance.


The Advisory Committees will consider candidates and advise the President as to recommended candidates. The President will then make a recommendation to the Board of Governors, which then has the responsibility for making the actual appointment.

The proposed text for Policy #18, as well as the associated Procedures, is attached to these docket materials as Attachment 2.

Under section 27(2)(f) of the *University Act*, the Board of Governors is empowered, **with the approval of the relevant Senate**, to establish procedures for the recommendation and selection of candidates for Deans and other senior academic administrators as the Board of Governors may designate.

As the proposal for Policy #18 would deal with candidates for positions at both UBC Okanagan and UBC Vancouver as well as system-wide positions, it is being forwarded to both the UBC Okanagan Senate and the UBC Vancouver Senate for their consideration and approval, as well as to the Board of Governors. Provided that approval is received from all three bodies, the Policy will be effective as of the date of the last approval, which is anticipated to be from the Board of Governors on April 10, 2008.

Attachments: Attachment 1 – Current version of Policy #18  
Attachment 2 – Proposed replacement for Policy #18

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>18</b>	<b>Approval Date:</b> November 1995  <b>Last Revision:</b> June 2005
	<b>Responsible Executive:</b> President	
<b>Title:</b>  <b>Appointment of Vice-Presidents and Deputy Vice-Chancellors</b>		
<b>Background &amp; Purposes:</b>  To describe the composition of the committees advisory to the President on recruitment and selection of Vice-Presidents and Deputy Vice-Chancellors.		

1. **Scope**

- 1.1. This Policy applies to the appointment of Vice-Presidents and Deputy Vice-Chancellors.

2. **General**

- 2.1. Appointments of Vice-Presidents and Deputy Vice-Chancellors are made by the Board of Governors. Advisory Committees are established to consider candidates for Vice-President positions, and to advise the President on recommendations to the Board of Governors.

## **PROCEDURES**

**Approved: November 1995**

**Revised: June 2005**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."*

### **1. Appointment of Vice-Presidents**

- 1.1. For the selection of a Vice-President other than an Academic Vice-President (currently referred to in the case of UBC Vancouver as the Vice-President Academic and in the case of UBC Okanagan as the Vice-President, Learning & Research), the President shall convene an Advisory Committee to consider candidates for the position, and to advise the President on the choice of a Vice-President, so that he/she may make an appropriate recommendation to the Board of Governors. The membership of the Advisory Committee shall be as follows:

Chair - the President

Secretary (non-voting) - from the staff of the President's Office

Members

- one member of the Board of Governors, appointed by the President
- one other Vice-President, appointed by the President
- one Dean, appointed by the President
- one Head/Director of an academic unit, appointed by the President
- one student from UBC Vancouver and one student from UBC Okanagan
- up to two directors of units or Associate Vice-Presidents within the portfolio, appointed by the President
- one or more person(s), appointed by the President, whose participation will contribute significantly to the committee's activities and who is representative of stakeholder group(s) that is/are directly affected by the portfolio
- a member of faculty without an administrative appointment elected by the Senior Appointments Committee

- 1.2. For the selection of an Academic Vice-President, the President shall convene an Advisory Committee to consider candidates for the position, and to advise the President on the choice, so that he/she may make an appropriate recommendation to the Board of Governors. The membership of the Advisory Committee shall be as follows:

Chair - the President

Secretary (non-voting) - to be chosen by the Advisory Committee from its members

- |         |  |
|---------|--|
| Members | <ul style="list-style-type: none"> <li>- three members of the Board of Governors, appointed by the President</li> <li>- three members of the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, elected by the members of that Senate</li> <li>- one member of faculty without an administrative appointment elected by the Senior Appointments Committee</li> <li>- one student from UBC Vancouver and one student from UBC Okanagan, as applicable</li> </ul> |
|---------|--|

## **2. Appointment of Deputy Vice-Chancellors**

- 2.1. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Academic Vice-President holds the title of Deputy Vice-Chancellor for UBC Okanagan. In the event that it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President of the University or an Academic Vice-President, the President shall convene an Advisory Committee to consider candidates for the position, and to advise the President on the choice, so that he/she may make an appropriate recommendation to the Board of Governors. The membership of the Advisory Committee shall be as follows:

- |                        |  |
|------------------------|--|
| Chair                  | - the President  |
| Secretary (non-voting) | - to be chosen by the Advisory Committee from its members  |
| Members                | <ul style="list-style-type: none"> <li>- three members of the Board of Governors, appointed by the President</li> <li>- three members of the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, elected by the members of that Senate</li> <li>- one member of faculty without an administrative appointment elected by the Senior Appointments Committee</li> <li>- one student from UBC Vancouver and one student from UBC Okanagan as applicable</li> <li>- up to two directors of units or Associate Vice-Presidents within the portfolio, appointed by the President</li> <li>- one or more person(s), appointed by the President, whose participation will contribute significantly to the committee's activities and who is representative of stakeholder group(s) that is/are directly affected by the portfolio</li> </ul> |

## **3. Advisory Committees**

- 3.1. In the event that one or more members of an Advisory Committee becomes unable to participate in the Advisory Committee before it has completed its work, the President may appoint replacement members in his/her discretion.
- 3.2. In making appointments to an Advisory Committee, the President considers gender balance and representation from both UBC Vancouver and UBC Okanagan.

Policy 18 Passed: Anticipated April 10, 2008

Title: Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy) 2

 <b>The University of British Columbia</b> <b>Board of Governors</b> <b>Okanagan Senate</b> <b>Vancouver Senate</b>	<b>Policy #:</b> <b>18</b> <b>Passed:</b> <i>Anticipated</i> <b>April 10,</b> <b>2008</b>	<b>History:</b> 1) <b>2007 Approvals</b> • TBD <b>Next Review:</b> <i>TBD</i>		
	<b>Responsible Executive:</b> • President			
<b>Title:</b> <p style="text-align: center;"><b>Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</b></p>				
<b>Background and Purpose</b> <p>Section 27(2)(f) of the <i>University Act</i>, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.</p>				
<b>Note: Who Should Read This Policy</b> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <b>Generally:</b> <ul style="list-style-type: none"> <li>• Provost and Vice-President Academic (UBC Vancouver)</li> <li>• Deputy Provost (UBC Vancouver)</li> <li>• Vice-Provost and Associate Vice-President Academic Affairs (UBC Vancouver)</li> <li>• Vice-Provost and Associate Vice-President Academic Resources (UBC Vancouver)</li> <li>• Vice-President, Research</li> <li>• Associate Vice-President, Research</li> <li>• Deputy Vice-Chancellor (UBC Okanagan)</li> <li>• Provost (UBC Okanagan)</li> <li>• Chair of Senior Appointments Committee</li> <li>• Registrar</li> <li>• Senate Secretariat</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <b>Specifically:</b> <ul style="list-style-type: none"> <li>• <i>Responsible Executive</i></li> <li>• Members of Advisory Committees</li> </ul> </td> </tr> </table>			<b>Generally:</b> <ul style="list-style-type: none"> <li>• Provost and Vice-President Academic (UBC Vancouver)</li> <li>• Deputy Provost (UBC Vancouver)</li> <li>• Vice-Provost and Associate Vice-President Academic Affairs (UBC Vancouver)</li> <li>• Vice-Provost and Associate Vice-President Academic Resources (UBC Vancouver)</li> <li>• Vice-President, Research</li> <li>• Associate Vice-President, Research</li> <li>• Deputy Vice-Chancellor (UBC Okanagan)</li> <li>• Provost (UBC Okanagan)</li> <li>• Chair of Senior Appointments Committee</li> <li>• Registrar</li> <li>• Senate Secretariat</li> </ul>	<b>Specifically:</b> <ul style="list-style-type: none"> <li>• <i>Responsible Executive</i></li> <li>• Members of Advisory Committees</li> </ul>
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## **Related Policies, Materials, and Notes**

### **Note:**

- Policy #17 deals with the selection process for the Registrar and Librarians.
- Policy #21 deals with the selection process for Deans of Faculties, the Principal of the College of Health Disciplines, and the Principal of the College for Interdisciplinary Studies.
- This Policy deals with the selection process for other senior academic administrators designated by the Board of Governors
- Approvals from the Senates are required for this Policy per section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468.

End of Cover page / Cover Notes

**POLICY TITLE: Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)**

**1. Governing Principles**

1.1. **Purpose:** This Policy is intended to:

1.1.1. comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Designated Senior Academic Administrators*.

1.2. **Method:** To succeed in this purpose this Policy:

1.2.2. must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

1.2.3. will describe the creation of committees advising the President on recruitment and selection of *Designated Senior Academic Administrators* before the President makes a recommendation to the Board of Governors.

**2. Definitions and Interpretation Rules:** A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

**3. Scope**

**3.1. General:**

3.1.1. This Policy applies to all appointments of *Designated Senior Academic Administrators*.

3.1.2. The appointments of *Designated Senior Academic Administrators* are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection of *Designated Senior Academic Administrators*.

3.1.3. *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Designated Senior Academic Administrator* and to advise the President on recommendations to the Board of Governors.

**3.2. Exclusions:** This Policy does not apply to appointments for positions other than *Designated Senior Academic Administrators*.

**4. Advisory Committees**

4.1. **President Convenes:** For the selection of candidates for *Designated Senior Academic Administrators*, the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("*Advisory Committee*").

## 5. Deputy Vice-Chancellors

5.1. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor for UBC Okanagan. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the President will convene an *Advisory Committee* with the membership set out in the table below. However, unless and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be used and the balance of this section 5 shall be of no effect.

For the selection of a Deputy Vice-Chancellor			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President from the members of the Board of Governors	President
	3	Faculty Members selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the President may choose to appoint	President
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, for every Additional Member appointed by the President	Senate

	N/A	One faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee, for every four Additional Members appointed by the President	Senior Appointments Committee
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every four Additional Members appointed by the President	Students

- 5.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.
- 5.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.
- 5.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.
- 5.5. **Appointment Term** A Deputy Vice-Chancellor may be appointed for up to 6 years per term.
6. **Academic Vice Presidents**
- 6.1. The *University Act* refers to an “academic vice president” at each of UBC Okanagan and UBC Vancouver (the “***Academic Vice Presidents***”). At UBC Okanagan, the *Academic Vice President* carries the title “Vice President, Academic and Research”. At UBC Vancouver, the *Academic Vice President* carries the title “Provost and Vice President Academic”. For the selection of an *Academic Vice President*, the President will convene an *Advisory Committee* with the following membership:

For the selection of an Academic Vice President			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair

Policy 18 Passed: Anticipated April 10, 2008

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Members	4	Persons appointed by the President from the members of the Board of Governors	President
	2	Faculty members selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Faculty member selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, provided however, that such person must be a Dean or a Principal	Senate
	1	Faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, for every two Additional Members appointed by the President	Senate
	N/A	One faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee, for every four Additional Members appointed by the President	Senior Appointments Committee
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every four Additional Members appointed by the President	Students

**6.2. Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

6.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

6.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

6.5. **Appointment Term:** An *Academic Vice President* may be appointed for up to 6 years per term.

## 7. **Vice President, Research**

7.1. For the selection of the Vice President, Research, the President will convene an *Advisory Committee* with the following membership:

For the selection of the Vice President, Research			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President from the members of the Board of Governors	President
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	2	Faculty member selected by and from the UBC Vancouver Senate	Senate
	1	Faculty member who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice President, Research as the President may choose to appoint	President

Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by and from the UBC Okanagan Senate for every three Additional Members appointed by the President	Senate
	N/A	Two faculty members selected by and from the UBC Vancouver Senate for every three Additional Members appointed by the President	Senate
	N/A	One faculty member who does not hold an administrative appointment, selected by the Senior Appointments Committee, for every three Additional Members appointed by the President	Senior Appointments Committee
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan for every three Additional Members appointed by the President	Students
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver for every three Additional Members appointed by the President	Students

7.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

7.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

7.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

7.5. **Appointment Term:** The Vice President, Research may be appointed for up to 6 years per term.

## 8. Academic Associate Vice-Presidents

8.1. For the selection of an *Academic Associate Vice-President*, the President will convene an *Advisory Committee* with the following membership:

Policy 18 Passed: Anticipated April 10, 2008

Title: Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)

<b>For the selection of an Academic Associate Vice-President other than the Associate Vice-President, Research</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
Chair	1	The Vice President to whom the <i>Academic Associate Vice-President</i> will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President	President
	3	Faculty members selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, for every Additional Member appointed by the President	Senate
	N/A	One faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee, for every three Additional Members appointed by the President	Senior Appointments Committee
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every three Additional Members appointed by the President	Students
	N/A	One student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every three Additional Members appointed by the President	Students



<b>For the selection of the Associate Vice-President, Research</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
Chair	1	The Vice President, Research	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice President, Research	President
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member selected by and from the UBC Vancouver Senate	Senate
	1	Faculty member from UBC Okanagan who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Faculty member from UBC Vancouver who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by and from the UBC Okanagan Senate for every three Additional Members appointed by the President	Senate
	N/A	One faculty member selected by and from the UBC Vancouver Senate for every three Additional Members appointed by the President	Senate
	N/A	One faculty member from UBC Okanagan who does not hold an administrative appointment, selected by the Senior Appointments Committee, for every three Additional Members appointed by the President	Senior Appointments Committee
	N/A	One faculty member from UBC Vancouver who does not hold an administrative appointment, selected by the Senior Appointments Committee, for every three Additional Members appointed by the President	Senior Appointments Committee

	N/A	One student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan for every three Additional Members appointed by the President	Students
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver for every three Additional Members appointed by the President	Students

8.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

8.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

8.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

8.5. **Appointment Term:** An *Academic Associate Vice-President* may be appointed for up to 6 years per term.

## 9. Replacement of Advisory Committee Members

9.1. **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work the President may appoint a replacement member in his/her discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

9.2. **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the President may permit the student to continue to serve or may appoint a replacement student member at his or her discretion.

10. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 9, the President will consider gender balance.
11. **Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

**Schedule to Policy # 18**  
**Definitions and Other Interpretation Rules**

**1. Definitions**

In Policy # 18 - Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. ***"Advisory Committee"*** means an advisory committee to the President as defined in section 4.1.
- b. ***"Designated Senior Academic Administrators"*** means the following:
  1. Deputy Vice-Chancellors;
  2. *Academic Vice Presidents*;
  3. Vice President, Research; and
  4. *Academic Associate Vice-Presidents*.
- c. ***"Academic Vice Presidents"*** means the following:
  1. Provost and Vice President Academic (UBC Vancouver); and
  2. Vice President, Academic and Research (UBC Okanagan).
- d. ***"Academic Associate Vice-Presidents"*** means the individuals designated as such by the President, from time to time, in the Procedures associated with this Policy.
- e. ***"Responsible Executive"*** means:
  3. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
  4. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

**Approval of Policy**


Certified Approved by Board of Governors

Date Approved

(signature or seal)

Board Secretary

Date Signed/Sealed

 <p style="text-align: center;"><b>Authorized Procedures</b> to <b>Policy # 18 Version: Passed:</b> <i>Anticipated</i> April 10, 2008</p>	<p><b>Procedure Version #:</b> <b>1</b> (since adoption of last policy version)</p>	<p><b>Procedure History:</b> 1) PENDING <b>Next Review:</b> TBD</p>
<p><b>Related Procedures, Materials, And Notes</b>  Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."   Pursuant to Policy #18 the President may delegate certain power to amend schedules.  End of Cover page / Cover Notes</p>		

## PROCEDURES

### 1. ***Responsible Executive***

- 1.1. **Appointment:** The individual responsible for Policy #18 and these associated Procedures is the President.
- 1.2. **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

### 2. **Academic Associate Vice-Presidents:** The following individuals are designated as *Academic Associate Vice-Presidents*:

- 2.1. Deputy Provost (UBC Vancouver);
- 2.2. Vice Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);
- 2.3. Vice Provost and Associate Vice-President, Academic Resources (UBC Vancouver);
- 2.4. Provost (UBC Okanagan); and
- 2.5. Associate Vice President, Research.

### 3. **Remuneration:** The form and amount of remuneration of *Designated Senior Academic Administrators* must be established and documented in writing at or before the effective date of the appointment.

### 4. **Administrative Leaves**

- 4.1. As part of the terms of an appointment, a *Designated Senior Academic Administrator* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of

administrative leave as well as any remuneration and/or benefits to be received by the *Designated Senior Academic Administrator* during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he/she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

- 4.2. Time on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 4.3. Any arrangements with respect to administrative leave for a *Designated Senior Academic Administrator* that that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 4.4. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

# THE UNIVERSITY OF BRITISH COLUMBIA



Provost and Vice President Academic

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## MEMORANDUM

March 11, 2008

To: UBC Senate (Vancouver)  
c/o Lisa Collins, Assistant Registrar, Senate and Curriculum Services

From: David H. Farrar  
Provost and Vice President Academic

*Georgette Moultrie for*

Re: **Change of Name from the Department of Curriculum Studies to the  
Department of Curriculum and Pedagogy**

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### Recommendation:

I recommend that Senate approve the change of name from the Department of Curriculum Studies to the **Department of Curriculum and Pedagogy**, effective April 1, 2008.

### Background:

Over the past year, faculty members in the Department of Curriculum Studies have been engaged in discussions concerning the direction of the Department, both in terms of graduate and undergraduate programming and research emphases. Emerging from these deliberations was a realization that the current name of the Department does not fully represent the diversity of academic disciplines represented, nor does it adequately represent the Department's shared scholarly interests in pedagogical theory and pedagogical content knowledge. In January, 2008, the Department passed a motion recommending the name change. In February, 2008, the Faculty of Education endorsed the recommendation with a majority vote at the Faculty Meeting.

In selecting the phrase *curriculum and pedagogy* to describe the department, the aim is to emphasize interests not only in what is taught (the curriculum), but also in how, when and why curricular selections are made, and in how teachers and learners develop pedagogical relationships through these learning events in diverse educational contexts.

As Grumet<sup>1</sup> suggests, the forms of curriculum are elusive because of the continuous transformations of both their material representations and the human relationships that support them. And, as Lusted<sup>2</sup> explains, what is identified as curriculum depends on the complex relations of pedagogy—relations that not only facilitate knowledge exchange, but also support the creation of knowledge. The phrase *curriculum and pedagogy*, then, represents the epistemological and transformative possibilities of teaching and learning.

The Department has developed the following Mission Statement in support of its name change:

The mission of the Department of Curriculum and Pedagogy is to provide local, national, and international leadership in discipline-specific and interdisciplinary research in learning and teaching. The Department's faculty members and graduate students conduct research into the diverse ways people develop experiences of personal, social, and cultural learning through engagements with one another, with human-made artifacts, and with the more-than-human world.

The department comprises a diverse group of researchers and educators whose scholarly work is located in and informed by many academic disciplines including art, music, physical education, science, mathematics, technology, home economics and business education. Underlying all of the research and teaching interests is a commitment to studies of curriculum and pedagogy in a variety of settings, including K–12 classrooms, alternative school contexts, teacher education contexts, and informal settings such as museums, aquariums, science centers and art galleries.

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<sup>1</sup> Madeleine Grumet, *Bitter milk: Women and teaching* (Amherst: University of Massachusetts Press, 1988), 172.

<sup>2</sup> David Lusted, "Why pedagogy?", *Screen* 27(5), 1986, p.2



Date: March 12, 2008

To: Vancouver Senate

From: Jaspreet Khangura, Student Senator, Elected At Large  
On behalf of the Student Senate Caucus

Brendon Goodmurphy,  
Former AMS VP Academic 2007-08  
On behalf of the Alma Mater Society

Jeff Friedrich,  
Former AMS VP Academic 2006-07  
On behalf of the Alma Mater Society

Re: Proposal to expand UBC's pass/fail system for Undergraduate Courses (for information, discussion and referral)

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**Motion:** *That the Senate refer the proposal to expand UBC's Pass/Fail system, as described by Student Senator Ms. Jaspreet Khangura, to the teaching and Learning Committee for further study and consultation with other individuals and committees as appropriate, and that the Senate direct the Committee to report back to the Senate in regard to its progress not later than the May 2008 meeting of the Senate.*

UBC's results from the 2006 National Survey of Student Engagement (NSSE), available at [pair.ubc.ca](http://pair.ubc.ca), tell a worrisome story about the perceived quality of undergraduate education at UBC. In benchmark performance areas like 'faculty-student interaction,' 'enriching educational experience,' and 'supportive campus,' UBC performs below average in relation to its Canadian and American peers. This proposal is the result of a collaborative effort, started in March 2006, between the Student Senate Caucus and Office of the AMS VP Academic to try and improve the undergraduate academic experience at UBC in light of the 2006 NSSE results.

We are proposing that undergraduate students be given the option of enrolling in elective courses on a pass/fail basis. We believe that expanding the availability and accessibility of pass/fail courses can encourage academic exploration and improve the student-learning experience. Too often, students do not pursue new opportunities for interdisciplinary learning and inquiry due to fear of negative grade feedback. In such cases, grades may not be a proper assessment of "learning" because they stand in the way of further critical inquiry or investigation. An expanded Pass/Fail offering can help expose students to a broader based curriculum and thus offer an enriching education experience. Furthermore, pass/fail courses provide a means of reducing academic pressure for undergraduate students at UBC-V. The objectives of this proposal are summarized below.

**OBJECTIVES:**

- To improve the undergraduate education experience
- To provide students with greater opportunities for academic exploration, especially in fields where they have little background
- To de-emphasize marks/grades and re-emphasize learning / exploration
- To encourage cooperation and collegiality across disciplines

- Reduce academic pressures in 1<sup>st</sup> / 2<sup>nd</sup> year – UBC already has some of the highest entrance grades / averages in country.
- To promote sharing of ideas and information between students and to reduce competitiveness

### **BACKGROUND & MODEL:**

Pass/fail systems have been a successful and popular option at a number of internationally renowned universities in the United States for decades, including Harvard, Yale, Princeton, Wharton (Univ. of Pennsylvania), and many other top American universities.

The models vary slightly between universities but the key features are that:

- Students have the option of enrolling in elective courses on a pass/fail basis, rather than the traditional number/letter grade system
- Usually, students may enroll in only 1 pass/fail course per semester and may take up to a total of 4-8 courses<sup>1</sup> on a pass/fail basis during their undergraduate career.

The American pass/fail models generally fall under one of two grading schemes:

1. a pure “pass/fail” system where:
  - students who score a *D*<sup>-</sup> or higher receive credit for the course, but a number/letter grade is replaced with a *P* on their transcript
  - students who receive a failing grade in the course will have this noted on their transcript with an *F*
2. a “credit/d/fail” system where:
  - students who score a *C*<sup>-</sup> or higher receives credit for the course, but a number/letter grade is replaced with a “P” on their transcript
  - where a students final course mark is less than a *C*<sup>-</sup> (i.e. a *D* or *F*), the appropriate mark (*D* or *F*) will be recorded on the students official transcript.

The key difference between these two models is the cut-off requirement for a *P*. While *P*’s do not figure into the calculation of a student’s GPA, a *D* or *F* grade is included. The model that is currently used at Harvard, Yale, Princeton, Wharton (U. Penn) is the “Credit/D/Fail” System. This may be preferable to the simpler and more traditional P/F system which is subject to abuse by students who put minimal effort into a course and receive credit for a minimally passing grade.

### **Proposal History:**

The idea to expand pass/fail course offerings for undergraduate elective courses was unanimously endorsed by the Student Senate Caucus and the AMS council in November and December 2006 respectively. The proposal was also presented to the Committee of Deans in March 2007, where a number of the Deans present expressed positive interest in the proposal. We have since followed up with those Deans who had any reservations or concerns with the project. We have also had a positive response, or very engaged and interested questions, from those in the University Administration whom we have consulted thus far.

We are now broadening the discussion, seeking Senate’s input and help to take this proposal forward. We will be presenting our proposal to Senate for information, feedback and referral on March 26<sup>th</sup>, 2008.

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<sup>1</sup> roughly the equivalent of 12-24 credits worth of courses at UBC

We recognize that this proposal could be referred to a number of different Senate Committees, and that consultation with several committees, as well as Records & Registration in Enrolment Services, will be necessary in the future. We believe though that this proposal falls most appropriately under the Teaching & Learning Committee's terms of reference, "to promote both Senate and university-wide discussion regarding matters of teaching and learning" and "to make recommendations, as appropriate, on matters of teaching and learning."

Respectfully submitted,

Jaspreet Khangura

Student Senator, elected at large

On behalf of the Student Senate Caucus and Alma Mater Society