



**Vancouver Senate**

**THE THIRD REGULAR MEETING OF THE VANCOUVER SENATE  
FOR THE 2012/2013 ACADEMIC YEAR**

**WEDNESDAY, NOVEMBER 14, 2012**

**6:00 P.M.**

**ROOM 182, IRVING K. BARBER LEARNING CENTRE, 1961 EAST MALL**

- 1. Tributes Committee – Dr Sally Thorne**  
(approval) (circulated)

Memorial Minute for Dr Katherine T. Brearley

- 2. Senate Membership – Mr James Ridge**  
(circulated)

Nominating Committee Membership

- 3. Minutes of the Meeting of October 17, 2012 – Prof. Stephen J. Toope**  
(approval) (circulated)

- 4. Business Arising from the Minutes – Prof. Stephen J. Toope**

- 5. Remarks from the Chair – Prof. Stephen J. Toope**

- 6. Candidates for Degrees and Diplomas -- Prof. Stephen J. Toope**  
(approval)

Lists as approved by the Faculties and Schools are available for advance inspection at Enrolment Services, and will also be available at the meeting.

The Chair of Senate calls for the following motion:

*That the candidates for degrees and diplomas, as recommended by the Faculties, be granted the degree or diploma for which they were recommended, effective November 2011, and that a committee comprised of the Registrar, the appropriate dean, and the Chair of the Vancouver Senate be empowered to make any necessary adjustments. (2/3 majority required)*

- 7. Admissions Committee – Dr Robert Sparks**  
(approval) (circulated)

Policy: V-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum

*.../continued*

**8. Student Awards Committee– Dr Brian Stelck**

(approval) (circulated)

New Awards and Changes to Existing Awards

**9. Faculty of Medicine – Dr Peter Leung**

(approval) (circulated)

Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research

**10. Report from the Provost and Vice-President, Academic -- Dr. David Farrar**

(information)(circulated)

Financial Statements 2011/2012 and Budget Outlook, with guest presenters Mr. Pierre Ouillet, Vice-President Finance, Resources and Operations, and Mr. Ian Burgess, Comptroller

**11. Proposed Agenda Items**

**12. Other Business**

**13. IN CAMERA Tributes Committee – Dr Sally Thorne**

Candidates for Honorary Degrees (approval) (to be circulated at the meeting)

Section 16 (b) of the *Rules and Procedures of the Vancouver Senate* states that meetings will adjourn no later than 8:30 p.m.

Regrets: Kristen Elder, telephone 604.822.5239 or e-mail: kristen.elder@ubc.ca

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



November 2, 2012

To: Vancouver Senate  
From: Senate Tributes Committee  
Re: Memorial Minute - Dr. Katherine T. Brearley

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The Senate Tributes Committee has prepared a memorial minute for the following individual:

*Dr. Katherine T. Brearley*

***Motion:*** *That Senate approve the Memorial Minute for Dr. Katherine T. Brearley, that it be entered into the Minutes of Senate, and that a copy be sent to the family of the deceased.*

Respectfully submitted,

Dr. Sally Thorne, Chair  
Senate Tributes Committee



### **Dr. Katherine T. Brearley**

Dr. Katherine T. Brearley was born in Calgary and moved to White Rock as a young girl. After high school, Dr. Brearley completed her BA at UBC in English, French and History in 1935, her professional year in Education in 1936, and her MA in English in 1939. She taught at Semiahmoo Secondary School in Surrey from 1937 to 1947, before going on to earn her PhD at Université Paris. Dr. Brearley returned to UBC in 1950, where she was in charge of the Women's Residence from 1950 to 1954, and Assistant Dean of Women from 1959 to 1962.

In 1969, Dr. Brearley was promoted to Associate Professor in the Department of French, and Senior Faculty Advisor in the Faculty of Arts. She served in these roles until her retirement from UBC, upon which she became Associate Professor emerita. The Kay Brearley Service Award is given annually to the student or non-student whose service to the Women's Athletic program has been judged to be exceptional. Dr. Brearley was both a member and Chair of the Women's Athletic Committee for many years. She had a genuine interest in students, and was committed to encouraging student involvement and leadership. In addition to her many other contributions to UBC, Dr. Brearley served on the Senate from 1975 to 1981 as a representative of Joint Faculties.

A textbook case against mandatory retirement, Dr. Brearley returned to high school teaching at Little Flower Academy from 1981 to 1988. After retiring from LFA, she volunteered with neighbourhood agencies and remained active with UBC Retired Faculty. Dr. Brearley also became an accomplished painter of watercolours, her works being shown at venues such as "Artists in our midst".



2 November 2012

To: Senate

From: James Ridge, Secretary

Re: Nominating Committee Membership

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A call for nominations was issued at the October 17, 2012 meeting of the Senate for one (1) faculty representative or Dean to serve on the Nominating Committee until August 31, 2014 and thereafter until a successor is elected.

In response to the call for nominations, we received one (1) nomination from Dr. Don Witt. Therefore, Dr. Witt is acclaimed to the vacancy.



# VANCOUVER SENATE

## MINUTES OF 17 OCTOBER 2012

**DRAFT**

### Attendance

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

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

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

### Call to Order

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

### Senate & Committee Membership

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

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

### Tributes Committee

#### WARREN D. KITTS

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

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

**Dr Warren D. Kitts**

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

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

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

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

Approved.

**Minutes of the Previous Meeting**

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

Approved.

### **Business Arising from the Minutes**

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

### **Remarks from the Chair**

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

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

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

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

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

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



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

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

### **Academic Policy Committee**

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

The Committee Chair, Dr Paul Harrison, presented.

#### **POLICY V-103: USE OF THE FORMAL EXAMINATION PERIODS**

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

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

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

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

Approved.

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

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

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

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

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

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

Approved.

**Curriculum Committee**

**CURRICULUM PROPOSAL FROM THE FACULTY OF EDUCATION**

*See Appendix D: Curriculum Report*

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

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

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

Approved.

## **Nominating Committee**

Dr Rhodri Windsor-Liscombe, Committee Chair, presented.

### **ADJUSTMENTS TO COMMITTEE COMPOSITIONS**

Rhodri Windsor-Liscombe }  
Sean Haffey

*That Senate approve the following revisions to the membership of the Committees of Senate.*

*1. Admissions: Ms. Kiran Mahal to replace Ms. Natalie Liu*

*2. Curriculum: Ms. Katherine Tyson to replace Mr. Barnabas Caro Ms. Natalie Liu to replace Mr. Enzo Woo*

*3. Appeals on Academic Standing: Ms. Veni Goyal to replace Mr. Ravi Parhar*

*4. Student Awards: Mr. Christopher Roach to replace Ms. Kiran Mahal*

Approved.

### **TITLE CHANGE FOR VICE-PROVOST**

Rhodri Windsor-Liscombe }  
Ken Baimbridge

*That the membership of the Vancouver Senate Academic Policy, Curriculum, and Teaching and Learning Committees be adjusted to replace the ‘Vice-Provost and Associate Vice-President, Academic Affairs’, with the ‘Vice-Provost and Associate Vice-President Academic Affairs and Resources’ as an ex-officio voting member.*

Approved.

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

Rhodri Windsor-Liscombe } Lawrence Burr	<i>That the membership of the Vancouver Senate Teaching and Learning Committee be adjusted to reflect the addition of one ex-officio voting representative from among the University's 3M National Teaching Fellows.</i>
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The Committee Chair expressed his view that this addition would not disrupt the balance of the Committee.

Approved.

### **Student Awards Committee**

*See Appendix E: Awards*

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

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

Approved.

### **Teaching & Learning Committee**

#### **REPORT ON CREDIT/D/FAIL IMPLEMENTATION**

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

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

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

Kenneth Baimbridge }  
Rhodri Windsor-Liscombe

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

Approved.

## COMMITTEE ANNUAL REPORT

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

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

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

- 2) Proposal for Recording of Lectures

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

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

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

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

- 3) Co-Curricular Records

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

- 4) Undergraduate Research

- a. E3 Opportunities

b. Undergraduate Research Opportunities (URO)

5) Graduate Education

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

6) UBC Campus as a Living Lab

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

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

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

**Tributes Committee**

**REPORT ON HONORARY DEGREE CEREMONY FOR JAPANESE CANADIAN STUDENTS**

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

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

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

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

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

### **Report from the University Ombudsperson for Students**

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

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

The Ombudsperson highlighted the following:

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

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

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

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

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

Andrew Riseman asked how much repeat business the office saw.

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

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

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

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

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

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



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

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

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

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

Senator Parent asked how the office measured its success.

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

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

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

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

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

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

## **Adjournment**

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

## **Appendix A: Policy V-103**

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

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

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

## **Appendix B: Policy V-302**

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

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

### ***Awards and Fellowships for Students with On-Leave Status***

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

### ***Categories of Leaves of Absence***

### 11. *Parental Leave*

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

### 12. *Leave for Health Reasons*

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

### 13. *Professional Leave*

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

### 14. *Personal Leave*

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

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

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

associated with the second program.

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

## Appendix C: Policy V-303

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

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

supporting a student during an *Parental Accommodation Period*.

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

### ***Modification of Time Limits***

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

### ***Graduate Awards and Fellowships***

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

## **Appendix D: Curriculum Report**

### *New Program Entry:*

Professional Development for Dadaab Secondary School Educators



## **Appendix E: Awards**

### *New Awards:*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*How amended: Title change due to corporate name change.*

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

*How amended: Inclusion of leadership as criteria in description.*

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

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

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

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

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

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

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



**November 2, 2012**

To: Vancouver Senate

From: Senate Admissions Committee

Re: Proposed Policy: *V-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum* (approval)

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Motion: *That Senate approve the attached Policy V-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum*

### **Rationale**

On September 19, 2012, the Vancouver Senate voted to approve the immediate discontinuation of Senate policy *J-52: Admission for Secondary School Applicants following the BC/Yukon Curriculum* (for the full text of the policy, see: [http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/va\\_Admission\\_BC\\_Yukon.pdf](http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/va_Admission_BC_Yukon.pdf)) This policy, approved by the Vancouver Senate in March 2012 (and by the Okanagan Senate in February 2012), was in response to the BC Teachers' Federation job action in early 2012, and was designed to allow the use of final Grade 11 course grades where a grade for a required Grade 12 course was not yet available.

Policy J-52 came into effect April 1, 2012 for the 2012/13 Winter Session, and was to be reviewed no later than one year from its approval. The Vancouver Senate directed the Admissions Committee to review the policy by August 2012, and, at its next meeting thereafter, report back with a recommendation for the continuation, modification, or discontinuation of the policy. This directive culminated in the September 2012 Admissions Committee's recommendation to the Vancouver Senate that Policy J-52 be discontinued. In its recommendation, the Committee noted that it had begun work on and intended to bring forward for approval at the November Vancouver Senate meeting a new (replacement) policy or set of policies to address the broader issue of using Grade 11 grades in calculating admission averages for the purpose of making timely admission offers.



In preparing the proposed policy, the Admissions Committee and Undergraduate Admissions have engaged in a process of broad consultation. A summary of the consultations can be found here: <http://senate.ubc.ca/vancouver/policies>. The proposed policy has also been shaped by UBC's *Principles of Effective Undergraduate Admission to UBC*, approved by both Senates in 2008.

The proposed policy is intended to address issues around making timely offers to UBC applicants on a competitive basis with UBC's peer institutions. It is commonly understood within the BC/Yukon secondary school community that UBC's offers of admission arrive later than those from other universities. In 2011, 54% of top applicants from BC/Yukon secondary schools indicated that their offer of admission from UBC came either a) later than offers from most other institutions, or b) so late that it negatively affected their decision to attend UBC. The changes suggested will allow UBC to provide applicants and their families with the information they need in a timely manner and encourage more BC students to choose UBC for their post-secondary studies.

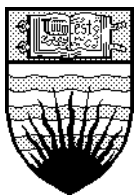
The proposed policy is also intended to address issues where it is suspected that an artificially inflated English 12 or English 12 First Peoples course grade results in the admission of a student who is not properly prepared to be successful in first-year UBC. The issue has become an acknowledged concern in the BC/Yukon Secondary Schools, and is often reported in the media.

The Vancouver Senate's discontinuation of policy J-52 does not, by extension, discontinue the policy for the Okanagan campus. At its meetings of October 29 and 31, 2012, the Okanagan Admissions and Awards Committee discussed whether to reconsider policy J-52 as an "O" or Okanagan policy, or to explore a parallel discontinuation and replacement with a policy or set of policies that include conditions around the use of final Grade 11 course grades when a grade for a required Grade 12 course is not yet available. The Admissions and Awards Committee intends to deliberate and consult on this further, and intends to bring a) its recommendation on J-52, and/or b) its recommendation on a similar "O" policy forward to the Okanagan Senate in December 2012.

The Senate Admissions Committee also intends to bring forward shortly a policy to address course-specific minima for admission, which will affect not only applicants following the BC/Yukon curriculum, but all undergraduate applicants.



# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: V-52

**VANCOUVER SENATE**  
c/o Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

**DRAFT VERSION 2.2**

### **Number & Title**

V-52: *Admission for Secondary School Applicants following the BC/Yukon Curriculum*

### **Effective Date:**

For admission to 2013 Winter Session and thereafter.

### **Approval Date:**

Proposed for consideration at the *Vancouver Senate* on 14 November 2012.

### **Review Date:**

This policy shall be reviewed three (3) years after approval and thereafter as deemed necessary by the *responsible committee*.

### **Responsible Committees:**

*Admissions Committee of the Vancouver Senate*

### **Authority:**

*University Act, S. 37(1)*

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

*(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;”*

*(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or any faculty, and to determine which faculty the students pursuing a course of study must register.”*

### **Purpose and Goals:**

This policy is designed to provide a mechanism for more timely and accurate academic assessments of secondary school applicants from the BC/Yukon curriculum applying to *direct-entry undergraduate programs*, including a mechanism to use *final course grades* for *Grade 11 courses* when a *final course grade* for a required *Grade 12 course* is not yet available, and more effective incorporation of English 12/English 12 First Peoples provincial examination results into admissions decisions.

### **Applicability:**

This policy is applicable to *BC/ Yukon Secondary School Applicants* to *direct-entry undergraduate programs* offered by faculties of the Vancouver campus of the *University*.

### **Exclusions:**

This policy does not apply to applicants who have another basis of admission.

### **Definitions:**

For the purposes of this policy:

*admission average* shall mean the academic average calculated by the University to determine the applicant's relative academic competitiveness. The *admission average* is based upon at least four (4) completed *Grade 12 courses* as specified for the program to which they are applying.

*BC/ Yukon Secondary School Applicant* shall mean an applicant following a secondary school program of study described and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

*BC/ Yukon Secondary School Curriculum* shall mean a secondary school program of study described and approved by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon.

*Broad Based Admissions* shall mean the consideration of non-academic and academic information (other than the *admission average* and pre-requisite courses) in undergraduate admission decisions.

*course grade* shall mean the school-issued percentage grade for a course.

*examination grade* shall mean the percentage grade result of the provincial examination.

*direct-entry undergraduate program* shall mean a course of study offered by the University leading to a degree to which applicants are generally admitted based primarily upon either their secondary school academic performance or transfer from a comparable program at another post-secondary institution.

*Extra-Provincial Curriculum* or *Extra-Provincial Curricula* shall mean any Canadian secondary school system not following the BC/Yukon Secondary School Curriculum.

*final course grade* shall mean the grade issued after the completion of the course. In the case of English 12/English 12 First Peoples, the final grade consists of a 60% weighting on the school-assigned course grade and 40% on the results of a mandatory provincial examination.

*Grade 11 course* shall mean a course designated by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon to be at the Grade 11 academic level.

*Grade 12 course* shall mean a course designated by the British Columbia Ministry of Education or the Department of Education of the Government of Yukon to be at the Grade 12 academic level and on the list of approved courses for consideration in calculating an *admission average*.

*interim admission average* shall mean an *admission average* that includes one or more *interim course grades* for *Grade 12 courses* or one or more *final course grade* for *Grade 11 course* equivalents under this policy.

*interim course grade* shall mean the grade issued for a course that is still in progress at the time of UBC's academic assessment, provided that such a grade is issued after at least 50% of the course material is complete and evaluated.

### **Policy:**

1. Academic criteria, generally as indicated by a calculated *admission average* and the completion of pre-requisite courses, are the primary basis for determining admissibility to *direct-entry undergraduate programs*; however, with the approval of Senate, Faculties and programs may elect to use *Broad Based Admission* or other criteria to select from applicants whose *admission average* meets or exceeds Faculty or program thresholds for admission which may vary from year to year.
2. An *admission average* or *interim admission average* will be calculated where all *Grade 12 courses* required for admission have been completed or are in-progress and all required verifiable or official *final* or *interim course grades* are available to the University.

3. *Admissions averages* or *interim admission averages* shall be based on at least four (4) *Grade 12 courses* (or the *Grade 11 course* equivalents under this policy) as specified for the program.
4. Where available, *final* or *interim course grades* for *Grade 12 courses* shall be used in calculating an *admission average* or an *interim admission average*; however, notwithstanding 2. above, should one or more of the required *Grade 12 courses* not have a *final* or *interim course grade* at the time of academic assessment, the *final course grade* for one or more appropriate *Grade 11 courses* will be substituted into the calculation of the *interim admission average* as follows:
  - a. for specified *Grade 12 courses* (English 12/ English 12 First Peoples for all programs, or prerequisite Mathematics or Science courses for some programs), a *final course grade* for a *Grade 11 course* in the same subject-area shall be substituted; and,
  - b. for other *Grade 12 courses*, a *final course grade* for a *Grade 11 course* may be substituted so long as the course meets the criteria for inclusion as a secondary school course in an *admission average* but is at the *Grade 11 level*, and is not in a subject area that is already being used in the calculation of the *admissions average*.
5. *Grade 11 courses* that may be substituted for *Grade 12 courses* shall be set out in the procedures to this policy by the Responsible Committee.
6. Offers of admission based on *interim admission averages* that include one or more *final course grades* for *Grade 11 courses* and/or *interim course grades* for *Grade 12 courses* are conditional subject to the satisfactory completion of all required courses and the meeting of any requirements referenced in the letter of admission. Failure to meet any of the requirements referenced in the letter of admission may result in the withdrawal of the offer of admission.
7. Conditions required to retain an offer of admission will be determined by individual Faculties on a year-to-year basis, and Faculty thresholds may be higher than the published University minima.
8. Offers of admission for applicants who fail to meet the referenced conditions will be reviewed by the admitting Faculty on a case-by-case basis.
9. When English 12/English 12 First Peoples is in progress at the point of evaluation, an *interim course grade* shall be used in the calculation of the *interim admission average*.
10. When English 12/English 12 First Peoples has been completed at point of evaluation, the *admission average* or *interim admission average* is calculated on whichever is the higher of the English 12/English 12 First Peoples *final grade* (weighted 60% *course grade* and 40% *examination grade*) or *course grade* alone.
11. In cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, the University reserves the right to use the *examination grade* only. A significant discrepancy

is determined by a difference of no less than 20% between the English 12/English 12 First Peoples *course grade* and the *examination grade*.

12. The *Responsible Committees* shall set out the timing for admission decisions for admission to *direct-entry undergraduate programs* as a procedure to this policy.

**Calendar Statement:**

<b>Approval Date:</b> <b>Effective Session:</b> Effective immediately <b>Year for change:</b> For publication as soon as possible <b>Faculty/School:</b> all	<b>Date:</b> 1 January 2013 <b>Contact Person:</b> Andrew Arida, Associate Registrar, Undergraduate Admissions <b>Phone:</b> 604.822.2890 <b>Email:</b> <a href="mailto:andrew.arida@ubc.ca">andrew.arida@ubc.ca</a>
<i>Homepage &gt; Admissions &gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt; Admission Requirements</i>  URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a>  Revised Entry:  The admissions average will be calculated on English 12/English 12 First Peoples, and three additional approved Grade 12 courses. <b>Should final or in-progress Grade 12 grades not be available at the time of evaluation, Grade 11 final grades may be used as appropriate.</b>	<i>Homepage &gt; Admissions &gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt; Admission Requirements</i>  URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a>  Current Entry:  The admission average will be calculated on English 12, or English 12 First Peoples, and the three additional approved Grade 12 courses. [Vancouver]

<b>Approval Date:</b> <b>Effective Session:</b> Effective immediately <b>Year for change:</b> For publication as soon as possible <b>Faculty/School:</b> all	<b>Date:</b> 1 December 2012 <b>Contact Person:</b> Andrew Arida, Associate Registrar and Director, Undergraduate Admissions <b>Phone:</b> 604.822.2890 <b>Email:</b> <a href="mailto:andrew.arida@ubc.ca">andrew.arida@ubc.ca</a>
<i>Homepage &gt;&gt; Admissions &gt;&gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt;&gt; Admission</i>	<i>Homepage &gt;&gt; Admissions &gt;&gt; Applicants Following the BC/Yukon Secondary School Curriculum &gt;&gt;</i>

<i>Requirements</i>	<i>Admission Requirements</i>
<p>URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a></p> <p>Revised Entry:</p> <p>Applicants are required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) that are required for graduation. For admission decisions, BC Provincial Examination results will be considered if the examination result increases the applicant's admission average. <b>However, in cases where a significant discrepancy exists between the course grade and the examination grade, UBC reserves the right to use the examination grade only.</b></p>	<p>URL: <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,22,63,0</a></p> <p>Current Entry</p> <p>Applicants are required to write the final examinations offered by the BC Ministry of Education (BC Provincial Examinations) that are required for graduation. For admission decisions, BC Provincial Examination results will be used if the examination result increases the applicant's admission average.</p>

## Consultations

The following groups / individuals have been consulted during the development of this policy:

1. The UBC Vancouver Enrolment Executive Committee
2. The UBC Vancouver Enrolment Management Committee
3. All UBC Vancouver Deans
4. All UBC Okanagan Deans (pending as of November 2012)
5. Over 300 secondary school counselors from secondary schools on Vancouver Island, in the Lower Mainland and in the Okanagan.
6. The UBC Vancouver Senate
7. The UBC Vancouver Student Senator Caucus
8. The Alma Mater Society
9. The UBC Vancouver English Department
10. The UBC Vancouver Math Department
11. Enrolment Services – Undergraduate Admissions Office

## History:

### The use of Grade 11 grades in calculating the *admission average*

Up until 1992, the University used both *Grade 11* and *Grade 12 course* grades to render admission decisions for *BC/Yukon Secondary School Applicants*. Following the lead of a number of other Canadian universities (UBC Senate

Minutes, April 22, 1992), Senate approved a revision of requirements for *BC/Yukon Secondary School Applicants* so that the *admission average* would be based solely upon grades in four *Grade 12 courses*.

In 2009, again following the lead of other Canadian universities, the UBC Vancouver Senate approved a pilot project that allowed the substitution of a *final course grade* for a *Grade 11 course* for an unavailable *interim course grade* for a *Grade 12 course* for secondary school applicants following Canadian *Extra-Provincial Curricula*. In 2011, the outcomes of the pilot project were reviewed and it was determined that there were not any significant differences in first-year performance between the students admitted on (a) *final course grade(s)* for *Grade 11 course(s)* and *final course grades* for *Grade 12 courses*, and (b) those admitted on *interim* and *final course grades* for *Grade 12 courses* only. As a result, policy J-51 was approved, allowing for the ongoing use of *final course grades* for *Grade 11 courses* for secondary school applicants from Canadian jurisdictions outside of BC when an *interim course grade* for a *Grade 12 course* is not yet available.

In March 2012, policy J-52 was approved, allowing the use of BC secondary school *final course grades* for *Grade 11 courses* as substitutes for missing *interim course grades* for *Grade 12 courses*. Policy J-52 was put in place as a short-term measure to address issues related to *BC/Yukon Secondary School Applicants'* grade collection in light of the job action initiated by the BC Teacher's Federation.

While policy J-52 was reviewed by the Senate Admissions Committee and deemed appropriate for the extraordinary circumstances in which it was created, it was seen as insufficient as a long-term policy. As such, policy J-52 was discontinued at the 19 September 2012 Vancouver Senate, and will be considered for discontinuance at the 20 November Okanagan Senate, with the promise of a forthcoming policy that will be more appropriate and comprehensive over the long-term.

The use of English 12/English 12 First Peoples provincial examination results in the calculation of undergraduate *admission average*.

Up until 2008, if a BC secondary school applicant had already completed English 12 English/12 First Peoples at the point of evaluation for undergraduate admission, the University always used the *final course grade* (composed of 60% school-assigned course grade and 40% provincial examination score) in the calculation of the *admission average*.

In May 2008, the UBC Vancouver Senate decided that the policy requiring *BC/Yukon Secondary School Applicants* to write optional provincial examinations be discontinued. A similar decision had been reached by the UBC Okanagan Senate in March of the same year. Going forward, in cases where a *BC/Yukon Secondary School Applicant* had already completed an optional Grade 12 examination, the *final course grade* (including the examination grade) would be incorporated in the

*admission average* in March/April, but only if advantageous to the applicant. Otherwise, the *admission average* would now be calculated on the *course grade* only and the *examination grades* were discarded.

The policy was silent on whether the same principle should apply when the provincial examination remained mandatory (as in the case of English 12/English 12 First Peoples). In the spirit of Senate's decision, it was decided that in practice, the *examination grade* in English 12/English 12 First Peoples would only be incorporated into the *admission average* if it proved beneficial to the applicant.

**Related Policies:**

J-51: *Admission Based on Interim Grades for Applicants following Canadian Extra-Provincial Curricula*

**Appendix:**

N/A



## Procedures:

### Part 1: Calculation of *Interim Admission Averages*

1. The calculation of an *interim admission average* shall be based on the following, with course-by-course substitutions outlined below:
  - the *BC/ Yukon Secondary School Applicant* must have all required courses either in progress, completed, or anticipated to be complete by the end of their ultimate year of secondary school;
  - if one or more of the required or elective *Grade 12 courses* does not yet have a *final* or *interim course grade* then (a) *final course grade(s)* for a *Grade 11 course* shall be substituted into the *admission average* as follows:
    - for required *Grade 12 courses* (English or a prerequisite Mathematics or Science course), only a *final course grade* in a *Grade 11 course* in the same subject-area (i.e., a course that is directly laddered to the *Grade 12 course*) shall be substituted;
    - for elective *Grade 12 courses* (i.e., a course that is UBC-approved as it meets the “Criteria for Including Secondary School Courses in an Admission Average”), a *final course grade* for a *Grade 11 course* may be substituted so long as the course is a) not in a subject area that has already been included at the Grade 12 level (e.g., Biology 12 already included, do not include Biology 11), and b) meets the UBC-approved criteria but is at the Grade 11 level.
2. The calculation of an *admission average* or an *interim admission average* shall be based on the following, with the use of the English 12/English 12 First Peoples examination grade incorporated as outlined below:
  - if the *BC/ Yukon Secondary School Applicant* presents an *interim course grade* for English 12/English 12 First Peoples, the *course grade* is used in the calculation of the *interim admission average*;
  - if the *BC/ Yukon Secondary School Applicant* has already completed English 12/English 12 First Peoples at point of evaluation, *examination grades* will be used if the *examination grade* increases the applicant's *admission average* or *interim admission average*;
  - in cases where a significant discrepancy exists between the English 12/English 12 First Peoples *course grade* and the *examination grade*, UBC reserves the right to use the *examination grade* only. A significant discrepancy is determined by a difference of no less than 20% between the English 12/English 12 First Peoples *course grade* and the *examination grade*.
  - in all cases, a *BC/ Yukon Secondary School Applicant's admission average* or *interim admission average* will be optimized such that the highest possible average is calculated while adhering to the rules outlined above.

## Part 2: Timing of Admission Decisions

1. The University will make initial admission decisions for *direct-entry undergraduate programs* based upon data that is available /verifiable as of 1 April each year for the following Winter Session; the *admission average* used for these decisions will be made based upon *final* or *interim course grades* for *Grade 12 courses*(or equivalent *final course grades* for *Grade 11 courses*).
2. An additional round of admission decisions for *BC/Yukon Secondary School applicants* may be made based upon data that is available as of 15 May each year if it is anticipated that space will remain in the program to which the applicant has applied. The *admission average* used for these decisions will be made based upon *final* or *interim courses* for *Grade 12 courses* only.
3. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), an additional round of admission decisions for *BC/Yukon Secondary School Applicants* may be made if it is anticipated that space will remain in the program to which the applicant has applied.
4. Once a complete set of *final course grades* for *Grade 12 courses* becomes available (usually in the summer), *BC/ Yukon Secondary School Applicants* who have already been admitted based upon an *interim admission average* will be evaluated to determine if all the conditions of admission (as referenced on the admission letter) have been met.
5. In all instances, if the *BC/ Yukon Secondary School Applicant* has already completed the English 12/English 12 First Peoples BC Provincial Examination, the results will be used as outlined above.

### Part 3: Grade 11 Grade Substitutions

#### Specific substitutions Viable grade 11 courses

<b>BC/Yukon secondary school curriculum Grade 12 courses that may be used on the calculation of the admission average</b>	<b>BC/Yukon curriculum Grade 11 courses that may be used as a substitute</b>
American Sign Language (ASL) 12	American Sign Language (ASL) 11
BC First Nations Studies 12	BC First Nations Studies 11
Biology 12 <sup>1</sup>	Biology 11
Calculus 12	n/a
Chemistry 12 <sup>1</sup>	Chemistry 11
Economics 12	n/a
English Literature 12	English Literature 11
English 12 <sup>1</sup> or English 12 First Peoples <sup>1</sup> (but not both)	English 11 or English 11 First Peoples (but not both)
Français Langue 12 or French 12 (but not both)	Français Langue 11 or French 11 (but not both)
Geography 12	Social Studies 11 <sup>3</sup>
Geology 12 <sup>1</sup>	Earth Science 11
German 12	German 11
Halq'eméylem 12	Halq'eméylem 11
Heiltsuk 12	Heiltsuk 11
History 12	Social Studies 11 <sup>3</sup>
Hul'q'umi'num' 12	Hul'q'umi'num' 11
Japanese 12	Japanese 11
Kwak'wala 12	Kwak'wala 11
Law 12	n/a
Liqwala/Kwakwala 12	Liqwala/Kwakwala 11
Mandarin 12	Mandarin 11
nsíylxcən (Okanagan Language) 12	nsíylxcən (Okanagan Language) 11
Nte?kepmxcin 12	Nte?kepmxcin 11
Nuu-chah-nulth 12	Nuu-chah-nulth 11
Pre-Calculus 12 <sup>1</sup>	Pre-Calculus 11
Physics 12 <sup>1</sup>	Physics 11
Punjabi 12	Punjabi 11
Secwepemctsin (Shuswap Language) 12	Secwepemctsin (Shuswap Language) 11
Shashishalhem (Sechelt Language) 12	Shashishalhem (Sechelt Language) 11
Sim'algaxhl Nisga'a 12	Sim'algaxhl Nisga'a 11
Sm'algayax 12	Sm'algayax 11
Social Justice 12 <sup>2</sup>	n/a
Spanish 12	Spanish 11
Sustainable Resources 12 <sup>2</sup>	Sustainable Resources 11 <sup>2</sup>
Tsek'ene 12	Tsek'ene 11
Upper St'at'imcets 12	Upper St'at'imcets 11

#### Notes:

1. Indicates a pre-requisite course used by one or more direct-entry Faculties.
2. UBC Okanagan only
3. Social Studies 11 may not be double-counted if both Geography 12 and History 12 are in progress.



November 2, 2012

From: Senate Committee on Student Awards, Vancouver  
To: Vancouver Senate  
Re: New Awards and Proposed Changes to Existing Awards (October 2012)

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The Student Awards Committee recommends:

*“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.”*

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**ABORIGINAL Student Bursary in Science** – A \$5,000 bursary is offered by Paul de Leon for Aboriginal students pursuing a Bachelor of Science degree. The bursary is awarded to an undergraduate student enrolled in full-time studies, who has achieved good academic standing and is in need of financial assistance. Preference is given to female undergraduate students. The award is adjudicated by Enrolment Services. (First Award Available in the 2012/2013 Winter Session)

**COSTCO Entrance Award in Business** – A \$1,750 award has been endowed by Costco Wholesale Canada Ltd. for a student entering first year in the Sauder School of Business. Applicants must have graduated from a high school in British Columbia. The award is renewable for the second, third, and fourth year, provided the recipient remains enrolled in full-time studies, continues to demonstrate financial need, and maintains satisfactory academic standing. Only one student can hold this award in any given year. The award is made on the recommendation of the Sauder School of Business, in consultation with Enrolment Services. (First Award Available in the 2013/2014 Winter Session)

**DOLDEN Wallace Folick LLP Law Bursary** – A \$1,400 bursary has been endowed by Dolden Wallace Folick LLP. The bursary is awarded to a student in financial need in the Faculty of Law J.D. Program. The award is adjudicated by Enrolment Services. (First Award Available in the 2014/2015 Winter Session)



**ENGINEERING Undergraduate Society Community Contribution Award** – Awards totalling \$2,000 have been endowed by the Engineering Undergraduate Society for engineering students entering the second, third, fourth or fifth year of engineering. Candidates must have demonstrated leadership, innovation, personal initiative, and service to the UBC engineering student community through active participation in extra-curricular activities. The awards are made on the recommendation of the Faculty of Applied Science. (First Award Available in the 2012/2013 Winter Session)

**School of KINESIOLOGY Entrance Award for Aboriginal Students** - Two awards of \$1,000 each have been created by the School of Kinesiology for entering Aboriginal students who are enrolled in at least 24 credits of course work over the Winter Session. The awards may be renewed for one year only, subject to satisfactory completion of the first year and enrolment in a second year of study in the School of Kinesiology with at least 24 credits of course work. The awards are made on the recommendation of the School. (First Award Available in the 2012/2013 Winter Session)

**Harry L. KOSTMAN 80<sup>th</sup> Anniversary Memorial Entrance Scholarship in Commerce** – A \$2,625 scholarship has been endowed by Mrs. Henrietta Kostman and her daughter, Judith Kostman, to commemorate the 80<sup>th</sup> anniversary of Harry Kostman's (B.A. 1930) graduation from UBC. Education was one of the most important values to Mr. Kostman. The first in his family to graduate from university, Mr. Kostman founded a successful ladies' clothing retail chain with the opening of his first store in downtown Vancouver in 1935. Sally Shops quickly became a recognized name as it rapidly expanded in British Columbia and across Canada. This award has been established by his family as a way of giving back and honouring his memory. The scholarship is awarded to an outstanding student who is a Canadian citizen or a Permanent Resident of Canada entering first year in the Sauder School of Business. It is renewable for a further three years, subject to the student maintaining scholarship standing in a full-time Bachelor of Commerce program. The award is made on the recommendation of the Sauder School of Business, in consultation with Enrolment Services. (First Award Available in the 2013/2014 Winter Session)

**Calvin SAWYER Memorial Scholarship in Pharmaceutical Sciences** – Scholarships totalling \$2,500 are offered by Sharon McKenzie (BSN) and Lap Wu (BSc. (Pharm)) and their family in memory of their son, Calvin Sawyer. The scholarships are awarded on the recommendation of the Faculty of Pharmaceutical Sciences to students entering the second year of the undergraduate program. (First Award Available in the 2013/2014 Winter Session)



**Lena and Theo THIESSEN Memorial Service Award in Education** – A \$1,000 service award is offered by Margareta Thiessen in memory of her parents, who valued education. The service award is made to a student in the Bachelor of Education program who demonstrates leadership in contributing to society by volunteering in their community or in developing countries. The award is made on the recommendation of the Faculty of Education. (First Award Available in the 2016 Summer Session)

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

**#7963 Ed HAAN Memorial Bursary** - A \$1,500 bursary is offered in memory of Ed Haan by his wife, Elizabeth. The bursary is offered to a female student beginning or continuing a program in Engineering. Academic standing as well as participation in activities outside of the classroom will be considered.

**How amended:** this bursary is no longer endowed at the University but will be funded through annual gifts from the Haan family via the Vancouver Foundation

**#1509 Lambda Alpha International Vancouver Prize in Real Estate:** A \$500 prize is offered by the Vancouver Chapter of Lambda Alpha International (an honorary land economics society) to a student who excels in Urban and Real Estate Economics. The prize alternates between being given to a student in the Sauder School of Business in even numbered years and the School of Community and Regional Planning in odd numbered years. The award is made on the recommendation of the School.

**How amended:** criteria changed to rotate between Sauder School of Business and the School of Community and Regional Planning.

**#6370 M.B.A. Tracks Scholarship** - Scholarships of \$3,000 each are offered to full-time students enrolled in a program of studies leading to a Tracks Designation within the M.B.A. Program. The awards are made on the recommendation of the Sauder School of Business.

**How amended:** the MBA program has changed its program and has renamed 'Specializations' 'Tracks'

**#499 James C.T. MAO Prize** - A \$1000 prize has been endowed to recognize Dr. James Mao's contribution to students in the Sauder School of Business. The prize is awarded on the recommendation of the Sauder School of Business, in consultation with the Faculty of Graduate Studies, to the MBA or M.Sc. student obtaining the highest standing in Corporate Finance.

**How amended:** removed the course reference (BAFI 500) as it no longer exists and updated the faculty name from Faculty of Commerce and Business Administration to Sauder School of Business.



**#498 Stanley M. OBERG Scholarship** - A \$275 scholarship has been endowed to recognize Dr. Oberg's contributions to students in the Sauder School of Business. The scholarship is awarded on the recommendation of the Sauder School of Business, in consultation with the Faculty of Graduate Studies, to the student who has completed the foundation courses of the M.B.A. program with the highest standing.

**How amended:** changed the word 'core' to 'foundation' in the description as the MBA program no longer has the integrated core courses and updated the faculty name from Faculty of Commerce and Business Administration to Sauder School of Business.

**#1386 Nancy Phipps Memorial Award in Opera** - Awards totalling \$3,000 have been established in memory of Nancy Phipps by David Phipps (BA 78) and Gary McMullen (BA 96) for undergraduate or graduate students in the Opera Ensemble at the School of Music. Nancy Phipps was a strong supporter of her community and the arts, and took great pleasure in attending performances by the UBC Opera Ensemble. The award is made on recommendation of the School of Music, and in the case of a graduate student, in consultation with the Faculty of Graduate Studies.

**How amended:** increased the number of awards offered from a single to multiple in any given year.

**#3981 Anne D. Tilley Scholarship in Kinesiology** – A scholarship of \$500 has been endowed by Ms. Anne D. Tilley for an undergraduate student or a graduate student enrolled in the School of Kinesiology who is interested in the field of developmental disability/mental handicap/ intellectual disability. The scholarship is made on the recommendation of the School of Kinesiology and, in the case of a graduate student, in consultation with the Faculty of Graduate Studies.

**How amended:** removed the reference to the scholarship going to a 3<sup>rd</sup> year student and added “and, in the case of a graduate student, in consultation with the Faculty of Graduate Studies.”

**#1137 Women's Canadian Club of Vancouver Scholarship in Canadian History** – A scholarship of \$175, endowed by the Women's Canadian Club of Vancouver, is awarded to the undergraduate student entering fourth year, who earned the highest standing among students enrolled in courses in Canadian History, in the preceding Winter Session.

**How amended:** removed reference to a list of specific History courses, some of which no longer exist.



November 2, 2012

From: Dean Gavin Stuart, Faculty of Medicine

To: Vancouver Senate

Re: Dr. Chew Wei Memorial Prize in Cancer Research

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**Motion:** *"That Senate accept the Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research and forward the prize to the Board of Governors for approval."*

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Under the *University Act* Section 37.1 (j), power is invested in the Senate "to award fellowships, scholarships, exhibitions, bursaries and prizes" on behalf of the University. Therefore, we submit for your approval the **Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research**, which was created by gifts endowed to the University of British Columbia by Mrs. Maraget Chew and the family of the late Dr. Chew Wei. The inaugural prize will be awarded in 2014.

The Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research establishes a prize, to a physician or scientist – whether in academia, government, non-profit organizations or the private sector – who has made a transformational, internationally-recognized contribution to the fight against cancer, with an emphasis on researchers whose achievements span the spectrum of health research, from the laboratory to clinical care to health systems and public policy.

The University of British Columbia's Faculty of Medicine will recognize the world's most outstanding cancer researchers with this new prize named for the late Dr. Chew Wei, a Hong Kong physician who practiced Obstetrics and Gynecology for nearly four decades in Hong Kong. He became increasingly dismayed by the prognosis for his patients who developed ovarian cancer, and was determined to do whatever he could, even posthumously, to improve outcomes for women facing this disease. In his later years, after retiring to Vancouver in 1988, Dr. Chew developed prostate cancer, and came under the care of UBC's medical specialists before succumbing to the disease in 2009.

One prize will be awarded annually to a Canadian who has made outstanding contributions to the treatment, amelioration, or cure for cancer. Among the criteria that will be considered is a distinguished record of translating scientific discoveries into clinical applications, forging partnerships with scientists and others to foster cancer research or to implement discoveries, and cultivating future leaders in the field. The prize is awarded with the expectation that the recipients will continue to demonstrate excellence in their field of work and serve as leaders to other scientists in the field, sharing their insights for years to come. One prize of \$50,000.00 will be awarded





annually to a Canadian commencing in 2014. The value of the prize will be reevaluated every third year.

### **Eligibility and Selection**

To be considered eligible for a prize, candidates must be nominated by an expert in their field. A letter of invitation to submit is not required, however, only nominations from qualified nominators will be considered and self-nominations will not be accepted. The Advisory Selection Committee reserves the right to rule on the eligibility of nominees. The University may decline to award a prize in any given year if the Dean of the Faculty of Medicine is of the opinion that awarding a prize is impractical or undesirable.

To be eligible, a candidate must:

- 1.1.1. Must be a Canadian citizen, domestically or internationally; and
- 1.1.2. Must hold an academic appointment in good standing and be active and productive in his or her career; and
- 1.1.3. Must have made outstanding contributions to the treatment, amelioration, or cures for cancer.

**N.B.** -Institutions or Associations are **not** eligible for nominations.

The Selection Committee will be chaired by the Dean and comprised of the Executive Associate Dean Research at UBC and six qualified reviewers approved by the Dean, as follows:

- 1.1.4. Two members of the committee shall be Faculty of Medicine staff and/or faculty; and
- 1.1.5. Two members will be external to UBC, one of whom is a Canadian expert in cancer research, and one of whom is an international expert in cancer research; and
- 1.1.6. Two members shall be at the discretion of the Dean of the Faculty of Medicine.

The Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research will provide a unique opportunity for UBC to be profiled internationally as a world class cancer research facility and, while it is not a requirement of the prize, there will likely be a number of eligible UBC candidates each year who will be nominated for this prestigious prize. It is not without precedent that the University would administer awards and prizes for which candidates from outside the University community may qualify. Enrolment Services administers a number of student awards on behalf of external organizations for which students attending other universities may qualify.

# **The Dr. Chew Wei MBBS [HK] FRCOG [ENG]**

## **Memorial Prize in Cancer Research**

**(Administered by the University of British Columbia Faculty of Medicine)**

The **Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research** was created by gifts made to the University of British Columbia by Mrs. Maraget Chew and the family of the late Dr. Chew Wei. The inaugural prize will be awarded in 2014.

### **1. Donor Information:**

The **Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research** establishes a prize, to a physician or scientist – whether in academia, government, non-profit organizations or the private sector – who has made a transformational, internationally-recognized contribution to the fight against cancer, with an emphasis on researchers whose achievements span the spectrum of health research, from the laboratory to clinical care to health systems and public policy.

### **2. Genesis of the Prize:**

The University of British Columbia's Faculty of Medicine will recognize the world's most outstanding cancer researchers with a new prize named for the late Dr. Chew Wei, a Hong Kong physician who practiced Obstetrics and Gynecology for nearly four decades in Hong Kong. He became increasingly dismayed by the prognosis for his patients who developed ovarian cancer, and was determined to do whatever he could, even posthumously, to improve outcomes for women facing this disease. In his later years, after retiring to Vancouver in 1988, Dr. Chew developed prostate cancer, and came under the care of UBC's medical specialists before succumbing to the disease in 2009.

### **3. Purpose of the Prize:**

One **Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research** will be awarded annually to a Canadian who has made outstanding contributions to the treatment, amelioration, or cure for cancer. Among the criteria that will be considered is a distinguished record of translating scientific discoveries into clinical applications, forging partnerships with Scientists and others to foster cancer research or to implement discoveries, and cultivating future leaders in the field. The prize is awarded with the expectation that the recipient will continue to demonstrate excellence in their field of work and serve as leaders to other scientists in the field, sharing their insights for years to come.

## 4. Monetary Award for Each Prize

One prize of Cdn\$50,000.00 will be awarded annually to a Canadian annually commencing in 2014. The value of the prize will be reevaluated every third year.

## 5. Eligibility Requirements

To be considered for a prize, candidates must be nominated by an expert in their field. A letter of invitation to submit is not required, however, only nominations from qualified nominators will be considered and self nominations will not be accepted. The Advisory Selection Committee reserves the right to rule on the eligibility of nominees. The University may decline to award a prize in any given year if the Dean of the Faculty of Medicine is of the opinion that awarding a prize is impractical or undesirable:

### 5.1. Eligible Candidate Nomination Criteria:

- 5.1.1. Must be a Canadian citizen, domestically or internationally; and
- 5.1.2. Must hold an academic appointment in good standing and be active and productive in his or her career; and
- 5.1.3. Must have made outstanding contributions to the treatment, amelioration, or cures for cancer.

### 5.2. Ineligible Candidates:

- 5.2.1. Those who have previously received a **Dr. Chew Wei MBBS [HK] FRCOG [ENG] Memorial Prize in Cancer Research** at any time. No individual may be awarded the prize more than once; and
- 5.2.2. Members of the Advisory Selection Committee may not be awarded the prize during their term as members and for one year following the end of their term; and
- 5.2.3. Institutions or Associations are not eligible for nominations.

## 6. Nomination Process

The nominator is responsible for gathering all of the relevant documentation and submitting a nomination package in English, which must include a completed nomination form and supporting material as follows:

### 6.1. Nomination Form Documentation:

- 6.1.1. The nominator's contact details;
- 6.1.2. The nominee's full home and office addresses, telephone and fax numbers, and email address;

- 6.1.3. The category of nomination;
- 6.1.4. The signed declaration of the nominator; and
- 6.1.5. The names of the experts providing letters of support.

## **6.2. Nomination Supporting Documentation:**

- 6.2.1. A brief statement of the nominee's contribution to the treatment, amelioration, or cures for cancer, and the reasons why the nominee should receive the award (a maximum of two pages); and
- 6.2.2. A one-page biography for the nominee including academic, research, service and administrative positions, awards or recognitions and reference to three of the nominee's recent publications; and
- 6.2.3. The nominee's Curriculum Vitae and Bibliography; and
- 6.2.4. Two to three letters of support from experts in the nominee's field of work, from within Canada or abroad. At least one letter must be from an expert outside Canada; and
- 6.2.5. Confirmation that the nominee is a Canadian citizen (for example, a photocopy of nominee's indentifying passport page).

A completed nomination package must be received via email (in Microsoft Word or pdf format) by Midnight Pacific Standard Time (PST) June 1, 2013\* (the "Predetermined Deadline"). Late nominations will not be accepted. Submissions which are missing any required supporting documentation as outlined in the prize guidelines or that do not meet prize requirements will not be accepted.

## **7. Adjudication Process**

The Advisory Selection Committee will meet once a year, in person or by teleconference, to review the eligible nomination packages received by the "Predetermined Deadline" and, given the prize criteria, will select the most eligible nomination from the pool of candidates.

Nomination Packages must be received by the Faculty of Medicine by the "Predetermined Deadline" and will be used to evaluate the eligibility of the candidates. Candidates will be adjudicated by a global panel of scientists recruited by the UBC Faculty of Medicine and a committee chaired by the Dean of the Faculty of Medicine.

- 7.1. Advisory Selection Committee** - The Advisory Selection Committee will be chaired by the Dean and comprised of the Executive Associate Dean Research at UBC and six qualified reviewers approved by the Dean, as follows:

- 7.1.1. Two members of the committee shall be Faculty of Medicine staff and/or faculty;  
and
- 7.1.2. Two members will be external to UBC, one of whom is a Canadian expert in cancer research, and one of whom is an international expert in cancer research; and
- 7.1.3. Two members shall be at the discretion of the Dean of the Faculty of Medicine.

**7.2. Adjudication Procedures** - There are three steps in the adjudication process:

- 7.2.1. Impact Review Panel - The Impact Review Panel for each Prize will be comprised of four to eight experts in the relevant field and one layperson from the community as selected by the Advisory Selection Committee in consultation with the Dean. Each member of the Impact Review Panel will review each of the eligible nomination packages and submit his or her selection by way of a long and short list to the Dean of the Faculty of Medicine;
- 7.2.2. The Dean and the Executive Associate Dean Research - will create a final short list;
- 7.2.3. The Dean in consultation with the Advisory Selection Committee - will select the prize recipient through a majority vote.

In the event of a tie, the Dean will make the final decision as to the prize recipient. Selection of the prize recipient is final and without appeal. The nominations of eligible candidates will be held for three years, but must be updated annually to be considered for a prize.

## **8. Notification of Results**

The Faculty of Medicine will restrict the disclosure of information about nominations, including nominees, nominators, investigations and opinions related to the award of the prize. The Faculty of Medicine will not contact nominees, except for notifying prize recipients. The Faculty of Medicine will notify the prize recipient as well as his or her nominator by telephone in the Fall 2013\*. The Faculty of Medicine will also notify all remaining nominators in writing of the results of the successful nominee in the Fall 2013\*. The name of the recipient will be announced to the public by the end of November 2013\*.

## **9. Conditions of Receiving the Award**

### **9.1. Publicity:**

- 9.1.1. The inaugural prize is schedule to be awarded at a special ceremony to be held in Vancouver in Spring 2014\*;
- 9.1.2. Recipients and nominators must not reveal the results of the prize competition until the Faculty of Medicine makes the official public announcement;

- 9.1.3. Prize recipients agree to the use of their name and information in all official Faculty of Medicine, UBC and all other prize related communiqué. Prize recipients agree to the use of photography and other public information about themselves and their research to be used for all promotional materials as they relate to the prize and other promotional initiatives. They also agree to fully participate in all prize activities, including media conferences, ceremonies and receptions;
- 9.1.4. The recipient must also agree to participate in prize related activities in future years at the request of the Dean of the Faculty of Medicine, including media conferences, ceremonies and receptions. In particular, it is anticipated that recipients will attend the prize ceremony the year following their award to share how the award has impacted their chosen field of work.

## **9.2. Spending Conditions:**

- 9.2.1. While there are no restrictions with regards to how the monetary prize may be used, it is expected that prize recipients will continue demonstrate excellence in health research and make further contributions in their field of work. The University may offer, and the recipient may elect, to receive their prize in whole or in part to pay salary, benefits, research or other related expenses of the recipient of the prize.

**Note:** \* All dates subject to change.

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**Pierre Ouillet**  
Vice President  
Finance, Resources and Operations

November 6, 2012

To: Vancouver Senate  
Okanagan Senate

From: Pierre Ouillet, Vice President – Finance, Resources and Operations

Subject: **Consolidated Financial Statements 2011/2012**

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Pursuant to Section 32 (2) of the *University Act*, the Vice-President, Finance, Resources and Operations annually submits the University's financial statements for each fiscal year and provides a copy of those financial statements to the Board of Governors and to each of the UBC Senates.

The statements for the fiscal year ending 31 March 2012 are available in electronic format and in hard copy upon request. The URL is:

<http://www.finance.ubc.ca/sites/finance.ubc.ca/files/uploads/Final%20FS%20Mar%202012.pdf>

Questions about the financial statements should be directed to Mr. Ian Burgess, Comptroller, at [ian.burgess@ubc.ca](mailto:ian.burgess@ubc.ca) or 604.822.3031.

A handwritten signature in black ink, appearing to read 'Pierre Ouillet', written over a horizontal line.

Pierre Ouillet  
Vice President Finance, Resources and Operations