The next open meeting of the Senate of the University of Victoria is scheduled for Friday, March 7, 2014 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

AGENDA as reviewed by the Senate Committee on Agenda and Governance.

1. APPROVAL OF THE AGENDA

2. MINUTES
   a. February 7, 2014 [SEN-MAR 7/14-1]

   Motion: That the minutes of the open session of the meeting of the Senate held on February 7, 2014 be approved and that the approved minutes be circulated in the usual way.

3. BUSINESS ARISING FROM THE MINUTES

4. REMARKS FROM THE CHAIR
   a. President’s report
   b. Other matters

5. CORRESPONDENCE

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES
   a. Senate Committee on Admission, Re-registration and Transfer
      - Dr. Adam Monahan, Chair

      i. Proposed creation of a new admission category called “Special Access Pathway” [SEN-MAR 7/14-2]

      Motion: That Senate approve the creation of a new admission category called “Special Access Pathway” for students applying to the Pathway Program.
AND

That Senate approve the addition of the following description of the new admission category to the section of the undergraduate academic calendar entitled “Other Applicant Categories”, effective May 1, 2014:

Special Access Pathway
Applicants who satisfy the academic requirements for admission, including the requirements to enter a specific degree program, who do not meet the minimum English language proficiency requirements and who have a minimum IELTS score of 5.5 or a minimum TOEFL score of 71 may enrol in the 12 month Pathway Program in order to enhance their language skills while undertaking coursework for academic credit. Upon satisfaction of both the English language proficiency requirements and achievement of the required minimum GPA of 2.0 (or higher if required by the relevant Faculty) in all credit courses attempted, the student may progress into a regular program.

Students who do not meet these requirements will not be eligible to progress into a regular program, however, a record of the Pathway Program studies, including all academic credit awarded, will be retained as part of the academic record and will appear on the official transcript.

b. Senate Committee on Agenda and Governance - Prof. Jamie Cassels, Chair

i. Appointments to the 2013/14 Senate Committees

Motion: That Senate approve the appointments to the 2013/2014 Senate committees for the terms indicated in the attached document.

ACTION

SEN-MAR 7/14-3

c. Senate Committee on Awards – Dr. Annalee Lepp, Chair

i. New and Revised Awards

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document:

- Karen McFadzean Bursary (new)*
- Paul R.N. Spencer Bursary (new)
- Gina Quijano Unsung Hero Award (new)*

* Administered by the University of Victoria Foundation
7. PROPOSALS AND REPORTS FROM FACULTIES
   
a. Faculty of Graduate Studies
   i. Faculty Governance Structure [SEN MAR 7/14-5] INFORMATION

8. PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST

9. OTHER BUSINESS
   
a. Art Collections Policy (BP3310) [SEN-MAR 7/14-6] ACTION

   Motion: That Senate approve, and recommend to the Board of Governors that it approve, the Art Collections Policy (BP3310).

10. ADJOURNMENT
DRAFT MINUTES

A meeting of the Senate of the University of Victoria was held on February 7, 2014 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

1. APPROVAL OF THE AGENDA

   Motion: (S. Lewis Hammond/M. Kennedy)
   That the agenda be approved as circulated.

   CARRIED

2. MINUTES

   Motion: (J. Archibald/N. Bassi)
   That the minutes of the open session of the meeting of the Senate held on January 10, 2014 be approved and that the approved minutes be circulated in the usual way.

   CARRIED

3. BUSINESS ARISING FROM THE MINUTES

   Prof. Cassels recalled that a question had been raised regarding the requirement of Senate committee members to testify in court about confidential Senate committee discussions. Ms. Andersen reviewed the opinion received from Prof. Mary Anne Waldron, Acting Associate Vice-President Faculty Relations and Academic Administration. She said that unless a communication is privileged, a promise of confidentiality does not protect one from being required to testify under oath in a court of law.

4. REMARKS FROM THE CHAIR

   a. President’s Report

   Prof. Cassels provided an update on the Vice-President Research search. He said Dr. David Castle had been recommended by the search committee for ratification. Prof. Cassels conveyed Dr. Castle’s enthusiasm for the position, and noted that his appointment was subject to ratification and approval by the Board of Governors.

   Prof. Cassels reported on the events that had taken place during alumni week, including a staff lunch, the Distinguished Alumni Awards, the presentation of teaching awards and a president’s run. Dr. Tremblay reported on the teaching awards, noting this year’s winners. She congratulated members of Senate, Dr. Aragon, Prof. Calder and Prof. Cassels, on their awards.
With respect to provincial matters, Prof. Cassels reported that the provincial budget would be issued on February 18. He said the university had been told to expect a reduction in operating budget. Prof. Cassels added that the university had anticipated this reduction and accounted for it in budget planning for this year.

Prof. Cassels reported that the federal budget would be issued on February 11. He said advocacy continued for funding for the indirect costs of research. Prof. Cassels said the ACRE proposal had also been discussed in Ottawa. Given that the government was in the middle of consultations regarding a science and technology strategy, he did not expect to see the proposal in this year’s budget.

Prof. Cassels asked the Vice-Presidents to provide updates on a number of matters.

Dr. Tremblay commented on the core review, indicating that an interim report was due at the end of February. She said the report would provide information on how the university will respond, what processes it will undertake and what data it will use to inform its responses.

Dr. Tremblay also reported on the enhanced planning process, noting that phase one was underway with both the working group and advisory group holding meetings. Dr. Mateer reminded members of Senate of the purpose of the initiative, which was to develop and provide decision makers with the tools they need to align resources with priorities.

Dr. Brunt shared information with members of Senate regarding the upcoming Ideafest. He said a number of exciting events were planned for the third annual Ideafest and encouraged members of Senate to take part.

Prof. Cassels introduced Ms. Carmen Charette, Vice-President External Relations. Ms. Charette provided a report on the university’s positioning project, which had been launched earlier in the week. She said the purpose of the project was to sharpen UVic’s reputation and messaging, and to articulate what makes UVic distinct. Ms. Charette reviewed the process that would unfold over the coming months.

With respect to the survey that had been circulated regarding the project, Mr. Arora commented on the questions regarding comparators. He said comparisons had been made with the United States and asked if an international comparison was expected. Ms. Charette said she would consider this and thanked him for the comment.

b. Change to Policy BP 3100 – Naming of Facilities and Physical Assets

Ms. Charette reported on changes to the Naming of Facilities and Physical Assets Policy that were approved by the Board of Governors last spring. She said the changes allowed for time-limited namings, which were expected to be used primarily in the context of corporate sponsorships. Ms. Charette commented that part of the process for all naming proposals was due diligence to ensure a naming was in line with the university’s mission and values.

Ms. Charette said one catalyst for the policy change was to increase fundraising opportunities for the Centre for Athletics, Recreation and Special Abilities.
With respect to one section of the policy, Dr. Smith asked for clarification regarding when a naming would not imply endorsement. Ms. Charette asked Mr. Charles McQuade to provide a response. Mr. McQuade explained that, while the university might consider naming a facility or physical asset after a company, it would not do so for a specific product.

Dr. Kennedy asked what time periods would be considered for time-limited namings. Ms. Charette said these would be negotiated on a case-by-case basis, but noted that 5-10 years was a common time period.

Dr. Lipson asked if naming opportunities would be accompanied by vending privileges. Mr. McQuade said any existing purchasing agreements would take precedence. Prof. Cassels added that the university’s procurement policies would apply in the event a distribution advantage was requested as a component of a naming opportunity.

Dr. Smith asked for clarification regarding the approval process for naming proposals. Dr. Eastman explained that an advisory committee was in place to provide advice to the president regarding naming proposals. The president had the discretion to make naming recommendations to the Board of Governors, which retained authority to approve the naming of facilities and physical assets.

5. CORRESPONDENCE

There was none.

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Admission, Re-registration and Transfer

i. Faculty of Engineering Admission Requirements

Motion: (A. Monahan/T. Tiedje)  
That Senate approve the introduction of a minimum grade requirement of 65% in Pre-calculus 12 (or equivalent) for admission to the Bachelor of Science in Computer Science program, effective May 1, 2014.

CARRIED

b. Senate Committee on Agenda and Governance

i. Revisions to the Terms of Reference for Senate Committees

Motion: (M. Webb/K. Gillis)  
That Senate approve the revisions to the terms of reference for the Senate Committee on Admission, Re-Registration and Transfer.

CARRIED
Motion: (K. Gillis/M. Webb)
That Senate approve the revisions to the terms of reference for the Senate Committee on Libraries.

CARRIED

c. Senate Committee on Awards

i. New and Revised Awards

Motion: (A. Lepp/J. Walsh)
That Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document:

- Langford-Seaborn Scholarship (revised)
- Margaret Ann (McIntyre) Tront Scholarship (new)
- Donna Trenholm Staff Award in Humanities (revised)*
- Frank Hori Foundation Scholarship (new)
- Sharyl Yore Award (revised)*
- Boehm Family Award for Excellence in Science (new)*
- Howe/Docherty Rugby Award (new)*
- Martin and Diana Hocking Scholarship in Chemistry (new)*
- Martin Collis Undergraduate Bursary (revised)*

* Administered by the University of Victoria Foundation

CARRIED

d. Senate Committee on Curriculum

i. Annual Report

Dr. Diacu provided a comment in his capacity as a Senate representative from the Faculty of Science and a faculty member in the Department of Mathematics. He acknowledged challenges in the curriculum process related to consultation between faculties, and expressed concern about particular submissions affecting his department. Because of these concerns, Dr. Diacu said he could not vote in favour of the recommendations coming forward from the Senate Committee on Curriculum.

Dr. Gillis supported the comments made by Dr. Diacu. She said she looked forward to receiving a recommendation from the Ad Hoc Committee to Consider the Curriculum Process with respect to solving difficult issues between faculties.

Dr. Webb said the ad hoc committee was considering this issue. He commented on the procedures used by the Senate Committee on Curriculum this year to resolve issues between faculties, noting that advice had been sought from the Vice-President Academic and Provost regarding the substance of the issues. Dr. Webb cautioned that one should not assume that establishing a
procedure will avoid the need to make difficult decisions. He added that he would appreciate comments from members of Senate regarding appropriate procedure for considering these issues.

Dr. Wyatt acknowledged that, at times, appropriate consultation between faculties did not take place. She said it was important to find appropriate mechanisms to address issues.

**Motion:** (M. Webb/A. Roudsari)
That Senate receive the 2013/2014 annual report of the Senate Committee on Curriculum for information.

**CARRIED**
1 OPPOSED

### ii. Curriculum Changes

**Motion:** (M. Webb/E. Sangster-Gormley)
That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the academic calendar.

**CARRIED**
1 OPPOSED
3 ABSTAINED

**Motion:** (S. Beam/M. Purkis)
That Senate authorize the Chair of the Senate Committee on Curriculum to make small changes and additions that would otherwise unnecessarily delay the submission of items for the academic calendar.

**CARRIED**

### e. Senate Committee on Planning

#### i. Renewal of the Centre for Forest Biology

**Motion:** (R. Lipson/K. Gillis)
That Senate extend the renewal of Approved Centre Status for the Centre for Forest Biology until December 31, 2014.

**CARRIED**

### 7. PROPOSALS AND REPORTS FROM FACULTIES

There were none.
8. PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST

a. Enrolment Projections

Dr. Tremblay reviewed the enrolment projections. She said the funded enrolment levels for 2014/15 were unchanged from the previous year. Dr. Tremblay reminded members of Senate that the funded enrolment levels were for domestic undergraduate students and graduate students. The university added to those numbers an internal target for international undergraduate students. Dr. Tremblay reported that the university had met its overall targets for 2013/14. She said the university was over target for graduate students, and continued to fall short on domestic undergraduate enrolment. Dr. Tremblay reported on international undergraduate enrolment, noting that the university was over target for this year. With respect to international enrolment, she acknowledged the need to have adequate support systems in place and said the university was continuing to strengthen those.

Dr. Tiedje commented that, for the purpose of enrolment targets, graduate and undergraduate enrolment numbers appeared to be interchangeable. He asked how robust graduate enrolment actually was given that some students are enrolled part time and others take longer than expected to complete their degrees. Dr. Tremblay said the university was doing well with numbers and noted that most graduate students complete on time. Dr. Capson provided information on growth in the last 5 years, noting that numbers were up 37%. He said more than 90% of PhD students complete within seven years, and most masters students complete within three years. Dr. Capson said the statistics were healthy and added that the university continues to attract graduate students.

With respect to raising the quality of the entering class, Dr. Beam asked if consideration was being given to raising minimum admission standards. Dr. Tremblay said changes were being implemented incrementally in order maintain enrolment levels while continually increasing quality. She said a number of faculties had implemented changes in recent years after careful analysis and discussion.

Dr. Webb asked how the targets are set by the Ministry of Advanced Education, and how UVic’s graduate and undergraduate ratio compared to other research intensive universities. As a follow up, Dr. Webb asked if, given the growth in graduate education at UVic, there was any opportunity for a shift in the ratio. Dr. Tremblay said the university was considering how to recalibrate the graduate and undergraduate numbers and that it would engage in discussions on that point. Prof. Cassels commented that his report on campus conversations articulated the need to pursue opportunities to recalibrate enrolment targets. He added that any discussions with government would have to begin with an understanding that the recalibration could not be on a one-for-one basis. With respect to how targets are set, Prof. Cassels commented that targets tended to reflect incremental changes over time instead of policy decisions regarding enrolment. Mr. Tony Eder said that all the research intensive universities in BC were over their funded targets for graduate students.

Dr. Banerjee asked if there was a formula for determining how much funding will be provided per student. Prof. Cassels said the formula reflected what had been negotiated over time when targets were being formulated.
Dr. Smith said there was an increasing perception that international students are taking spots from domestic students. He thought it was important for the university to provide information and context to explain that increasing international enrolments is not adversely affecting domestic students.

**Motion:** (R. Tremblay/J. Walsh)
That Senate approve, and recommend to the Board of Governors that it approve, a projected annualized internal enrolment target of 17,628 FTE for the 2014/15 academic year, subject to revision in the event of new information regarding mandated growth, funding levels, and application rates.

**CARRIED**

### b. Procedures for Academic Accommodation and Access for Graduate Students with Disabilities

Dr. Tremblay introduced the procedures, which she said were being brought to Senate for feedback at this time. She reminded members of Senate that procedures for undergraduate students had been introduced in 2011.

With respect to the section of the procedures referencing “essential requirements”, Dr. Kennedy asked what the difference was between essential requirements and program requirements. Mr. Dunsdon explained that when accommodations are required, program requirements are broken down into elements to determine which are essential. He said engaging in discussions with instructors regarding articulated requirements often provides clarification regarding which elements are essential. Dr. Monahan said he could imagine a situation where in the absence of extenuating circumstance an element of a course might be considered a requirement but, in the case of an accommodation request, an exception could be made. He provided the example of a field trip. Dr. Kennedy suggested that perhaps a wording change was necessary to provide clarification. Some suggestions for wording changes were provided.

Dr. Gillis said that when she reviewed the policy it made sense in the context of undergraduate courses but that things were less clear when graduate theses were considered. Dr. Gillis commented on accountability faculty members have to external funding agencies regarding timelines, among other things. In these situations, the productivity of graduate students is an important factor to faculty members. Dr. Gillis wondered how an accommodation, for example an accommodation that allowed extra time to complete a thesis, would impact a graduate student’s supervisor, and whether the policy took this into account. She did not think it was possible to think of graduate students independently from their supervisors.

Dr. Capson thought this example highlighted the distinction between graduate and undergraduate students. He said a case by case consideration of the issues was required when accommodations for graduate students are being put in place. He did not think it was possible to make a policy statement that covered every situation.
Dr. Gillis asked whether it would be useful to include a definition of “supervisor” in the procedures, and to acknowledge that a supervisor’s situation must be considered when accommodations are being made.

Mr. Dunsdon thought it was important to appreciate the time that was taken to develop the procedures in response to requests from students and faculty members. He said the procedures were intended to guide the university through a majority of situations where there is no significant burden or impact. Mr. Dunsdon added that the procedures did allow for a process to consider situations where there is a significant burden.

Dr. Gillis said the role of supervisors and the issues raised with respect to impact on them were significant. She did not think they should simply be addressed as exceptional circumstances.

Recognizing the differences between graduate and undergraduate students, Dr. Webb asked if there were experiences with the undergraduate procedures that could be shared as learnings or to shed light on how the graduate procedures might be implemented. Mr. Dunsdon commented that since the undergraduate procedures were implemented, there had been no human rights complaints regarding accommodation. Before the procedures, there had been five complaints in two years. Mr. Dunsdon said approximately 1000 students received accommodations every year. Since the procedures were implemented, only four accommodation appeals had been received, two of which were resolved informally, and one of which resulted in a recommendation to the dean. Mr. Dunsdon said that, as a result of the procedures, the university was able to more quickly identify and address unusual requests and difficult issues.

With respect to funding, Dr. Monahan suggested it might be useful to include a statement in the procedures about the relationship between funding and accommodation.

Dr. Tiedje asked if the procedures obliged the university to pay for equipment and facility modifications required as part of an accommodation. Mr. Dunsdon clarified that the university had a legal obligation to accommodate students and incur the cost to do so. He said the procedures did not introduce any new obligations. They simply outlined how decisions will be made. Dr. Kennedy asked if resources were available to pay for accommodations. Mr. Dunsdon said the university works with students to access granting programs. Prof. Cassels confirmed that internal funds were also available for accommodations.

Dr. Wyatt commented on the section of the procedures regarding medical documentation. She acknowledged the importance of this documentation but also recognized that it can take some time to collect, particularly when documentation from a specialist is required. Dr. Wyatt raised a concern about the potential impact on students resulting from this requirement, particularly in situations where it has taken them some time to acknowledge the need for an accommodation. Mr. Dunsdon said that, in the majority of cases, students are aware of pre-existing conditions and already have the necessary documentation. He said the university works with students and families in advance of the term to obtain necessary documentation, and has a number of professionals on staff or available for referral to address needs. Mr. Dunsdon added that when issues are identified mid-term, the university is able to make mid-term accommodations and corrections to assist students. He said faculty members are usually very supportive and often take the lead in these situations.
9. OTHER BUSINESS

a. Ten-Year Sessional Calendar

Motion: (M. Purkis/M. Kennedy)
That Senate approve the 2013-2023 Ten-Year Sessional Calendar.  
CARRIED

b. 2014/2015 Academic Year Important Dates

Dr. Smith commented on a challenge for Business resulting from cancellation of classes on the National Day of Remembrance. He explained that students in the faculty were divided into cohorts and that cancellation of classes on this day impacted exam review for one of four student cohorts. Dr. Smith acknowledged the importance of the event held on the National Day of Remembrance, but wondered if some scheduling changes could be made so that the cancellation was spread over two class time slots.

Dr. Eastman explained that a committee was currently reviewing the nature of the event and may be coming forward with recommendations. She said she would forward this issue to the committee for consideration. In the meantime, Dr. Eastman proposed considering approval of the important dates in the current form.

Motion: (B. Smith/M. Purkis)
That Senate approve the 2014/2015 Academic Year Important Dates calendar for submission to the 2014/2015 academic calendar. 
CARRIED

c. 2013/14 Emeritus and Emerita

Motion: (M. Purkis/A. Roudsari)
That Senate receive for information the 2013/2014 Emeritus and Emerita list for submission to the 2014/2015 academic calendar.
CARRIED

d. 2014/2015 Senate Meeting Dates and Other Important Dates

Motion: (R. Lipson/M. Purkis)
That Senate approve the 2014/2015 Senate Meeting Dates and Other Important Dates.
CARRIED

There being no other business, the meeting was adjourned at 4:50 p.m.
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*Elected by the faculty members*
MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

Effective December 12, 2013

**EX OFFICIO MEMBERS** - University Act: Section 35 (2) (a-f)

- **Chancellor:** Murray Farmer (31/12/14)
- **President and Vice-Chancellor:** Jamie Cassels, Chair
- **V.P. Academic & Provost:** Reeta Tremblay
- **V.P. Research:** Howard Brunt
- **Dean, Peter B. Gustavson School of Business:** Saul Klein
- **Dean of Education:** Ted Riecken
- **Dean of Engineering:** Thomas Tiedje
- **Dean of Continuing Studies:** Maureen MacDonald
- **Dean of Fine Arts:** Sarah Blackstone
- **Dean of Graduate Studies:** David Capson
- **Dean of Humanities:** John Archibald
- **Dean of HSD:** Mary Ellen Purkis, Vice-Chair
- **Dean of Law:** Jeremy Webber
- **Dean of Science:** Robert Lipson
- **Dean of Social Sciences:** Peter Keller
- **University Librarian:** Jonathan Bengtson

**MEMBERS ELECTED BY THE FACULTIES** - Section 35 (2) (g)

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<th>Faculties</th>
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**MEMBERS ELECTED FROM THE STUDENT ASSOCIATION** - Section 35 (2) (h)

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**MEMBERS ELECTED BY THE CONVOCATION** - Section 35 (2) (i)

- **Nav Bassi** (31/12/14)
- **Linda Hannah** (31/12/14)
- **Robbyn Lanning** (31/12/14)
- **Cathy McIntyre** (31/12/14)

**ADDITIONAL MEMBERS** - Section 35 (2) (k)

- **Head, Division of Medical Sciences:** Oscar Casiro
- **Member elected by the Professional Librarians:** Tracie Smith (30/06/15)
- **Continuing Sessional:** Alicia Ulysses (30/06/14)

**SECRETARY OF SENATE** - Section 64 (2)

- **University Secretary:** Julia Eastman

**BY INVITATION** - Seated with specified speaking rights

- **Assoc. V.P. International:** Andrew Marton
- **Assoc. V.P. Student Affairs:** Jim Dunsdon
- **Assoc. V.P. Academic Planning:** Catherine Mateer

Last updated: 12/17/2013
Memo

Date: February 18, 2014

To: Members of Senate

From: Adam Monahan
Chair, Senate Committee on Admission, Re-registration, and Transfer (SCART)

Re: Proposed creation of a new admission category called “Special Access Pathway”

At the February 18, 2014 meeting of SCART, the committee considered a proposal from Dr. Andrew Marton, Associate Vice-President International, to create a new admission category called “Special Access Pathway” for students applying to the Pathway Program. The Committee voted in favour of recommending the creation of this new admissions category to Senate. The Senate Committee on Academic Standards had previously considered the proposal at its February 17, 2014 meeting and had no concerns. Attached are a memo from Dr. Marton discussing the rationale for this proposed change and the memo from SCAS acknowledging its review of the proposal.

Recommended Motions:

1. That Senate approve the creation of a new admission category called “Special Access Pathway” for students applying to the Pathway Program.

2. That Senate approve the addition of the following description of the new admission category to the section of the undergraduate academic calendar entitled “Other Applicant Categories”, effective May 1, 2014:

   **Special Access Pathway**

   Applicants who satisfy the academic requirements for admission, including the requirements to enter a specific degree program, who do not meet the minimum English language proficiency requirements and who have a minimum IELTS score of 5.5 or a minimum TOEFL score of 71 may enrol in the 12 month Pathway Program in order to enhance their language skills while undertaking coursework for academic credit. Upon satisfaction of both the English language proficiency requirements and achievement of the required minimum GPA of 2.0 (or higher if required by the relevant Faculty) in all credit courses attempted, the student may progress into a regular program.

   Students who do not meet these requirements will not be eligible to progress into a regular program, however, a record of the Pathway Program studies, including all academic credit awarded, will be retained as part of the academic record and will appear on the official transcript.
Standardization of Admissions and Academic Records Processes for the Pathway Program

Proposed creation of a new admission category called “Special Access Pathway”

Background

The Pathway program was developed to provide a ‘pathway’ into admission to the University of Victoria for international students who have not yet met the admission requirements in the area of English proficiency, but who are otherwise academically qualified. The Pathway program is currently comprised of two academic streams in Social Sciences (Economics), and Science and Engineering with core courses common to both, and specialized courses for each stream. Students who successfully complete the 12 month program currently earn up to 10.5 credits towards their degree.

The first cohort of 44 students entered the Pathway program in 2012-13, and there are 109 students in the 2013-14 cohort. It is expected that approximately 150 students will enter the program in September 2014-15.

The English Language Centre (Continuing Studies) collaborates with relevant academic units and central support services to provide coordination and oversight of the Pathway program via two working groups – Academic and Administrative. These working groups include Deans, Associate Deans, course instructors, staff from the Registrar’s office and from Continuing Studies and the Pathway program, and representatives from the office of the VP Academic and Provost, including the AVP International, the AVP Student Affairs and the AVP Academic Planning.

The early success of the Pathway program has highlighted a number of challenges and opportunities around the enrolment, registration and management of timetabling and the academic records of Pathway students. As students in the Pathway program are not currently in Banner, instructors of academic courses in which they are enrolled cannot access information about them in the system. This has implications for course management, advising, access to other student services, etc. As the number of students in the program continues to grow, along with the anticipated expansion into other subject areas, the Academic and Administrative Working Groups have agreed on the need to formalize and standardize the status of Pathway students in central registration and student data base management systems.

Proposal

It is proposed that Senate approve the creation of a new admission category called “Special Access Pathway” to accommodate an appropriate status for students on the Pathway program.

A new admission category would allow Pathway applicants to be considered under Other Applicant Categories that would carry with it standardized and consistent processing. Formal status within Banner will also allow for access to information and services for the applicant and for instructors and staff. Lauren Charlton, Registrar, has consulted with Leona Locke, Acting Director of Undergraduate Admissions and Ada Saab, International Admission Coordinator, in the preparation of this proposal. The proposal has also been reviewed at Deans’ Council.

Approval of the new admission category would support the following process improvements:

- Students’ academic records would appear in Banner from the point of admission for reference by instructors, staff and advisors
- Access to the on-line application system for applicants is planned for the beginning of September 2014 for September 2015 and later cohorts
- Access to Moodle for students, instructors and TAs
- Access to standard student cards
• Access to all student services
• Course sections for Pathways would be scheduled and roomed within the regular scheduling cycle
• Consistent communications regarding scholarships, housing etc.

Detailed wording of the new admission category as it is to appear in the UVic Calendar appears in the covering memo for this proposal.

Dr. Andrew Marton  
Associate Vice-President International
Date: February 17, 2014
To: Senate Committee on Admission, Re-registration and Transfer
From: Carrie Andersen
Secretary, Senate Committee on Academic Standards

Re: Proposal to Create a New Admissions Category for Students Entering the Pathways Program

At its February 17, 2014 meeting, the Senate Committee on Academic Standards reviewed the proposal to create a new admissions category for students entering the Pathways Program. This is to confirm that committee members had no concerns with the academic standards aspects of the proposal.
The Senate Committee on Agenda and Governance nominations sub-committee met on February 21, 2014 to consider appointments to the 2013/14 Senate committees. These appointments are to fill recent vacancies that have occurred on the Senate Committee on Academic Standards, the Senate Committee on Learning and Teaching, and the Senate Committee on Planning.

Motion: That Senate approve the appointments to the 2013/2014 Senate committees for the terms indicated in the attached document.

2013/14 Senate Committee on Agenda and Governance
Jamie Cassels, Chair *
Peter Bell, student senator *
Robert Burke, Science
Julia Eastman, University Secretary
Kathy Gillis, Science *
Reuven Gordon, Engineering
Robbyn Lanning, Convocation senator
Mary Ellen Purkis, Human and Social Development *
Tracie Smith, Library
Reeta Tremblay, Vice-President Academic and Provost
Michael Webb, Social Sciences *
Carrie Andersen (Secretary) *

*Members of the nominations sub-committee

Attachment
## 2013- 2014 Senate Committees
### Senate Committee on Academic Standards

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<th>Term</th>
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(S) Senator  
(NS) Non-Senator
## Senate Committee on Learning and Teaching

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(S) Senator  
(NS) Non-Senator
**Senate Committee on Planning**

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<td>Carrie Andersen (NS)</td>
<td>Associate University Secretary</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Jessica Gelowsky (Secretary)</td>
<td>Office of the Vice-President Academic and Provost</td>
<td></td>
</tr>
</tbody>
</table>

(S) Senator
(NS) Non-Senator
THE SENATE COMMITTEE ON AWARDS RECOMMENDS THAT THE SENATE APPROVES AND RECOMMENDS TO THE BOARD OF GOVERNORS THE FOLLOWING AWARDS:

*Administered by the University of Victoria Foundation
Additions are underlined
Deletions are struck through

KAREN MCFADZEAN BURSARY* (NEW)
One or more bursaries are awarded to undergraduate students in the School of Nursing, including distance students.

PAUL R.N. SPENCER BURSARY (NEW)
One or more bursaries are awarded to students in the School of Nursing who intend to pursue a career in the area of mental health.

GINA QUIJANO UNSUNG HERO AWARD* (NEW)
This award is given to a graduating student in the Faculty of Law who has demonstrated a commitment to community service, has contributed to the life of the law school, and above all has remained an “unsung hero”. Selection of the candidate is at the discretion of the Dean and Associate Dean of Students in the Faculty of Law.

Lori Nolt

2013/2014 Senate Committee on Awards
A. Lepp (Chair), L. Nolt (Secretary), P. Arora, A. Baniasadi, K. Barnes, A. Cirillo, C. Crippen, L. Charlton, B. Macy, Y. Rondeau, J. Walsh, M. Wilson, J. Wood
Proposal for the establishment of a

Faculty of Graduate Studies Council

for administrative governance of Graduate Studies at UVic

A Discussion Document for Senate

DRAFT - for DISCUSSION and COMMENT

March 7, 2014

Introduction

The Faculty of Graduate Studies (FGS) is unique among the Faculties at the University of Victoria in that its membership comprises in excess of 800 of the full-time faculty members from across the University. All members of FGS also hold appointments in the other Faculties.

FGS provides a critical function to the University with an institution-wide scope of responsibility for all matters of academic policy, procedures and process that pertain to graduate education at the University. These include the administration of regulations, curriculum, new program proposals, allocation of internal and donor-funded fellowships, management and allocation of travel grants, coordination of Tri-council scholarship applications, and calendar content.

In recent years, enrolment in graduate programs at UVic has expanded significantly (by more than 37% in the past 5 years) to the point where graduate students now comprise approximately 3,000 FTE of the total enrolment of the University. The FGS Dean’s Office maintains a Faculty Membership List, which includes everyone who has been authorized to supervise graduate work or to participate in the examination of graduate theses/dissertations. This list currently numbers more than 1500 including associate (adjunct) faculty members from outside of UVic, and emeritus faculty.

The purpose of this document is to propose a new governance structure for an effective, engaged and equitable administration of the Faculty of Graduate Studies (FGS). Two options are proposed for discussion and feedback is sought.
Current FGS governance structure

The current Senate motions (dating from November, 1987) stipulate FGS membership in several categories (Regular, Associate, Emeritus) as specified in Appendix A.

Only regular members of the Faculty of Graduate Studies and the president (or designate) of the Graduate Student’s Society have voting rights at Faculty of Graduate Studies meetings. All members (Regular, Associate and Emeritus) have the right to attend and speak.

FGS representation on Senate

Two faculty members and three graduate students on Senate are elected to represent FGS. Several FGS faculty representatives are appointed among some (but not all) of the twelve standing Senate Committees.

The Graduate Executive committee

Currently, the Faculty of Graduate Studies uses a Graduate Executive Committee that vets all issues, policies, proposals and other business for subsequent approval by FGS faculty meetings. The terms of reference for the FGS Graduate Executive committee (last updated October 1997) are shown below. Only regular members of FGS are eligible for membership on the executive committee or other sub-committees of the FGS, however, there currently are no subcommittees of FGS. Note that there is no representation from the Division of Medical Sciences.

Graduate Executive Committee - Terms of Reference

1. Composition
The Executive Committee shall consist of the Dean, the Associate Dean(s), the President of the Graduate Students’ Society or designate, and one member of the Faculty of the Faculty of Graduate Studies elected from each of the other faculties having graduate programs. Elected members are eligible for re-election. The Director of Graduate Admissions and Records shall be an ex officio, non-voting member.

2. Terms of Reference
The committee shall advise and assist the Dean in the policy and decision making processes and make motions on appropriate matters for consideration at the Faculty of Graduate Studies meetings.

3. Terms of Service
The normal term shall be three years, beginning July 1 and ending June 30.

4. Election Procedures
Each year approximately one-third of the committee positions will be filled by election. The nominations and elections will normally occur in April/May with term of service to begin the following July 1.

In the event of unforeseen vacancies, the Dean of Graduate Studies may ask the appropriate discipline Dean to appoint a member to the committee for a term of not more than one year. During that time an election will be called to fill the term of the vacancy.

(Approved by FGS, October 23, 1997)
A changing landscape in graduate education...

In the Spring of 2012, the Provost retained the services of an external consultant to visit, evaluate and report on the state of graduate studies at the University of Victoria based on a one-day visit to the campus to consult with various participants.

In the consultant’s report, a number of key elements were articulated including the general observation that UVic is at a point where the institution will need to make critical, strategic decisions about our existing programs, new programs, on-line delivery (the use of which is likely to increase in frequency), and other programs such as certificates, diplomas and course-only Master’s. The report also states that the University of Victoria has significantly diversified its graduate offerings and strengthened its position as a research-intensive institution.

Strategic growth in graduate programs is a central objective in the 2012 UVic Strategic Plan.

Clearly the landscape in graduate education is changing - a strong, equitable and effective governance process is essential to deal with emerging challenges, particularly after our period of rapid growth.

All FGS Faculty members, graduate advisors, graduate students, and non-academic administrative staff should feel that they are well-informed about issues that arise and, furthermore, feel that they are engaged and represented in the decision making processes that are taken to serve our graduate education enterprise at UVic.

However, it is typical for attendance at FGS faculty meetings to be low and unpredictable. Important matters of policy and regulations, curriculum, and new program proposals are frequently discussed, debated and approved by small numbers of faculty members in attendance. Typically, there is inconsistent representation from the discipline Faculties and there is no specified quorum.

There are many other universities in Canada that use a governance structure for Graduate Studies administration that utilize an elected, centralized Council to ensure that all discipline Faculties have a voice in debating matters of graduate education and to ensure an adequate level of communication and engagement. Several examples are attached to this document as Appendix B.

Graduate student representation in FGS

The only representation for graduate students that currently exists is by way of a single seat in the FGS Graduate Executive committee (specified as the President of the GSS, or designate) and at the FGS general meeting, with voting privileges in both instances.
Proposed Faculty of Graduate Studies Council structure for UVic

It is intended that the membership of the new FGS Council will replace the Senate motions regarding decision making, as approved to date. The new FGS Council would be empowered to exercise the authority of the Faculty of Graduate Studies as set out in the University Act as well as in university policies and regulations.

The new Council will be a novel structure that has several advantages over the existing arrangements used in FGS. The new FGS Council would report to, and make recommendations to the University Senate by way of appropriate Senate committees including Planning, Academic Standards, Curriculum, etc. The new FGS Council would inform the Senate FGS representatives on current issues and developments in FGS.

The new FGS Council would receive input from several other areas by invitation including the AVP Academic & Provost (VPAC), the VP Research (VPR), discipline Deans, VP Student Affairs, VP International Office, the Learning and Teaching Centre (they support TA training and the LATHE program), Co-operative Education and Career Services, the Division of Continuing Studies, the University Librarian, the Registrar, the Associate Vice-President Academic Planning, VP External, VP Development and others as necessary, from time-to-time, as depicted below:

**Proposed FGS governance structure**

One of the first tasks of the FGS Council would be to establish a set of bylaws that specify the meeting frequency, the requirements for minutes and agendas, the quorum, the function and composition of the executive committee, and other procedural items as deemed necessary.

The FGS Council will be chaired by the Dean of Graduate Studies (or in the absence of the Dean, an Associate Dean). The Dean's Assistant will be the recording secretary.

All non-voting members in the Faculty of Graduate Studies Council would have the right to attend FGS Council meetings, to speak, and to ask questions.
Two potential Council models

Two models for a membership structure for a Faculty of Graduate Studies Council for UVic are proposed here for discussion by Senate members and to invite feedback and comments.

Model #1 – Graduate Advisors

In this model, the FGS Council comprises one representative from every academic unit with a graduate program, across all discipline Faculties (as well as the Division of Medical Sciences, the interdisciplinary office and others). These members would be the graduate advisors appointed by the Deans and would represent their colleagues on the FGS Council in all matters of graduate education.

- Provides a regular mechanism for all grad advisors to meet for discussing and approval of best practices, curriculum, policies and new graduate programs and other matters related to UVic graduate education.

- New grad advisors would have a regular opportunity to consult with experienced grad advisors.

- Provides a mechanism for regular two-way communications between the graduate programs and the Office of the Dean. Allows communication of national and international trends in graduate education.

- Significantly increased representation for graduate students, including a representative from the Graduate Student’s Society (GSS) as well as elected members from among current Masters and PhD students from any program in the University.

- Representation from a senior non-academic staff member from the Faculty of Graduate Studies.

- All FGS faculty representatives on various Senate Committees as well as the two FGS representatives elected to the Senate would be ex-officio members (without vote) to aid in keeping Senate apprised on current issues.

Model #2 – Elected membership

In this model, representation on the FGS Council from each Faculty is based on graduate student FTE enrolments. For the example shown (other are of course easily imagined), Faculties receive 1 representative for each 100 FTE of enrolment, with a minimum of 1 and a maximum of 3 (to impose a practical limit on the size of the Council). For reference, the current (2013-2014) FTE graduate enrolments for each Faculty are:

Business (166), Education (428), Engineering (431), Fine Arts (80), HSD (755), Humanities (235), Law (39), Medical Sciences (12), Science (343), Social Sciences (421)

In this model, the elected members could be from among the graduate advisors.
# FGS Council Membership (Model #1 – Graduate Advisors)

## Membership – Faculty of Graduate Studies Council (voting members)

<table>
<thead>
<tr>
<th>Category</th>
<th>Appointment/Term</th>
<th>Number of votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, Faculty of Graduate Studies</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>Associate Dean(s), Faculty of Graduate Studies</td>
<td>Ex officio</td>
<td>2</td>
</tr>
<tr>
<td><strong>Graduate Advisors appointed in each of the Faculties of:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business (3), Education (4), Engineering (3), Fine Arts (5), Humanities (9), HSD (7), Law (1), Science (6) and Social Sciences (7)</td>
<td>Ex officio</td>
<td>45</td>
</tr>
<tr>
<td>Graduate Advisor from Division of Medical Sciences</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>Director of the Office of Interdisciplinary Academic Programs</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>2 PhD students</td>
<td>2 year overlapping terms Elected by and from the graduate students enrolled in a PhD program</td>
<td>2</td>
</tr>
<tr>
<td>2 Master’s students</td>
<td>1 year term Elected by and from the graduate students enrolled in a Master’s program</td>
<td>2</td>
</tr>
<tr>
<td>1 representative from the Graduate Students’ Society (GSS)</td>
<td>1 year term Graduate student representative appointed from the Executive of GSS</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total number of votes from voting members</strong></td>
<td></td>
<td>55</td>
</tr>
</tbody>
</table>

## Membership – Faculty of Graduate Studies Council (non-voting members)

<table>
<thead>
<tr>
<th>Category</th>
<th>Appointment</th>
<th>Number of votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Graduate Studies representatives on Senate (2 faculty + 3 students) and other Senate Committees</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
<tr>
<td>1 graduate librarian</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
<tr>
<td>Director of Graduate Admissions and Records (GARO)</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
<tr>
<td>Non-academic staff from Faculty of Graduate Studies Dean’s Office (Coordinator of Research, Information, and Communications)</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
</tbody>
</table>

**Total Size of Council – 55 voting members + 8 non-voting members = 63**
## FGS Council Membership (Model #2 – Elected members)

<table>
<thead>
<tr>
<th>Category</th>
<th>Appointment/Term</th>
<th>Number of votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, Faculty of Graduate Studies</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>Associate Dean(s), Faculty of Graduate Studies</td>
<td>Ex officio</td>
<td>2</td>
</tr>
<tr>
<td>Regular faculty members from each of the Faculties of:</td>
<td>Elected (possibly from the graduate advisors group in each Faculty)</td>
<td>20</td>
</tr>
<tr>
<td>Business(1), Education(3), Engineering(3), Fine Arts(1), Humanities(2), HSD(3), Law(1), Science(3) and Social Sciences(3) (one rep per 100 graduate student FTEs with Minimum =1, Maximum=3)</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>Graduate Advisor from Division of Medical Sciences</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>Director of the Office of Interdisciplinary Academic Programs</td>
<td>Ex officio</td>
<td>1</td>
</tr>
<tr>
<td>2 PhD students</td>
<td>2 year overlapping terms Elected by and from the graduate students enrolled in a PhD program</td>
<td>2</td>
</tr>
<tr>
<td>2 Master's students</td>
<td>1 year term Elected by and from the graduate students enrolled in a Master's program</td>
<td>2</td>
</tr>
<tr>
<td>1 representative from the Graduate Students’ Society (GSS)</td>
<td>1 year term Graduate student representative appointed from the Executive of GSS</td>
<td>1</td>
</tr>
<tr>
<td>Total number of votes from voting members</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

### Membership – Faculty of Graduate Studies Council (non-voting members)

<table>
<thead>
<tr>
<th>Category</th>
<th>Appointment</th>
<th>Number of votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Graduate Studies representatives on Senate (2 faculty + 3 students) and other Senate Committees</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
<tr>
<td>1 graduate librarian</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
<tr>
<td>Director of Graduate Admissions and Records (GARO)</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
<tr>
<td>Non-academic staff from Faculty of Graduate Studies Dean’s Office (Coordinator of Research, Information, and Communications)</td>
<td>Ex officio</td>
<td>Non-voting</td>
</tr>
</tbody>
</table>

**Total Size of Council – 30 voting members + 8 non-voting members = 38**
Appendix A:

Current FGS membership guidelines

1.0 Categories of Members

1.1 Faculty Members

1.11 Ongoing Appointments

All full-time faculty members in the department which offer graduate degrees may be considered for appointment to the Faculty in accordance with the criteria and procedure outlined below.

1.12 Term Appointments

1.121 Full-time faculty members from departments which do not offer regular graduate programs may be appointed for a designated time period.

1.122 New faculty members will normally be appointed to this category.

1.2 Adjunct Faculty Members

1.21 Emeritus faculty, with ongoing research commitments, may be appointed as adjunct faculty members. Persons who participate in the graduate program may be appointed in the same category. These include visiting faculty, part-time faculty, qualified professionals from outside institutions (e.g., research facilities, government departments, etc.) Adjunct appointees will be non-voting members. Adjunct faculty members may serve as thesis/dissertation co-supervisors.

1.22 The Dean may grant temporary adjunct status to individuals required to teach a graduate course on a casual basis.

1.23 In special circumstances, faculty members may be offered a term appointment to provide the opportunity for ongoing work to be completed.

2.0 Term of Appointment and Reappointment

2.1 Ongoing appointments and reappointments will be for six years.

2.2 Term appointments will be made from one to three years.

2.3 Adjunct appointments will be made for a period of four months to not longer than three years.

2.4 The date of termination will be 31 December for appointments of one year or more.

3.0 Criteria for Membership

Faculty memberships shall satisfy both of the following criteria:

3.1 A demonstrated continuing commitment to scholarship, professional or (where appropriate) artistic achievement. A doctoral degree will normally be required.

3.2 An expressed interest in and a commitment to the teaching of and supervision of graduate students.
Appendix B:

Graduate Studies Council Memberships at Comparator Institutions (information as available from institution web sites)

<table>
<thead>
<tr>
<th>Membership</th>
<th>University of Manitoba</th>
<th>Dalhousie University</th>
<th>University of Calgary</th>
<th>Queen's University</th>
</tr>
</thead>
<tbody>
<tr>
<td>University President</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vice-Presidents</td>
<td>No</td>
<td>No</td>
<td>Yes - 2</td>
<td>Yes, Dean of GS also AVP</td>
</tr>
<tr>
<td>Dean of Graduate Studies</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td>No</td>
<td>No</td>
<td>Associate Vice-Provost</td>
<td>No</td>
</tr>
<tr>
<td>Library Representative</td>
<td>Director of Libraries</td>
<td>Assistant University Librarian</td>
<td>Yes - title not specified</td>
<td>No</td>
</tr>
<tr>
<td>Assoc. Deans Graduate Studies</td>
<td>Yes</td>
<td>Yes - 1</td>
<td>Yes - 4</td>
<td>Yes</td>
</tr>
<tr>
<td>Member of Senate</td>
<td>No</td>
<td>No</td>
<td>One</td>
<td>No</td>
</tr>
<tr>
<td>Deans and Directors</td>
<td>Yes from every faculty/dept that has a graduate program</td>
<td>No</td>
<td>No</td>
<td>Assoc. Deans of Graduate Studies of the Faculties/School</td>
</tr>
<tr>
<td>Student Representatives</td>
<td>14 Students Total - 4 Reps from the GSA Council and 2 elected students from each of the five functional areas</td>
<td>Three Student Reps &amp; 1 Post-Doc</td>
<td>President; VP Academic; VP Student Life and VP Finance</td>
<td>President or delegate and graduate student Senator</td>
</tr>
<tr>
<td>Graduate Program Directors</td>
<td>Yes, every dept offering a grad program has one elected member or 2 members if dept has more than 30 full time grad students</td>
<td>Elected Faculty Members (21)</td>
<td>One from every dept with GS Program (62 Total)</td>
<td>Chairs of the Faculty Graduate Councils</td>
</tr>
<tr>
<td>Assoc. Deans Research (Faculty Level)</td>
<td>No</td>
<td>No</td>
<td>Ten</td>
<td>No</td>
</tr>
<tr>
<td>FGS Officers</td>
<td>No</td>
<td>One</td>
<td>Two</td>
<td>Senior Officer</td>
</tr>
</tbody>
</table>
To: Senate
From: Carmen Charette, Vice-President External Relations
Date: 11 February 2014
Re: Art Collections Policy (BP3310)

Since the arrival of Mary Jo Hughes as Director of the University of Victoria Legacy Art Gallery over a year and a half ago, we have been engaged in discussions with many stakeholders across campus and beyond about the role, mission, policies and procedures for the gallery.

The purpose of this document is to address the need identified for updates to the gallery’s major policies as requirements for our Category A status with the Canadian Cultural Properties Export Review Board (CCPERB) through Canadian Heritage. Category A status allows us to provide our donors with enhanced tax receipts when they donate artworks of outstanding significance and national importance that are to be preserved in certified Canadian institutions and made accessible to the public. It is essential to our standing as a reputable museum in Canada. Furthermore, these updated policies are required for government grant applications which provide vital funding for programming and student staffing.

Board of Governors (BOG) approval will be sought in March for the Museum Policy and the Art Collections Policy as described below. Senate approval is required for the Art Collections Policy prior to submission to the BOG as the University Act section 37(1)(m) states that the Senate has jurisdiction:

(m) to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.

The draft Museum Policy and the draft Procedures for Art Collections are attached for context. The Procedures are approved by, and under the authority of, the Vice-President External Relations.

- **The Museum Policy** (BP3305) replaces the Maltwood Museum and Gallery Policy (BP3300), which was most recently updated in 1999. Since the last update many changes have occurred that make it necessary to update this policy including: change of name of the museum; move of main administrative offices to a downtown venue; expansion of mandate to serve both campus and wider community; rapid expansion of the permanent collection; and a new understanding that the Maltwood collection is part of larger permanent collection as a whole.

- **The Art Collections Policy** (BP3310) replaces the Maltwood Art Museum and Gallery Collecting Policy dated 1978. The proposed Art Collections Policy and its associated Art Collections Procedures establish the principles and processes for the development, refinement, access, and care of the Permanent Collection in a consistent and professional manner according to the requirements of CCPERB and national and international museum standards. The policy reiterates that the permanent collection exists to support the university’s academic and outreach missions and is intended to be accessible to audiences today while preserved as a cultural trust for the benefit of future generations.
The Canadian Museum Association outlines what is expected in a collections policy:

*One of the most fundamental stewardship responsibilities of museums is the development of collection policies; these should relate directly to the mandate of the institution. Their purpose is to guide decisions concerning selection, acquisition, care, use, documentation and disposal of museum collections, taking into consideration long-term implications, as well as immediate, logistical issues. Such policies should identify the range of institutional collecting activities and the museum’s priorities, in terms of the use(s) it intends to make of future acquisitions.*

*Collections policies should be clearly written, widely distributed and provide for development of complementary procedures; they must be approved by the governing authority and reviewed regularly.* ((Canadian Museum Association Ethical Guidelines, (1999), p. 6)

The development of the Art Collections Policy and Procedures included a review of peer institutions and industry best practices, a gap analysis and consultation over the past year with stakeholders including key donors, Legacy Art Galleries staff, University Secretary, the Executive, VP External Relations, the Deans and the Legacy Art Collections Committee which includes representatives from History in Art, Anthropology, Visual Arts, Library, Development, and the larger arts community.

**Recommended Motion:**

*That Senate approve, and recommend to the Board of Governors that it approve, the Art Collections Policy (BP3310).*

**Use of the Art Collections for academic mission and community outreach:**

It is not the purpose of the Art Collections policy to outline the processes in which the collection is used for the academic mandate. We are now broadening the conversation about the various possibilities for developing programming that further addresses the research and teaching interests of our academic community through existing relationships and processes (including the Exhibition and Programming Committee) and possible new approaches. Following a recent presentation to Deans’ Council, we are proceeding with the following initiatives to build a common understanding and a framework to achieve our common objectives:

1) The creation of an Advisory Committee/Board made up of members of UVic and the community-at-large. This consultative body will advise and support the Director and staff with respect to the Legacy Art Galleries’ overarching role, strategic direction and priority setting in relation to its mandate to support teaching and research and its community outreach goal.

2) Increasing the membership of our existing Exhibition and Public Programming Committee. This committee currently meets two to three times per year to consult with Legacy staff on the content of the exhibition schedule, the types of ancillary programs offered and other university and community collaborations.

3) The inclusion of student representatives on Legacy committees (the Art Collections Committee; the Exhibition and Public Programming Committee; and the Advisory Committee).

Attached for information is a brief report on the many ways that the Legacy Art Galleries serve the university’s academic and community missions by providing learning and research mobilization opportunities.

**Attachments:**

- Draft Art Collections Policy (BP3310)
- Draft Procedures for Art Collections
- Draft Museum Policy (BP3305)
- Report on Legacy Art Galleries Learning Opportunities
ART COLLECTIONS

University Policy No: BP3310
Classification: External Relations
Approving Authority: Board of Governors and Senate
Effective Date: __________ , 2014
Supersedes: New
Last Editorial Change:
Mandated Review: Annually

Associated Procedures:
Procedures for Art Collections
Terms of Reference for Art Collections Committee

PURPOSE

1.00 This policy establishes the provisions for the successful development, refinement, access, and care of the Permanent Collection of the University of Victoria Legacy Art Galleries (hereinafter “Legacy”).

DEFINITIONS

For the purposes of this policy:

2.00 University refers specifically to the University of Victoria.

3.00 Artwork refers to a physical object considered to be an artistic creation.

4.00 Permanent Collection encompasses the University's art collections, which are entrusted to Legacy, having entered its care through the formal process of Acquisition as detailed Procedures for Art Collections.

5.00 Acquisition refers to an Artwork that has entered the Permanent Collection.

6.00 Deaccessioning refers to the permanent removal of one or more Artworks from the Permanent Collection.

7.00 Commissioning refers to the act of hiring and paying for the creation of an Artwork.

8.00 Repatriation refers to the legal return of Artwork to original or former owners including individuals, institutions, or communities.
SCOPE

9.00 This policy and its associated procedures apply to the Artwork entrusted to Legacy in its Permanent Collection. This policy does not apply to the varied collections of art and artifacts that may exist at the University and its divisions outside of the jurisdiction of Legacy.

POLICY

10.00 The Permanent Collection exists to support the University’s academic use in research and teaching and community outreach mission. It is intended to be accessible to audiences today while being preserved as a cultural trust for the benefit of future generations.

11.00 The future development of the Permanent Collection shall be founded upon principles of quality and artistic merit, building upon existing strengths and relating to the University’s academic use in research and teaching.

12.00 Legacy will support local, provincial, national and international access to the Permanent Collection through research and study, exhibition, publication, Internet access, and loans of Artwork on campus and to other public museums based on resource availability and according to Procedures for Art Collections.

13.00 In all collection activities Legacy will meet the highest professional standards in compliance with international museological principles and ethics, following provincial, national and international laws, agreements and treaties.

14.00 The Legacy director and employees are responsible for the care of the Permanent Collection. Only Legacy employees shall handle Artwork or authorize its handling.

Art Collections Committee

15.00 There will exist a standing committee called the Art Collections Committee (hereinafter called the “Committee”), which will make decisions with respect to Acquisition and Deaccessioning of Artwork for the Permanent Collection. The composition, roles, and activities of the Committee are detailed in the Terms of Reference for Art Collections Committee (Appendix A), which are approved by the Vice President External Relations.

Acquisition and Deaccessioning

16.00 Legacy develops the Permanent Collection through Acquisition, including donations (gifts and bequests), exchange, purchase and Commissioning, and through Deaccessioning, including Repatriation when appropriate.

16.01 Acquisitions to and Deaccessioning from the Permanent Collection will be done in accordance with this policy, the Procedures for Art Collections and the Fundraising and Gift Acceptance Policy.
17.00 All Acquisition and Deaccessioning activity by Legacy is undertaken in an arm's-length relationship with the parties involved.

18.00 All donations of Artwork to Legacy are irrevocable upon formal transfer of title to the University determined by the date of countersigning on the deed of gift.

19.00 Deaccessioning is undertaken at Legacy to refine and improve the quality and appropriateness of the Permanent Collection.

19.01 Deaccessioning shall be approached with caution on a case-by-case basis, following a rigorous process for Deaccessioning and disposal, and will not be governed by current fashion or individual taste of Legacy staff members.

20.00 At no time shall a University employee, member of the Board of Governors, or anyone connected with the University in any formal way, including membership on a committee or under contract, be permitted to acquire a Deaccessioned Artwork directly from the University.

21.00 Deaccessioning shall not serve as a means for generating operating funds.

Loans
22.00 All loans of Artwork either from the Legacy Permanent Collection or to the Legacy from other collections or institutions are at the discretion of the director and according to the standards outlined in Procedures for Art Collections.

22.01 A select number of Artworks from Legacy’s Permanent Collection will be available for temporary loan on campus to enliven working and learning environments.

22.02 No Artwork certified as Cultural Property shall go out on loan to campus buildings that are not designated as Category A facilities.

22.03 No loans of Artwork will be made to private individuals.

Records
23.00 Legacy will maintain a comprehensive system of records associated with each Artwork in its care in perpetuity according to Procedures for Art Collections.

Reproduction and copyright
24.00 Legacy complies with all Canadian copyright legislation pertaining to the reproduction of artists’ Artwork in the Permanent Collection and on loan.

AUTHORITIES AND OFFICERS
i) Approving Authority: Board of Governors
ii) Designated Executive Officer: Vice-President External Relations
iii) Procedural Authority: Vice-President External Relations
iv) Procedural Officer: Director, Legacy
RELEVANT LEGISLATION
Income Tax Act

RELEVANT POLICIES AND DOCUMENTS
University of Victoria Strategic Plan
Fundraising and Gift Acceptance Policy (ER4105)
Records Management Policy (IM7700)
Protection of Privacy Policy (GV0235)
Canadian Museum Association Ethical Guidelines
ICOM Code of Professional Ethics
Cultural Property Export and Import Act, 1985
Copyright Act (R.S.C., 1985, c. C-42)
PROCEDURES FOR ART COLLECTIONS

Procedural Authority: Vice-President External Relations
Procedural Officer: Director, Legacy

Effective Date: _______, 2014
Supersedes: New
Last Editorial Changes:

Parent Policy: Art Collections Policy (BP3310)

PURPOSE

1.00 These procedures set out the processes for the successful development, refinement, access, and care of the Permanent Collection of the University of Victoria Legacy Art Galleries (hereinafter “Legacy”).

DEFINITIONS

For the purposes of these procedures:

2.00 The definitions contained within the Art Collections Policy (BP3310) apply to these procedures.

3.00 Fair Market Value means the highest price, expressed in a dollar amount, that the property would bring, in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

4.00 Public Art refers to Artwork in any media that has been planned and executed with the specific intention of being sited in a public space either outdoors or in publically accessible buildings.

PROCEDURES

Acquisitions

5.00 Proposed Acquisitions (donations, exchanges, and purchases) are presented to the Art Collections Committee (hereinafter the “Committee”) and recommended for Acquisition by the director or curator.

6.00 The Committee members have authority to vote on whether each proposed Acquisition of Artwork should enter the Permanent Collection. The Committee may reject a proposed Acquisition if any one of the following criteria is not met:

   a) Artwork is relevant to the Permanent Collection, present and future, and to the Legacy’s mission to support the University’s academic use in research and teaching;
b) Artwork is in a condition suitable for exhibition relevant to its age;
c) Artwork has artistic merit;
d) Artwork meets a standard of quality, which is measured in terms of the total production of an artist within the pertinent area and the substance of the particular Artwork;
e) Artwork is deemed authentic in the academic opinion of the director;
f) Artwork demonstrates a use value, which is measured in terms of how the Artwork will be used in the future in the context of exhibitions, programs, and research;
g) Legacy has adequate resources for the acquisition, maintenance, conservation, storage, access for research and display of the Artwork;
h) The provenance of the Artwork is known and there is proof that the donor has clear legal title to it;
i) The donation of the Artwork is made with unrestricted terms, free of any conditions imposed by the donor, including, but not limited to, the condition of Legacy achieving a certain appraised value, or Legacy committing to permanent display.

7.00 Careful consideration must be given to embarking on new areas of collecting, and therefore an assessment of the direction and strengths of the Permanent Collection shall be conducted annually with the Committee.

8.00 Following ratification at a formal Committee meeting, each Artwork entering the Permanent Collection shall be recorded in the official meeting minutes and shall be assigned a permanent accession number.

9.00 If a donor requires a tax receipt for a donation in a given year, the Artwork must be offered to Legacy in writing by October 1 and presented to the Committee before the final Committee meeting of the year, normally the end of October.

10.00 In certain instances for purchases or donations from outside the Capital Region, the Committee may assess the Artwork first in photographic image to determine an expression of interest prior to shipping the Artwork to Legacy.

11.00 Artwork must be in Legacy’s possession by December 31 to qualify as an Acquisition for that tax year as per Canada Revenue Agency (hereinafter “CRA”) requirements.

12.00 While donor expectations concerning tax credits and other fiscal considerations such as Fair Market Value are appropriately respected, such expectations do not drive Legacy’s collecting practices, nor will Legacy deviate from best practice standards in order to meet any such expectations.

13.00 The director is responsible for determining whether a gift has appropriate qualifications to be eligible for application to Canadian Cultural Property Export and Import Review Board (hereinafter “CCPERB”) for certification. Legacy will prepare and submit the application.
14.00 In the case where a CCPERB receipt is desired, certification will be for the tax year in which the gift is formally accepted by the Committee into the Permanent Collection even if the CCPERB certification meeting occurs in the subsequent calendar year. However neither the Committee nor the Legacy staff can guarantee approval of certification by CCPERB.

15.00 Expenses associated with a donor’s gift (e.g. appraisals, shipping) shall in most cases be paid by the donor.

16.00 Legacy staff may make in-house appraisals for Artwork with a Fair Market Value up to $1,000 per Artwork as per CRA Summary Policy CSP-F07, Appraisal.

17.00 When offered a donation, Legacy staff will notify the Development Office, to determine if there is an existing relationship with the donor and if a development officer needs to be involved to manage the donor relationship.

18.00 In the rare circumstance when Legacy considers Commissioning an Artwork for the Permanent Collection, an ad hoc committee including the Director and Collections Committee chair and other campus stakeholders, will create and approve the terms and conditions of the commission and make the selection of a short-list, if necessary, and of the final Artwork. Professional standards for Commissioning an Artwork shall be followed.

19.00 All Commissioning of Public Art intended to be accessioned into the Permanent Collection shall include a fund to install and assist with ongoing upkeep of the Artwork in order that Legacy does not suffer a financial burden in the future.

Deaccessioning

20.00 Artworks for Deaccessioning are determined and presented with a full justification to the Committee by the director or curator. The justification must contain explanation of criteria for the Deaccessioning and a declaration of the intention for disposal.

21.00 Artworks may be considered for Deaccessioning from the Permanent Collection based on any one or more of the following criteria:
   a) Irrelevance to the Permanent Collection;
   b) Duplication;
   c) Inferior quality;
   d) Poor condition;
   e) Public safety concerns;
   f) Inability for Legacy to meet standards of care or storage requirements;
   g) Questionable authenticity, attribution, or provenance;
   h) Political and legal concerns.

22.00 Prior to Deaccessioning, the Artwork shall be researched thoroughly, documented, and photographed, and the process of Deaccessioning thoroughly documented including the justification. The records related to the deaccessioned Artwork shall be maintained by Legacy on a permanent basis.
23.00 Prior to the Committee meeting Legacy staff shall ascertain that there are no legal, time-related or other restrictions against disposal of the Artwork and that the disposal will not contravene CCPERB regulations or other legislation.

24.00 Legacy will work with the relevant University development officer to make every reasonable effort to advise donors or their immediate family or any other appropriate interested parties about plans for Deaccessioning.

25.00 In the case of an Artwork by a living Canadian artist, the director or curator shall contact the artist prior to making any recommendations.

26.00 In cases when an Artwork has been accidentally destroyed or permanently lost, the Artwork will be deaccessioned from the Permanent Collection. Any funds derived from this loss, such as payment from insurance, will be credited to Legacy for purchase of Artwork for the Permanent Collection or for use for conservation or care of Artwork in the Permanent Collection.

Disposal of Deaccessioned artworks

27.00 The director shall recommend the means of disposal of deaccessioned artworks.

28.00 Means of disposal of Artwork may include:
   a) Donation to or exchange with another qualified donee;
   b) Sale;
   c) Intentional destruction; or
   d) Repatriation.

29.00 When an Artwork has been disposed of, the director will ensure that the relevant documents are sent to the office of Finance and Operations to ensure the disposal is recorded in the financial records of the University.

30.00 In circumstances other than accidental destruction or loss, the manner of disposal should be in the best interest of the University, the community it serves, and the public trust placed in it.

31.00 In the case where Artworks are in suitable condition, every effort should be made to ensure that the Artwork remains in the public domain. As a result, sale at Fair Market Value to or exchange with another public institution that can provide the highest degree of care for and make the most appropriate use of the Artwork will be the first course of action pursued. The University will do its utmost to ensure that a deaccessioned Artwork which is significant to Canadian cultural heritage is retained in Canada.

32.00 If disposal is by outright sale, sale by public auction is preferable.

33.00 Artwork can be intentionally destroyed if it is determined:
   a) To be inauthentic, such as a forgery or reproduction, and of no archival or documentary value; or
b) To substantially lack physical integrity to the point that it cannot reasonably be preserved.

34.00 Where disposal involves the transfer of ownership, appropriate legal documents shall be obtained.

**Use of Deaccession Proceeds**

35.00 All proceeds realized from disposal will be credited to Legacy for purchase of Artwork or use for conservation of Artwork in the Permanent Collection.

36.00 If the funds for an Acquisition come from the disposal of a donation, and if it is appropriate, the name of the donor should be attached to the Artwork so acquired.

**Repatriation**

37.00 With regard to questions concerning legitimate title or discovery that an Artwork is stolen, legal counsel will be sought.

38.00 In order avoid the future need to repatriate Artwork in the Permanent Collection Legacy will:

   a) Maintain research of origins and titles of artworks;
   b) Maintain knowledge of up-to-date information on international and national inventories of lost and stolen Artwork;
   c) Refuse cultural objects from any occupied country;
   d) Maintain complete documentation related to repatriation or questions about legal ownership of Artworks in the Permanent Collection.

**Care of collections**

39.00 Legacy will uphold museum standards of care for Artworks involving the following fundamental elements:

   a) Security (e.g. protection against theft, vandalism, fire, flood and other disasters);
   b) Environmental controls (e.g. temperature, relative humidity, intensity and quality of lighting, and airborne contaminants);
   c) Appropriate methods and conditions for handling and storing Artworks that are in line with indefinite preservation.

40.00 It is the responsibility of the director to ensure that professional standards are met in the methods and conditions under which the following activities occur:

   a) Display and providing study access to Artwork;
   b) Installation and de-installation of Artwork in exhibitions;
   c) Exhibition lighting;
   d) Matting and framing of Artwork;
   e) Transportation of Artwork on or off campus;
   f) Storage of Artwork.

41.00 Artwork on loan to Legacy will be subject to the same standard of care as Artwork in Legacy's Permanent Collection.
42.00 Artwork certified as Cultural Property through CCPERB shall only be stored or displayed in facilities granted Category A status through the CCPERB designation process.

43.00 All permanent members of Legacy staff will have the appropriate level of training for handling Artwork and any temporary employees involved with handling Artwork will be trained by Legacy staff to the appropriate level for the safe handling of Artwork.

44.00 The director is responsible for initiating any conservation action on an Artwork. Such work will not be undertaken without consultation with a member of Legacy staff.

45.00 The director will work with the office of the VP Finance and Operations to ensure that the Artwork is appropriately insured.

Loans: Temporary Loans (Out)

46.00 Official requests for loans must be made in writing to the director whose final authority it is to approve or deny the loan based on borrower’s ability to meet standards of care.

47.00 Borrowers must sign a loan agreement prepared by Legacy staff and assume all costs related to loans including packing, crating, shipping, insurance, customs fees, conservation and other necessary costs as agreed to between the borrower and Legacy.

48.00 Loans of Artwork outside of the University will only be made to public institutions that can insure that professional standards of care will be met.

49.00 Only institutions designated as Category A by the Movable Cultural Property Program through the Department of Canadian Heritage shall borrow Artwork certified by CCPERB as cultural property from the Legacy’s Permanent Collection.

50.00 Legacy staff will ensure that all Artwork selected for loan is in sound condition, fully documented, and capable of the required transport.

51.00 Loans from the Permanent Collection to other institutions are considered for the following reasons:
   a) As part of a traveling exhibit prepared by Legacy or partner for public display;
   b) As part of an exhibition or project, which is deemed by Legacy director to hold curatorial research and interpretation as a priority.

52.00 Any damage or change in condition of loans will be reported to Legacy staff as soon as possible.
53.00 No conservation work, framing or unframing will be undertaken by the borrower without written authorization from Legacy director.

54.00 Loans will be secured for a period not exceeding one year, with the possibility for renewal.

Loans: On Campus

55.00 Before loans are approved for campus locations, the director and/or Legacy staff will assess the appropriateness of the location for the Artwork as per the criteria set out in the Art on Campus Guidelines with regard to light levels, quality of light, environmental conditions and security and the ability for Legacy staff to be able to adequately care for the Artwork while on loan.

56.00 Handling fees will be charged for Artwork on loan as agreed upon by borrower and Legacy.

57.00 Loan Agreements prepared by Legacy staff shall be signed by the borrower prior to installation of Artwork.

58.00 Loan agreements shall be reviewed annually with possibility of renewal, however Legacy reserves the right to recall a loan at any time if conditions of display are deemed to be of risk to the Artwork or if Artwork is required for one Legacy’s exhibitions or research projects.

Loans: (In)

59.00 Loans to Legacy are considered if the Artwork is deemed by the director to be useful for in-house or traveling exhibitions or research.

60.00 Loans receive appropriate levels of documentation and are accompanied by signed agreements defining the time frame of the loan, agreed upon costs, the use of the objects and their images, reproduction rights, insurance coverage and all other terms and conditions of the loan including shipping and handling conditions and requirements.

61.00 Conservation, restoration, or other treatment of loans may be carried out only with the expressed written authorization from the lender.

Long-term Loans: (In)

62.00 All Artwork on loan to Legacy except for exhibition or short-term research purposes shall come before the Committee for ratification. These Artworks are considered Long-term loans.

63.00 Long-term loans must meet the following criteria:
   a) Fall within the collecting parameters of Legacy;
   b) Not cause any resource hardship to Legacy and its operations in terms of budget, storage or human resources;
c) Legacy must have the ability to display or store the loaned Artwork meeting standards of care outlined above;

d) Legacy shall have permission to use the Artwork on Long-term loan as if they were in the collection.

64.00 The owner of the Artwork on Long-term loan shall pay costs of storage and insurance as determined by Legacy staff, unless waived by the agreement of the Committee.

65.00 All Long-term loan agreements shall be reviewed annually.

Access to the Collection
66.00 Access to Artwork in the collection shall be achieved through a combination of museum practice and collaboration and cooperation with internal and external researchers, organizations and institutions.

67.00 Whenever practical or possible Legacy will arrange special consultation with the Artwork, and will make accessible associated documentation, and will support and encourage loans or the publication of current research related to the Artwork.

68.00 The safety of Artwork will take priority over access when it is not reasonable within the resources and facilities of Legacy to provide access.

Records
69.00 Legacy will maintain a comprehensive system of records that includes but is not limited to the following:

a) Documentation pertaining to the provenance and legal title of an Artwork;
b) All correspondence, documents, and other materials pertaining to an accessioned object;
c) Accession and cataloguing data;
d) Photographic documentation;
e) Condition and conservation history;
f) Current and former locations including loan records; and

g) Deaccessioning information.

70.00 Confidential aspects of the records (such as, but not limited to, donor information and insurance values) will be kept confidential and separate from aspects of records shared with researchers following the University Records Management Policy and Procedures (IM7700).

71.00 Working with the University’s office of VP Finance and Operations, Legacy will maintain insurance records for the Permanent Collection.
POLICY ON UNIVERSITY OF VICTORIA ART MUSEUM

University Policy No: BP3305  
Classification: External Relations  
Approving Authority: Board of Governors  
Effective Date: ______________, 2014  
Supersedes: NEW  
Last Editorial Change:  
Mandated Review: _______}, 2020

PURPOSE
1.00 The purpose of this policy is to establish the functions and responsibilities of the University of Victoria Legacy Art Galleries (hereinafter “Legacy”) as the University’s art Museum.

DEFINITIONS
For the purposes of this policy:

2.00 University refers specifically to the University of Victoria.

3.00 Museum is a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment. —International Council of Museums (ICOM) definition.

4.00 Artwork refers to a physical object considered to be an artistic creation.

5.00 Permanent Collection encompasses the University’s art collections, which are entrusted to Legacy, having entered its care through the formal process of Acquisition as detailed in the Art Collections Policy and associated Procedures (BP3310).

6.00 Acquisition refers to an Artwork that has entered the Permanent Collection as detailed in the Art Collections Policy and associated Procedures (BP3310).

7.00 Deaccessioning refers to the permanent removal of one or more Artworks from the Permanent Collection as detailed in the Art Collections Policy and associated Procedures (BP3310).

SCOPE
8.00 This policy applies to the Artworks entrusted to Legacy in its Permanent Collection. This policy does not apply to the varied collections of art and artifacts that may exist in the University and its divisions outside of the jurisdiction of Legacy.
POLICY

9.00 The University shall operate an art Museum called “University of Victoria Legacy Art Galleries” (Legacy) in order to support the University’s mission.

10.00 The major functions of Legacy shall be the following:

10.01 Care and preservation of the Permanent Collection for the benefit of present and future generations.

10.02 Development of the Permanent Collection through Acquisitions and Deaccessioning in accordance with procedures established in the Art Collections Policy and associated Procedures (BP3310).

10.03 Provision of access to the Permanent Collection for the purposes of: academic use in research and teaching; and display in public areas on University properties in accordance with the Art Collections Policy and associated Procedures (BP3310).

10.04 Advancement of the scholarship and knowledge of Artworks in the Permanent Collection through exhibitions, publications, and programs.

10.05 Provision a rotating exhibition program in various venues on and off campus.

AUTHORITIES AND OFFICERS

i) Approving Authority: Board of Governors

ii) Designated Executive Officer: Vice-President External Relations

iii) Procedural Authority: Vice-President External Relations

iv) Procedural Officer: Director, Legacy

RELEVANT POLICIES AND DOCUMENTS

University of Victoria Strategic Plan
Fundraising and Gift Acceptance Policy (ER4105)
Protection of Privacy Policy (GV0235)
Canadian Museum Association Ethical Guidelines
ICOM Code of Professional Ethics

RELATED POLICIES AND PROCEDURES

Art Collection Policy and Procedures (BP3310)
How the University of Victoria Legacy Art Galleries serves the university’s academic and community missions by providing learning and research mobilization opportunities

INTRODUCTION:
The University of Victoria Legacy Art Galleries provides learning and research opportunities that support UVic in its academic and its community-focused missions. This report attempts to capture the range and specific types of learning and research supports that we offer to students and faculty and that also work to link UVic with the broader community. The report is not inclusive of every activity we do such as our collection care and Legacy event space rental program. The entirety of all activities at Legacy is supported by 3.8 FTEs.

Learning and Research Activities
We break down our learning and research activities into three categories: I. Curricular; II. Co-Curricular; and III. Extra-Curricular. The categories have distinctions that are based on the role a particular activity plays within students’ academic and non-academic curriculum. Our curricular and co-curricular contributions most often involve experiential learning activities. Items in the Extra-Curricular category are open to the public as well as to students and therefore also provide learning opportunities for the general public. Indeed many of these target certain audiences. These activities aim to contribute to UVic’s goal to forge stronger relationships between campus and the wider Victoria community, mobilize student and faculty research broadly, and help students to see arts and culture in a broader context.

I. Curricular
The category of gallery-related learning opportunities that can be described as curricular includes those for which some degree of academic credit is given or is a required activity as part of the student’s participation in the course for which academic credit will be awarded.

a) Co-op placements. Each year we work with and fund four co-op students, providing intensive and broad training in all aspects of museum work. Each student learns the workings of the gallery and gains a thorough understanding of museum standards and ethics through hands-on involvement. Further, each student is given a project with substance. Our current student for example is researching and curating an exhibition that will be held in the Legacy Maltwood on campus. These students receive formal credit toward their co-op designation for their experience here (supported by a BC Arts Council Grant).

b) Exhibitions organized with Legacy staff and utilizing the Collection that are part of student’s credit course work or research requirement. While our staff is not responsible for assigning grades or guiding the research, we coordinate and provide intensive support to the final project. This year such exhibitions that were part of the course included: English Department: The Long Now of Ulysses – part of graduate level course taught by Dr. Stephen Ross and Dr. Jentery Sayers; Research by several years of Anthropology students supervised by Dr. Andrea Walsh for the exhibition To Reunite To Honour To Witness; Adalsa: Worlds Biggest Button Blanket exhibition organized through History in Art by Dr. Carolyn Butler Palmer.
c) Gallery Staff Instruction
We also support the academic curriculum when we provide (upon request of faculty members) instruction in the form of guest lectures within a course (leading a segment of a class-seminar at the request of faculty members). The content of this instruction is created by gallery staff dependent on our particular professional expertise. (An example would be an introduction to handling works of art within a course on collections management or leading a seminar on the discussion of careers in the arts).

- In 2013 our core professional staff (Director, Curator, and Collections Coordinator) have all provided guest lectures/workshops on several occasions at both graduate and under-graduate levels. Departments served: History in Art; History; Anthropology, Cultural Resource Management (through Continuing Studies).

d) Facilitation of Curricular Learning (Coordination)
Another area where we support curricular learning includes those opportunities that are facilitated by staff, without staff necessarily directing content: students being supervised while faculty is teaching with a work of art in the galleries or where staff bring collection items out to a classroom for a faculty member to use in their teachings. These endeavours are critical elements of course work.

- In 2013 we have served the following departments through gallery visits or through provision of artwork in the classroom: Anthropology; History in Art; Visual Arts; English, Cultural Resource Management.
- Supervision of undergraduate and graduate students (in 2013 Anthropology and History in Art) while they conducted research using objects in our collection as part of their course work or graduate thesis.

II. Co-Curricular
Co-Curricular activities are facilitated by the three professional staff of the Galleries. These are learning activities related to the student's academic trajectory but are not part of required course work. At Legacy acceptance of students into most of these opportunities are competitive, and preference may be given to students who seek careers in the related fields (although not exclusively, for instance over the past year we mentored students in English, Professional Writing; Public Administration; Health Information Science, Anthropology; History in Art). Learning opportunities in this area involve extensive professional instruction, mentoring, and supervision and (like the supervision of Co-op students), represent a fair commitment of time within our small staff component and are recognized as great experiential learning opportunities.

a) Margaret Russell Graduate Intern (one History in Art Graduate student per year);
b) Work study students (2013 we had six);
c) Summer career placement students (2013 we had three; all UVic students but funded through Federal Young Canada Works or Services Canada programs);
d) Opportunities to mobilize student research through non-paid guest-curator contracts (such as this year HA Graduate student Regan Shrumm presenting her research through the exhibition *Windows into Heaven: Religious Icons in the Legacy Permanent Collection* - co-curated with Dr. Baboula)
e) In 2014 we will launch a formal Volunteer program aimed at allowing students to have further gallery instruction, training, supervision, and hands-on experience.
III. Extra-Curricular

Virtually all aspects of the Galleries’ programs (exhibitions, lectures, workshops, performances, tours, etc.) represent extra-curricular learning opportunities. Such learning opportunities, though hard to quantify, are important to the overall student university experience adding greatly not only to their specific studies or career trajectories but also for those outside of Fine Arts to further develop connections, knowledge, and ideas linked within a broader cultural context. The programming offered to all students (of all disciplines including to international students) through the Legacy Art Galleries contributes to UVic’s development of fully rounded graduates versed within areas of the visual arts and culture that allows them to become part of the extended community. Each exhibition and all the ancillary programs that we offer constitute an extra-curricular learning opportunity.

Most exhibitions represent collaborations with faculty and students and can be recognized as vehicles for showcasing and sharing their research with students and the broader community. Of the ten formal exhibitions produced by Legacy in 2013, seven mobilized the research/practice of faculty members. All ten included research and production by students working in the Work Study and Co-op programs.

a) Formal Exhibitions (providing encounters with art/art history/culture research), both on campus and downtown
   • Approximately ten exhibitions per year, offering learning opportunities around a broad spectrum of artists, disciplines, historical periods, cultural insight, salient topics, and generally access to curatorial and academic research. Many of which feature the mobilization of the research of UVic faculty and students.

   We program formal exhibitions in: the Legacy Downtown; a prints and drawings gallery at the Legacy Maltwood in the Mearns Centre for Learning in the McPherson Library; and the exhibition space in First Peoples House.

b) Informal exhibitions and displays around campus and in Swans Hotel (and other community spaces)
   • UVic has more art on view in public (non-museum) spaces than at any other university in Canada. This Art on Campus program is one thing that distinguishes UVic. In just about every building you will find artwork from the Legacy collection that enlivens our working and learning environments and contributes to teaching.

   Special exhibits can be found in the Cornett Building and throughout the McPherson Library. In the Cornett we have provided a linked website; students can scan QR codes on labels and find further information and links about artists and Coast Salish traditions. Legacy aims to grow this educational enhancement aspect of the Art on Campus program as we move forward. We believe that the display of art around campus should be in service of education and not simply decoration.

   • As part of UVic’s commitment to the Michael Williams estate, Legacy Art Galleries also program Swans Pub and Hotel with over 400 works of art. This helps connect UVic and its collections with the broader community.

   • We also provide art from the collection in Government House; Access Health; Island Medical Program and the Centre for Addiction Research in Vancouver.
c) **Exhibition-Related Programming**

Legacy enhances each exhibition with ancillary programming that gives further opportunities for learning and connecting to culture. Furthermore, these programming events also provide opportunities for UVic faculty to present (mobilize) and share their research. Some of what we have done in the past year include:

- Openings/Receptions
- Artist/Curator/Faculty Talks
- Performances
- Round-tables and workshops
- Curator tours/lectures upon request to community groups (i.e. University Women’s Club; Probus Club; Newcomers Club; local high schools)
- In 2014 we will develop an elementary school tour program linking with BC grades 4 and 10 social studies First Nations curriculum

d) **Web projects and publications related to exhibitions or collection research**

Each year we contribute at least one web project that allows further educational opportunities not only to those who access them but also for the students we supervise in the project development. This year we developed a website with students featuring the work of artist and filmmaker Karl Spreitz with the financial support of the Irving K. Barber Centre at UBC.

We produce two publications on average per year which contribute to the art historical canon and involve collaboration with both our campus and community constituents.

e) **Programming held at Legacy but not organized by Legacy (independent of specific exhibitions)**

- UVic classes/seminars held in Legacy classroom
- City Talks lecture series (organized by UVic Humanities)
- Author talks and book launches
- Musical performances

f) **Workshops**

- Art Collecting and Care workshop open to all (Sept 2013)
- 2013 Exhibition Lighting workshop open to UVic and community cultural workers presented in collaboration with Canadian Conservation Institute, Ottawa

g) **Broader Arts Community Events**

- Integrated Arts Crawl (August);
- Gallery Walk (November);
- Culture Days (September);
- Anti-Matter Film Festival (October);
- Community wide Shakespeare Festival
- AGM of Royal Canadian Academy (June; conducted guided tour of Art on Campus)

h) **Involvement in university community events:**

- Convocation – Legacy provides convocation furniture for each ceremony
- Conferences (i.e., Tours during Congress Conference, Curator’s talk for Canadian Anthropology Society Conference)
- Alumni Week
- 50th Anniversary (and other celebrations/events)
- Legacy as a venue for university events (press announcements; receptions; retreats)