The next open meeting of the Senate of the University of Victoria is scheduled for Friday, November 1, 2013 at 3:30 p.m. in the Bob Wright Centre, Room A104.

*Please note change in room*

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

1. APPROVAL OF THE AGENDA ACTION

2. MINUTES ACTION

   a. October 4, 2013 (SEN-NOV 1/13-1)

   Motion: That the minutes of the open session of the meeting of the Senate held on October 4, 2013 be approved and that the approved minutes be circulated in the usual way.

3. BUSINESS ARISING FROM THE MINUTES

4. REMARKS FROM THE CHAIR INFORMATION

   a. President’s Report

   b. Update on enrolment – R. Tremblay

5. CORRESPONDENCE

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES ACTION

   a. Senate Committee on Academic Standards - Prof. Heather Raven, Chair

   i. Annual Report (SEN-NOV 1/13-2)

   Motion: That Senate receive the 2012/13 annual report of the Senate Committee on Academic Standards for information.
b. Senate Committee on Admission, Re-registration and Transfer –
   Dr. Adam Monahan, Chair

   i. Annual Report *(SEN-NOV 1/13-3)*  
      **Motion:** That Senate receive the 2012/13 annual report of the Senate Committee on Admission, Re-registration and Transfer for information.

   **ACTION**


c. Senate Committee on Agenda and Governance – Prof. Jamie Cassels, Chair

   i. Appointments to the 2013/2014 Senate Standing Committees *(SEN-NOV 1/13-4)*  
      **Motion:** That Senate approve the appointments to the 2013/2014 Senate standing committees for the terms indicated in the attached document, as recommended by the Senate Committee on Agenda and Governance.

   **ACTION**

   ii. Appointment to the Joint Senate Board Retreat Committee *(SEN-NOV 1/13-4)*  
      **Motion:** That Senate approve the appointment of Jared Burnett-McCreery to the Joint Senate Board Retreat Committee effective immediately and ending June 30, 2013, as recommended by the Senate Committee on Agenda and Governance.

   **ACTION**

   iii. Appointments to the Search Committee for the Chancellor *(SEN-NOV 1/13-4)*  
      **Motion:** That Senate approve the appointments of Rebecca Grant and Gina Starblanket to the Search Committee for the Chancellor, as recommended by the Senate Committee on Agenda and Governance.

   **ACTION**

      **INFORMATION**

   v. Consultation on Revisions to the *Rules to Govern the Conduct of Senate Procedures* *(SEN-NOV 1/13-6)*  
      **INFORMATION**
d. Senate Committee on Awards – Dr. Annalee Lepp, Chair

i. New and Revised Undergraduate 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 as recommended by the Senate Committee on Awards:

- Dean’s Science Fair Scholarship (new)
- Robert G. Lawrence Theatre in Canada Scholarship (new)*
- Dr. Chi Shing (CS) Wong Memorial Scholarship (new)*
- Churchill Foundation Vancouver Island’s Shirley Burstall Scholarship (new)*
- Jean Dey Bursary (new)*
- Jean Dey Scholarship (new)*
- Victoria International Running Society Award (new)*
- Maurice Williams Summerhayes Memorial Scholarship (revised)*

*Administered by the University of Victoria Foundation

ii. Undergraduate Financial Aid and Undergraduate Scholarships, Medals and Prizes

Motion: That Senate approve revisions to the Undergraduate Financial Aid and Undergraduate Scholarships, Medals and Prizes section of the Undergraduate Academic Calendar, as set out in the attached document.

iii. Annual Report

Motion: That Senate receive the 2012/2013 annual report of the Senate Committee on Awards for information.

e. Senate Committee on Planning – Dr. Catherine Mateer, Chair

i. Proposal to Move Music Education (Secondary) Teaching Area From Curriculum and Instruction, Faculty of Education to School of Music, Faculty of Fine Arts

Motion: That Senate approve moving the Music Education Program from the Faculty of Education, Department of Curriculum and Instruction to the Faculty of Fine Arts, School of Music.
ii. Discontinuation of the Professional Specialization Certificate in Heritage Conservation Planning (SEN-NOV 1/13-11)

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the discontinuation of the Professional Specialization Certificate in Heritage Conservation Planning.

iii. Discontinuation of the Diploma in Fine Arts (SEN-NOV 1/13-12)

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the discontinuation of the Diploma in Fine Arts.

7. PROPOSALS AND REPORTS FROM FACULTIES

8. OTHER BUSINESS

   a. Joint Senate Board Retreat

9. ADJOURNMENT
A meeting of the Senate of the University of Victoria was held on October 4, 2013 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

1. **APPROVAL OF THE AGENDA**

Prof. Cassels welcomed members of Senate to the first meeting of the year.

**Motion:** (B. Smith/V. Wyatt)  
That the agenda be approved as circulated.  

**CARRIED**

2. **MINUTES**

**Motion:** (M. Purkis/R. Lipson)  
That the minutes of the open session of the meeting of the Senate held on May 3, 2013 be approved and that the approved minutes be circulated in the usual way.  

**CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

   a. **Election of students to Senate from the Faculties of Education, Engineering, Fine Arts and Graduate Studies**

Ms. Andersen reported that student representatives had been acclaimed to Senate from the Faculties of Education and Engineering. She said an election would be held for two student representatives from the Faculty of Graduate Studies. Ms. Andersen said the bios for the six students running for the positions had been distributed with the Senate docket. Ballots were distributed and members of Senate cast their votes.

4. **REMARKS FROM THE CHAIR**

   a. **President’s Report**

Prof. Cassels commented on how honoured he was to have been asked to lead the university and in that capacity how pleased he was, as Chair of Senate, to have an opportunity to work with all members.

Prof. Cassels provided a report on the start of term, highlighting the number of new students and orientation events that were held throughout September. He also reported on his activities on and
off campus over the past few months. In particular, he reported on the campus conversations he was engaging in and said he would come back to Senate to report on these conversations and perhaps engage in some discussion.

With respect to awards, Prof. Cassels reported that three faculty members received membership in the Royal Society of Canada – Dr. Cecelia Benoit, Dr. Ned Dijali and Prof. Judy Fudge.

Prof. Cassels reminded members of Senate that the Congress of the Humanities and Social Sciences was held on campus in June. He thanked co-chairs Dr. Mateer and Mr. Dunsdon for their hard work. Dr. Mateer provided a report on Congress, noting that the event had been a huge success.

b. United Way Presentation

Dr. Purkis, chair of the university’s 2013 United Way campaign provided members of Senate with information about the campaign.

c. Election Results

Dr. Eastman reported that Pavan Arora and Gina Starblanket had been elected to Senate as student representatives from the Faculty of Graduate Studies. She expressed appreciation to all of the candidates for standing for election to Senate.

5. CORRESPONDENCE

a. University of Victoria Financial Statements as at March 31, 2013

There were no questions about the financial statements.

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Agenda and Governance

i. Revisions to the Terms of Reference for the Senate Committee on Academic Standards, the Senate Committee on Awards and the Senate Committee on Planning

Prof. Cassels indicated that the terms of reference for all of the Senate committees were currently under review. Ms. Andersen explained that revisions were being proposed to ensure consistency across committees and to clarify ambiguities within the terms of reference.

Dr. Baer asked about the confidentiality statements being added to the terms of reference. Ms. Andersen commented on the confidential nature of the discussions and documents presented to various Senate committees and said that, at times, it would be appropriate to share information about issues being considered by the Senate committees.

An editorial error was noted in the terms of reference for the Senate Committee on Planning. An amendment was noted.
Motion: (R. Burke/M. Webb)
That Senate approve the revisions to the terms of reference for the Senate Committee on Academic Standards, as recommended by the Senate Committee on Agenda and Governance.

CARRIED
1 OPPOSED

Motion: (K. Gillis/R. Burke)
That Senate approve the revisions to the terms of reference for the Senate Committee on Awards, as recommended by the Senate Committee on Agenda and Governance.

CARRIED
1 OPPOSED

Motion: (K. Gillis/R. Burke)
That Senate approve the revisions to the terms of reference for the Senate Committee on Planning, as recommended by the Senate Committee on Agenda and Governance as amended.

CARRIED
1 OPPOSED

ii. Appointments to the 2013/2014 Senate Committees

Motion: (K. Gillis/M. Webb)
That Senate approve the appointments to the 2013/2014 Senate standing committees for the terms indicated in the attached document, as recommended by the Senate Committee on Agenda and Governance

CARRIED

iii. Appointments to the Joint Senate Board Retreat Committee

Motion: (K. Gillis/M. Webb)
That Senate approve the appointments to the Joint Senate Board Retreat Committee for the terms indicated in the attached document, as recommended by the Senate Committee on Agenda and Governance.

CARRIED

b. Senate Committee on Awards

i. New and Revised Awards

Motion: (A. Lepp/A. Roudsari)
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 as recommended by the Senate Committee on Awards:
• Haig-Brown Award for Conservation Writing (new)
• Dr. Carol Gibson Scholarship (new)
• Crabtree Family Entrance Scholarship (new) *
• Donna Greschner Entrance Scholarship (new) *
• Bull Housser Entrance Scholarship (new)
• David F. Mahoney Memorial Award (new) *
• Margareta H. Von Rudloff Scholarship (new) *
• Alexander and Mary MacKenzie Entrance Scholarship (revised)
• UVic Transfer Scholarship (revised)
• Irene Cohen Scholarship (new)
• Drive Systems Achievement Scholarship (new)
• Victoria Joint Scottish Council Travel Award (new)
• Heather Macartney Memorial Bursary (new) *
• Sean McMillan Memorial Bursary in Philosophy (new)
• Child and Family Counseling Association of Greater Victoria Scholarship (new) *
• Mansell-McLellan Entrance Scholarship (revised) *
• E. Harvey Richardson Bursary (new)
• James A. & Laurette Agnew Memorial Award (new) *
• Ross McLeod Legacy Award (new)*
• Michael Daniska Memorial Bursary (revised) *
• Dennis and Evelyn Kershaw Bursary in Theatre (new) *
• Dennis and Evelyn Kershaw Bursary in Greek and Roman Studies (new) *
• Dr. Trevor John Williams Memorial Award (new) *
• Vikes Honour Roll Award (new)
• Vikes Honour Roll Provost Award for Excellence (new)
• Vikes Recreation Student Leadership Award (revised)
• Micqualyn Scholarship (new)

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CARRIED

c. Senate Committee on Continuing Studies

i. Annual Report

Motion: (M. MacDonald/M. Purkis)
That Senate receive the 2012/13 annual report of the Senate Committee on Continuing Studies for information.

CARRIED
d. Senate Committee on Planning

i. Annual Report for the Senate Committee on Planning

Dr. Mateer noted that, further to the statement on p. 4 of the report regarding program approvals, all proposals submitted to the Ministry had now been approved.

Motion: (M. Purkis/H. Brunt)
That Senate receive the 2012/2013 annual report of the Senate Committee on Continuing Studies for information.

CARRIED

ii. Proposal for a Certificate Program in Medical Physics

Motion: (R. Lipson/D. Capson)
That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a Certificate Program in Medical Physics to be offered by the Faculty of Science, as described in the document “Certificate Program in Medical Physics at the University of Victoria and the BC Cancer Agency – Vancouver Island Centre”, dated May 2013, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

CARRIED

iii. Proposal for a Master of Engineering in Telecommunication and Information Security

Motion: (A. Roudsari/D. Capson)
That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a Master of Engineering in Telecommunication and Information Security to be offered by the Faculty of Engineering, as described in the document “Proposal for the Master of Engineering in Telecommunication and Information Security”, dated April 2013, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval. Once Senate and the Board of Governors have approved the proposal, the proposal must be posted on the Ministry of Advanced Education website for peer review for a period of 30 days.

CARRIED

iv. Annual Report on Status of Academic Program Reviews

Motion: (N. Bassi/M. MacDonald)
That the Senate receive the 2012/13 annual report on the status of academic programs review for information.

CARRIED
7. PROPOSALS AND REPORTS FROM FACULTIES

There was none.

8. OTHER BUSINESS

a. Notification of expiry of Chancellor’s term (Dec. 31/14)

Dr. Eastman reported that Mr. Farmer’s second term as Chancellor would expire on December 31, 2014. She noted he was not eligible for re-appointment. Dr. Eastman explained that a committee would be established in accordance with the Procedures for the Appointment of the Chancellor (GV2095) to recommend the appointment of a new Chancellor.

b. Election of Vice-Chair of Senate

Prof. Cassels reminded members of Senate that the Vice-Chair is elected annually at the October meeting. He said Dr. Keller had served two years and was not eligible for re-election. Prof. Cassels asked for nominations. Ms. Smith nominated Dr. Purkis. Prof. Cassels asked for other nominations. There were no other nominations. Prof. Cassels congratulated Dr. Purkis on being acclaimed as Vice-Chair.

c. University Orator

Motion: (B. Smith/J. Archibald)
That Senate re-appoint Prof. Juliana Saxton as University Orator for a term from July 1, 2013 until June 30, 2014.

CARRIED

There being no other business the meeting was adjourned at 4:10 p.m.
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<td>Julia Eastman</td>
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MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

Effective July 1, 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
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)

BUSI: Rebecca Grant (30/6/16)
      Brock Smith (30/6/15)
EDUC: Carolyn Crippen (30/6/16)
      Mary Kennedy (30/6/14)
ENGR: Peter Driessen (30/6/16)
      Nikolai Dechev (30/6/14)
FINE: Patricia Kostek (30/6/15)
      Lianne McLarty (30/6/16)
GRAD: Sara Beam (30/6/16)
      John Walsh (30/6/14)
HUMA: Abdul Roudsari (30/6/15)
      Esther Sangster-Gormley (30/6/16)
HUMS: Annalee Lepp (30/6/16)
      Laura Parisi (30/6/15)
SCIE: Gillian Calder (30/6/14)
      Mark Gillen (30/6/16)
SCOC: Rosaline Canessa (30/6/15)
      Michael Webb (30/6/14)

MEMBERS ELECTED BY THE FACULTY MEMBERS - Sections 35 (2) (g)

Janni Aragon – SOSC (30/6/15)
Doug Baer – SOSC (30/6/14)
Sikata Banerjee – HUMS (30/6/16)
Alison Chapman – HUMS (30/6/15)
Kathryn Gillis – SCIE (30/6/14)
Reuven Gordon – ENGR (30/6/14)

MEMBERS ELECTED BY THE FACULTY

MEMBERS (continued)

Susan Lewis Hammond–FINE (30/6/14)
Adam Monahan – SCIE (30/6/14)
Leslee Francis Pelton – EDUC (30/6/14)
Ann Stahl – SOSC (30/6/16)
Victoria Wyatt – FINE (30/6/16)
Margot Wilson – SOSC (30/6/15)

MEMBERS ELECTED FROM THE STUDENT ASSOCIATION – Section 35 (2) (h)

Rachel Barr (SOSC) (30/6/14)
Peter Bell (GRAD)
Jared Burnett-McCreery (ENGR)
Nadia Hamdon (SOSC)
Matthew Hammer (HUMS)
Susan Karim (EDUC)
Bowen Macy (SOSC)
Kelsey Mech (SCIE)
Ariel Mishkin (BUSI)
Lucia Heffelfinger Orser (HUMS)
Yianni Pappas-Aceman (LAW)
Emily Rogers (HUMA)
TBA (FINE)
TBA (GRAD)
TBA (GRAD)

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
Registrar: Lauren Charlton
Associate University Secretary: Carrie Andersen
The Senate Committee on Academic Standards met eight times in 2012/13: September 12, 2012, October 24, 2012, November 20, 2012, January 8, 2013 (special meeting), January 10, 2013, February 7, 2013, March 7, 2013, April 17, 2013 and May 23, 2013. The committee considered a number of issues over the course of the year, including:

- a) approval of the convocation lists of the faculties;
- b) review of the Policy on Academic Integrity
- c) proposal regarding WE registration status
- d) implementation of percentage grading;
- e) requirements for declaration of major programs; and
- f) proposals from other Senate committees.

Approval of the convocation lists of the faculties

At its October 2012 and May 2013 meetings, under authority from Senate, the committee approved the fall and spring convocation lists. The deans of the faculties or a designate were in attendance. The committee also considered and approved one posthumous degree in 2012.

At a special meeting of the committee on January 8, 2013, the committee waived degree requirements for a PhD student under exceptional students and granted the student a PhD, as recommended by the relevant deans.

Review of the Policy on Academic Integrity

The committee continued to review the Policy on Academic Integrity and the matter was discussed at the November and January meetings. Consultation with key stakeholders, including the deans, the Senate Committee on Learning and Teaching, and the Faculty of Graduate Studies, was conducted and revisions were approved by the committee at its meeting on February 7, 2013. Some of the issues considered by the committee included permanent notation on transcript, jurisdiction, range of penalties and access to records. Senate approved the revisions to the policy at its March 2013 meeting.
Proposal Regarding WE registration Status

The proposal to introduce new grade/status “WE” for undergraduate and graduate students was carried over from 2011/12 and was considered at each meeting from September to February. Significant consultation was carried out by the committee during that time, particularly with the deans (and through them, faculty members), the Faculty of Graduate Studies, student representatives and the Ombudsperson. Some of the issues considered included standardization of application, criteria for conferring status, and whether the new grade/status should replace back-dated drops. The proposal was approved at the March 2013 meeting of Senate and implementation of the changes is being carried out by the Registrar.

Implementation of Percentage Grading

At the September meeting, the committee was notified of the decision to delay the implementation of percentage grading so as not to delay a number of other important projects. At the April meeting, a revised proposal was presented for consideration and the committee agreed not to proceed with two earlier Senate motions regarding the conversion of units into credits and change from the 9 point grade point scale to a 4.33 grade point average scale. The committee agreed instead to include percentage grading on the transcript and to revise wording related to the graduate, undergraduate and law grading scales in the academic calendar. The proposal was approved at the May 2013 meeting of Senate.

Requirements for Declaration of Major Programs

A proposal regarding requirements for the declaration of major programs was presented to the committee for preliminary consultation at the September meeting. Issues discussed included incentives for students to declare, practicality of early declaration for all programs, and how and when students should declare a major. It was expected that the working group overseeing the project would bring a proposal back to the committee for further consideration in 2013/14.

Proposals from Other Senate Committees

At the November and March meetings, the committee reviewed a proposal from the Senate Committee on Admission, Re-registration and Transfer regarding the Faculty of Science’s proposal to change admissions requirements and provided feedback.

At the January and February meetings, the committee reviewed a proposal from the Senate Committee on Admission, Re-registration and Transfer regarding the Faculty of Engineering’s proposal to change admissions requirements and provided feedback.

In February, the committee provided input to the draft report and recommendations from the Ad hoc Senate Committee to Consider the Curriculum Process.

In April the committee provided input to the Senate Committee on Learning and Teaching regarding the proposed University of Victoria Learning and Teaching Statement.

Respectfully submitted,

2013/2014 Senate Committee on Academic Standards
Heather Raven (Chair), Faculty of Law
Bert Annear, Director, Graduate Admissions and Records
Stan Bardal, Division of Medical Sciences
Nav Bassi, Convocation Senator
Sara Beam, Faculty of Graduate Studies
Kathleen Boland, Associate Registrar
Rosaline Canessa, Faculty of Social Sciences
Lauren Charlton, Registrar
Nikolai Dechev, Faculty of Engineering
David Harrington, Faculty of Science
Cindy Holder, Associate Dean Academic Advising (HUMS, SCIE, SOSC)
Susan Karim, Student Senator
Catherine Mateer, Associate Vice-President Academic Planning (President’s nominee)
Norah McRae, Director, Cooperative Education and Career Services
Ariel Mishkin, Undergraduate Student
Michael Nowlin, Faculty of Humanities
Yianni Pappas-Acreman, Student Senator
Tim Pelton, Faculty of Education
Brian Pollick, Graduate Student
Abdul Roudsari, Faculty of Human and Social Development
Richard Rush, Division of Continuing Studies
Brock Smith, Peter B. Gustavson School of Business
Reeta Tremblay, Vice-President Academic and Provost
Cindy Holder, Associate Dean Academic Advising (Faculties of Humanities, Science and Social Sciences)
Catherine Mateer, Associate VP Academic Planning
Kelsey Mech, Student Senator
Janet Pivnick, Division of Continuing Studies
Brian Pollick, GSS Representative
Alison Preece, Education
Heather Raven, Law
Emily Rogers, Student Senator
Abdul Roudsari, Human and Social Development
Yang Shi, Engineering
Lincoln Shlensky, Graduate Studies
Brock Smith, Peter B. Gustavson School of Business
Reeta Tremblay, Vice-President Academic and Provost
Ariel Tseng, UVSS Representative
Carrie Andersen, Acting University Secretary
Sally Eshuys, Acting Associate University Secretary (Secretary)
The Senate Committee on Admission, Re-Registration and Transfer consisted of:

Dr. Adam Monahan (Earth and Ocean Sciences), Chair (on leave Jan 1, 2013 – June 30, 2013)
Dr. Sandy Briggs (Chemistry) Jan 1, 2013 – June 30, 2013
Dr. Kenneth Stewart (Economics) (Chair Jan 1, 2013 – June 30, 2013)
Dr. Tim Haskett (Representative to the BC Council on BCCAT, ex-o)
Dr. Eva Baboula (History in Art) Jan 1, 2013 – June 30, 2013
Ms. Leslee Francis Pelton (Curriculum & Instruction)
Mr. Joel Lynn (Director, Student Services, ex-o)
Ms. Anne Heinl (Undergraduate Advising Officer, ex-o)
Dr. Linda Hannah (Convocation)
Dr. Cindy Holder (Associate Dean Academic Advising Faculties of Science, Social Sciences and Humanities)
Ms. Susan Dempsey (Counselling Services, ex-o)
Ms. Lauren Charlton (Registrar)
Ms. Kathleen Boland (Associate Registrar, Operations and Systems, ex-o)
Rachel Barr (Student Senator) July 1, 2013 – Aug 30, 2013
David Foster (Student Representative)
Emily Roger (Student Representative) Sept 1, 2012 – June 30, 2013
Emilie Henriksen (Student Senator) Sept 1, 2012 – June 30, 2013

SEPTEMBER 1, 2011 – AUGUST 31, 2012

The Senate Committee on Admission, Re-Registration and Transfer held 13 meetings during the period September 1, 2012 to August 31, 2013 inclusive. There were 3 meetings cancelled due to no quorum. There was a total of 39 appeals (18 from Undergraduate Admissions and 21 from Undergraduate Records) submitted by students. The results: 15 were accepted; 24 were rejected.
The Senate Committee on Admission, Re-Registration and Transfer (SCART) also considered various items/issues. The most noteworthy are as follows:

1. Committee considered policies regarding readmission after 3rd and subsequent RTWs. This is still under consideration by the committee.

2. The committee approved a motion put forward by Wendy Joyce and Lauren Charlton regarding a Memorandum of Understanding with Douglas College, dealing with transfer credit for courses taken through the “Certificate in Academic Foundations”. The proposal states: “A minimum of 24 credits in the 30-credit program must be for courses transferable to Uvic as listed in the BC Transfer Guide. Up to 6 credits will be granted general elective credit for other university level courses that are currently applicable to the Associate Degree; that is, they are listed in the BC Transfer Guide as transferable to at least one of SFU, UBC/UBCO, or UNBC.”

3. The Committee approved a proposed 2014/15 calendar change from the Faculty of Science requiring a minimum mathematics admission requirement of 60% (C) for Principles of Mathematics 12 or Pre-calculus 12.

4. One problematic failure-to-disclose case was taken by the student to the Office of the Ombudsperson. This led to some liaison between the Ombudsperson and the Admissions Office, with a view to improving the process for such cases.
The Senate Committee on Agenda and Governance nominations sub-committee met on October 18, 2013 to consider appointments to the 2013/14 Senate committees, the Joint Senate Board Retreat Committee and the Search Committee for the Chancellor.

2013/14 Senate Committees

These appointments are to fill vacancies on the Senate committees that were not filled at the October 4, 2013 meeting of Senate. The proposed new appointments are bolded in the attached document.

Motion: That Senate approve the appointments to the 2013/2014 Senate committees for the terms indicated in the attached document, as recommended by the Senate Committee on Agenda and Governance.

Joint Senate Board Retreat Committee

The Senate Committee on Agenda and Governance recommends the appointment of Jared Burnett-Mccreery, student Senator, to the Joint Senate Board Retreat Committee to begin immediately and ending on June 30, 2014.

Motion: That Senate approve the appointment of Jared Burnett-Mccreery to the Joint Senate Board Retreat Committee effective immediately and ending June 30, 2013, as recommended by the Senate Committee on Agenda and Governance.

Search Committee for the Chancellor

The Search Committee for the Chancellor includes three members of Senate – the President, as Chair of Senate; and two other members, one of whom is an elected faculty member and the other an elected student. Terms begin immediately and end once a Chancellor appointment has been made.

Motion: That Senate approve the appointments of Rebecca Grant and Gina Starblanket to the Search Committee for the Chancellor, as recommended by the Senate Committee on Agenda and Governance.

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
## Senate Committee on Academic Standards

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty or Department</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Heather Raven (Chair) (NS)</td>
<td>Law</td>
<td>2016 (2010)</td>
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<tr>
<td>Michael Nowlin (NS)</td>
<td>Humanities</td>
<td>2016 (2013)</td>
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<td>Rosaline Canessa (S)</td>
<td>Social Sciences</td>
<td>2015 (2012)</td>
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<td>Brock Smith (S)</td>
<td>Business</td>
<td>2014 (2011)</td>
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<td>Alison Preece (NS)</td>
<td>Education</td>
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<td>Nikolai Dechev (S)</td>
<td>Engineering</td>
<td>2016 (2013)</td>
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<td>Eva Baboula (NS)</td>
<td>Fine Arts</td>
<td>2014 (2011)</td>
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<td>Sara Beam (S)</td>
<td>Graduate Studies</td>
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<td>Abdul Roudsari (S)</td>
<td>HSD</td>
<td>2015 (2011)</td>
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<td>Stan Bardal (NS)</td>
<td>Medical Sciences</td>
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<td>David Harrington (NS)</td>
<td>Science</td>
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<tr>
<td><strong>Susan Karim (S)</strong></td>
<td><strong>Student Senator</strong></td>
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<td>Reeta Tremblay (S)</td>
<td>Vice-President Academic and Provost</td>
<td>(ex officio)</td>
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<td>Catherine Mateer (NS)</td>
<td>Associate Vice-President Academic Planning (President’s nominee)</td>
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<tr>
<td>Cindy Holder (NS)</td>
<td>Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)</td>
<td>(ex officio)</td>
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<tr>
<td>Carrie Andersen (Secretary)</td>
<td>Associate University Secretary</td>
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(S) Senator  
(NS) Non-Senator
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<tr>
<th>Name</th>
<th>Faculty or Department</th>
<th>Term</th>
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<tr>
<td>Adam Monahan (Chair) (S)</td>
<td>Science</td>
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<td>Joel Lynn (NS)</td>
<td>Director, Student Services (President’s nominee)</td>
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<td>Cindy Holder (NS)</td>
<td>Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)</td>
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<tr>
<td>Anne Heinl (NS)</td>
<td>Director or equivalent of an Advising Centre</td>
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<td><strong>David O’Brien (NS)</strong></td>
<td><strong>Representative from Counselling Services</strong></td>
<td><strong>(ex officio)</strong></td>
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<td>Lauren Charlton (NS)</td>
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<td>Tim Hasket (NS)</td>
<td>Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee</td>
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<td>Kathleen Hume (Secretary)</td>
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<tr>
<td>Patricia Konkin (Secretary)</td>
<td>Undergraduate Admissions and Records</td>
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<tr>
<td>Mark Gillen (Chair) (S)</td>
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<td>Sikata Banerjee (S) (Vice-Chair)</td>
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<td><strong>Pavan Arora (S)</strong></td>
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<td>Hiteshi Sharma (NS)</td>
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<td>Carrie Andersen (Secretary)</td>
<td>Associate University Secretary</td>
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<tbody>
<tr>
<td>Tim Haskett (Chair) (NS)</td>
<td>Humanities</td>
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<td>Leslee Francis Pelton (Vice-Chair) (S)</td>
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<td>2015 (2012)</td>
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<tr>
<td>David McCutcheon (NS)</td>
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<td>Alison Preece (NS)</td>
<td>Education</td>
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<tr>
<td>LillAnne Jackson (NS)</td>
<td>Engineering</td>
<td>(ex officio)</td>
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<tr>
<td>Lynne Van Luven (NS)</td>
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</tr>
<tr>
<td>Margot Wilson (S)</td>
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</tr>
<tr>
<td>Veronica Pacini-Ketchabaw (NS)</td>
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<td>Tim Haskett (NS)</td>
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<td>Elizabeth Adjin-Tettey (NS)</td>
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<td>Michael Webb (S)</td>
<td>Social Science</td>
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<tr>
<td>Gary MacGillivray (NS)</td>
<td>President’s nominee</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Heather Raven (NS)</td>
<td>Chair, Senate Committee on Academic Standards</td>
<td>(ex officio)</td>
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</tbody>
</table>

**Susan Karim (S)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty or Department</th>
<th>Term</th>
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<tbody>
<tr>
<td>Susan Karim (S)</td>
<td><strong>Student Senator from the Senate Committee on Academic Standards</strong></td>
<td><strong>(ex officio)</strong></td>
</tr>
<tr>
<td>Reeta Tremblay (S)</td>
<td>Vice-President Academic and Provost</td>
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<tr>
<td>Bernard Lavie (NS)</td>
<td>UVic Calendar Editor</td>
<td>(ex officio)</td>
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<tr>
<td>Andrea Giles (NS)</td>
<td>Cooperative Education and Career Services</td>
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<tr>
<td>Jill Carrathurs (Secretary)</td>
<td>Registrar Representative</td>
<td>(ex officio)</td>
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(S)  Senator  
(NS)  Non-Senator
## Senate Committee on Learning and Teaching

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<tr>
<th>Name</th>
<th>Faculty or Department</th>
<th>Term</th>
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<tbody>
<tr>
<td>Janni Aragon (Chair) (S)</td>
<td>Social Sciences</td>
<td>2015 (2012)</td>
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<tr>
<td>Gweneth Doane (NS)</td>
<td>Graduate Studies</td>
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<td>Scott Woodcock (NS)</td>
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<td>Dale Ganley (NS)</td>
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<td>Peter Driessen (S)</td>
<td>Engineering</td>
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<td>David Leach (NS)</td>
<td>Fine Arts</td>
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<td><strong>Jeannine Moreau (NS)</strong></td>
<td><strong>HSD</strong></td>
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<td>Kurt McBurney (NS)</td>
<td>Medical Sciences</td>
<td>2016 (2013)</td>
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<tr>
<td>Mark Laidlaw (NS)</td>
<td>Science</td>
<td>2014 (2011)</td>
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<tr>
<td><strong>Gina Starblanket (S)</strong></td>
<td>Student Senator</td>
<td><strong>2014 (2013)</strong></td>
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<td>Lucia Heffelfinger Orser (S)</td>
<td>Student Senator</td>
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<td>Nadia Hamdon (S)</td>
<td>Student Representative (UVSS)</td>
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<td>Jessica Humphries (NS)</td>
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<td>Student Representative (GSS)</td>
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<td>Valerie Gonzales (NS)</td>
<td>Alumni Association</td>
<td>2016 (2010)</td>
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<tr>
<td>Rebecca Raworth (NS)</td>
<td>Library, (FALC)</td>
<td>2015 (2012)</td>
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<td><strong>Linda Hannah (S)</strong></td>
<td>Convocation Senator</td>
<td><strong>2014 (2013)</strong></td>
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<tr>
<td>Kathy Gaul (NS)</td>
<td>Designate, Faculty of Education</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Pia Russell (NS)</td>
<td>Education Librarian</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Paul Stokes (NS)</td>
<td>Chief Information Officer</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Norah McRae (NS)</td>
<td>Director, Cooperative</td>
<td>(ex officio)</td>
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<td></td>
<td>Education and Career Services</td>
<td></td>
</tr>
<tr>
<td>Teresa Dawson (NS)</td>
<td>Director, Learning and</td>
<td>(ex officio)</td>
</tr>
<tr>
<td></td>
<td>Teaching Centre</td>
<td></td>
</tr>
<tr>
<td>Catherine Mateer (NS)</td>
<td>Associate Vice President</td>
<td>(ex officio)</td>
</tr>
<tr>
<td></td>
<td>Academic Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(President's nominee)</td>
<td></td>
</tr>
<tr>
<td>Carrie Andersen (Secretary)</td>
<td>Associate University Secretary</td>
<td></td>
</tr>
</tbody>
</table>

(S) Senator  
(NS) Non-Senator
Over the past couple of years, the university has given significant consideration to emergency planning. Updated emergency plans and protocols have been implemented, and improvements to the university's systems for dealing with major emergencies continue to be developed. The need for an emergency protocol for Senate operations was identified by the Senate Committee on Agenda and Governance in 2012 and confirmed during recent emergency planning exercises undertaken by the university's executive.

The emergency protocol for Senate operations is intended for use in case of emergencies and significant disruptions to academic program delivery and aims to ensure that the university is able to:

- make timely decisions and communicate with students;
- ensure academic continuity where possible; and
- make necessary adjustments to academic policy and regulations.

The emergency levels used in the emergency protocol are in line with the university's emergency response plan. If approved, the protocol will be incorporated as an appendix to the Rules to Govern the Conduct of Senate Procedures. Amendments to the rules and the terms of reference for the Senate Committee on Agenda and Governance will also be made to reference the protocol.

It is proposed in the protocol that Senate delegate authority to the Senate Committee on Agenda and Governance or the Vice-President Academic and Provost to make specified recommendations and decisions related to academic policy and regulations during times of significant disruptions to academic program delivery. The types of decisions that would not be considered by Senate or delegated authorities during emergencies include approval of new programs, student appeals, student awards, membership appointments and academic policy changes that are unrelated to the emergency event.

Consultation regarding the protocol is currently underway. Feedback has been sought from Executive Council, Deans' Council, select members of Senate and the Manager, Emergency Planning. Consultation sessions are scheduled for the end of October with the Senate Committee on Academic Standards and the Risk Management Steering Committee.

The draft protocol is being submitted to Senate at this time for discussion at the November meeting. Input from members of Senate is appreciated before the protocol is finalized and presented to Senate for approval.

Attachment
EMERGENCY PROTOCOL FOR SENATE OPERATIONS

This protocol is intended for use in case of emergencies and significant disruptions to academic program delivery and aims to ensure that the university is able to:

- make timely decisions and communicate with students;
- ensure academic continuity where possible; and
- make necessary adjustments to academic policy and regulations.

Some types of emergencies can be planned for in advance. In those cases any delegation of authority should be carried out in advance at scheduled meetings of Senate.

<table>
<thead>
<tr>
<th>UVic Emergency Response Plan*</th>
<th>Incident/emergency types</th>
<th>Authority</th>
<th>Trigger for delegation</th>
</tr>
</thead>
</table>
| **Level 1 - Local**          | Localized incidents with minimal disruption and/or damage to campus - e.g. plumbing failure, small hazardous spill | If time allows (i.e. a response can wait 3 or more days):
1. Call special meeting of Senate.
2. Recommendations relating to an emergency must come from the Vice-President Academic and Provost for decision by Senate.
3. In addition to making a decision, Senate may delegate authority for further decision making to the Senate Committee on Agenda and Governance, the Vice-President Academic and Provost or other officers and committees, if/as required. | Senate motion (if time permits), otherwise triggered by emergency event |

If, instead, a response is required within 3 days (i.e. the notice requirement for calling special meeting of Senate), the Senate Committee on Agenda and Governance is authorized to make decisions on behalf of Senate. Decisions will be made as follows:

1. An urgent meeting of the Senate Committee on Agenda and Governance will be called.
2. Recommendations relating to an emergency must come from the Vice-President Academic and Provost for decision by the Senate Committee on Agenda and Governance.
3. The Senate Committee on Agenda and Governance must consult with the chair of the Senate Committee on Academic Standards and other Senate committee chairs, as appropriate.
<table>
<thead>
<tr>
<th>Level 2 - Major</th>
<th>Considerable damage or disruption to campus - e.g. damage to a building (e.g. library), major and sudden student system issues, or any other event leading to significant disruption to academic program delivery (e.g. major flu outbreak, major threat to health or welfare of campus community)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If time allows (i.e. a response can wait 3 or more days):</td>
</tr>
<tr>
<td></td>
<td>1. Call special meeting of Senate.</td>
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<tr>
<td></td>
<td>2. Recommendations relating to an emergency must come from the Vice-President Academic and Provost for decision by Senate.</td>
</tr>
<tr>
<td></td>
<td>3. In addition to making a decision, Senate may delegate authority for further decision making to the Senate Committee on Agenda and Governance, the Vice-President Academic and Provost or other officers and committees, if/as required.</td>
</tr>
<tr>
<td></td>
<td>If, instead, a response is required within 3 days (i.e. the notice requirement for calling special meeting of Senate), the Senate Committee on Agenda and Governance is authorized to make decisions on behalf of Senate. Decisions will be made as follows:</td>
</tr>
<tr>
<td></td>
<td>4. An urgent meeting of the Senate Committee on Agenda and Governance will be called.</td>
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<tr>
<td></td>
<td>5. Recommendations relating to an emergency must come from the Vice-President Academic and Provost for decision by the Senate Committee on Agenda and Governance.</td>
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<tr>
<td></td>
<td>6. The Senate Committee on Agenda and Governance must consult with the chair of the Senate Committee on Academic Standards and other Senate committee chairs, as appropriate.</td>
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<tr>
<td></td>
<td>7. If the quorum requirement for a meeting of the Senate Committee on Agenda and Governance cannot be met within 24 hours, the President is authorized to make decisions on behalf of the committee until such time as a meeting can be convened.</td>
</tr>
<tr>
<td></td>
<td>8. Decisions made under delegated authority must be reported to Senate at its next scheduled meeting.</td>
</tr>
<tr>
<td>Level 3 - Catastrophic</td>
<td>Wider impact on region resulting in extensive damage and/or disruption to campus and academic program delivery - e.g. earthquake, severe weather, major fire or explosion affecting multiple buildings, major power outage</td>
</tr>
</tbody>
</table>

In most cases, recommendations related to significant disruptions to academic program delivery will come from the Vice-President Academic and Provost to Senate or to the Senate Committee on Agenda and Governance (as delegated by Senate). The types of recommendations and decisions that should be considered by Senate Committee on Agenda and Governance and the Vice-President Academic and Provost in case of emergency include, but are not limited to:

- cancellation of classes
- cancellation of courses
- delay of exam period
- changes to add/drop deadlines
- changes to review timelines for academic accommodations
- change to academic concession requirements
- changes to published dates for the end of classes and for course examinations
- completion of course requirements
- change to assessment requirements
- changes to requirements of continuing awards
- approval of the granting of student scholarships and awards
- cancellation or re-scheduling of accommodated exams

Decisions made under delegated authority should be confined to dealing with specific issues related to the emergency for the period of the emergency and as necessary in the period immediately after the emergency. Care must be taken to avoid making decisions that may have ongoing implications for the delivery of academic programs. Decisions made under delegated authority must be reported to Senate at the next scheduled meeting. At that meeting members of Senate will be given the opportunity to provide feedback and raise concerns which will be formally reported back to the Senate Committee on Agenda and Governance and the Vice-President Academic and Provost, and any other officers or committees who made decisions under delegated authority during the course of an emergency.

Decisions made under delegated authority that require approval by the Board of Governors must be forwarded to the Board of Governors for approval before implementation.
The types of recommendations and decisions that would not be considered in the case of an emergency include motions/proposals from Senate committees unrelated to the emergency including:

- approval of new programs
- approval of changes to and student awards
- approval of honorary degrees
- approval of membership appointments
- Senate committee annual reports
- academic policy changes (unrelated to the emergency event)

*The emergency levels used in the Emergency Protocol for Senate Operations are in line with the university’s emergency response plan.*
Senate Committee on Agenda and Governance

Date: October 18, 2013
To: Senate
From: Senate Committee on Agenda and Governance
Re: Revisions to the Rules to Govern the Conduct of Senate Procedures

The Rules to Govern the Conduct of Senate Procedures have not been comprehensively reviewed for many years, although a number of minor changes have been made in an ad hoc manner as required. Following discussion by the Senate Committee on Agenda and Governance, it was determined that a comprehensive review should be undertaken, and that revisions and additions to the rules should be considered. This review was undertaken by the Office of the University Secretary and involved a scan of Senate rules and procedures at other Canadian institutions. The Rules to Govern the Conduct of Senate Procedures have now been updated to reflect best practice wherever possible. The majority of proposed revisions involve updates to reflect current practice, fixing of procedural gaps, clarification of existing procedures, restructuring and reformatting.

The rules have been significantly revised and restructured, making tracked changes difficult. A clean version of the revised procedures has been attached, along with a copy of the current rules for reference. There are a number of new sections, which are marked in the draft. Other sections have been marked with the corresponding section number from the current rules. Some sections were redundant and have been removed.

The key changes/additions include, but are not limited to:

- New title - “Senate Rules and Procedures”
- Clarification of the appointment of the Senate Chair and Vice-Chair and Senate committee Chairs (sections 5, 6 and 57)
- Change to the number of meetings, from 5 to 3, that Senate and Senate committee members can miss before they may be asked to resign (sections 7 and 63)
- New sections on duties and confidentiality (sections 9-11)
- New section on a proposed emergency protocol for Senate operations (section 18) – the draft protocol is a new initiative being presented to Senate for consideration
- Change to quorum requirements (sections 23-24)
- New sections related to recording and minutes (sections 40-42)
- A new section allowing voting on a motion of an item by mail or email (section 44)
• New sections on the establishment and terms of reference of Senate standing and ad hoc committees (sections 45 and 47)

The revised *Rules to Govern the Conduct of Senate Procedures* are being presented to Senate at this time for discussion at the November meeting. Input from members of Senate is appreciated before the rules are finalized and presented to Senate for approval.

Attachments
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RULES AND PROCEDURES

1.00 These Rules and Procedures have been established in accordance with the *University Act*. In the event of a conflict the *University Act* will prevail. (new)

2.00 The *University Act* sets out the powers of Senate. (new)

3.00 The Senate Committee on Agenda and Governance will consider and make recommendations to Senate on any matters relating to rules and procedures that are not otherwise covered by these Rules and Procedures. (new)

MEMBERSHIP

4.00 Senate membership is established in accordance with section 35(2) of the *University Act*. The current membership is set out in Appendix A. (new)

Chair and Vice-Chair

5.00 The President will serve as Chair of Senate. (new)

6.00 Senate will elect one of its members to serve as Vice-Chair. The Vice-Chair will serve as Chair in the absence of the President. The Vice-Chair will serve for a term of one year and until replaced, and may not serve more than two consecutive terms. (new)

Leaves and Vacancies

7.00 Any elected member of Senate is entitled to a leave of absence for no more than three consecutive regular meetings of Senate. Unless granted an extension by the Chair, any absence beyond that will lead to a request for the resignation of the member. (s. 8(a))

8.00 If a vacancy in any position arises on Senate before the next regular election, the Senate secretary will report this to Senate at its next meeting and will enter a declaration of vacancy in the minutes of that meeting. (s. 9)

8.01 If the vacancy is an elected faculty member, professional librarian or continuing sessional, a by-election will be conducted in accordance with the *Rules to Govern Elections to the Board of Governors and Senate*. (s. 9(a))

8.02 If the vacancy is a student or convocation member, the Senate secretary will consult the list of alternates from the immediate past election. If there is a suitable alternate, the candidate will be declared elected if the candidate received a percentage of votes at least equal to the percentage of participation in the election. If there is no alternate, the Senate secretary will issue a call for nominations, which will specify the Senate meeting at which an election on the floor of Senate will be held. (s. 9(b))
Duties

9.00 Senate members must carry out their functions with integrity, independence, good faith, and prudence of a reasonable individual. (new)

10.00 Each member of Senate has a duty with other Senate members to act in the best interests of the University. Members of Senate may also bring the perspective of their colleagues and may articulate the interests of their home department and faculty. (new)

Confidentiality

11.00 Senate members are expected to maintain the confidentiality of Senate deliberations both in committee and during closed meetings and of documents considered in the closed meetings forever. (new)

MEETINGS

Participation

12.00 Members of Senate may only participate in Senate in person. Attendance or vote by proxy is not permitted. (s. 5(e))

12.01 Ex officio members of Senate may assign a delegate to attend an open session on their behalf in order to respond to questions that may arise.

Regular Meetings

13.00 Senate holds regular meetings each month from October to May. Regular meetings will normally be held on the first Friday of the month at 3:30 p.m. in the Senate and Board Chambers. (s.1(a))

14.00 A regular meeting may be cancelled by the Chair of Senate on recommendation of the Senate Committee on Agenda and Governance if the committee determines there is insufficient business to justify holding a meeting. (s.1(a))

Special Meetings

15.00 Between June and September the Chair may call a special meeting if there is business that cannot be postponed until the next regular meeting. At any other time, a special meeting may be held at the discretion of the Chair, or at the request of at least eight members of Senate. (s. 1(b))

16.00 The notice for a special meeting will clearly specify the purpose of the meeting and will be circulated to Senate at least three days before the meeting. (s. 1(b))

17.00 At a special meeting, only the matter or matters specified in the notice may be considered. (s. 1(c))
Emergency Protocol

18.00 The *Emergency Protocol for Senate Operations* outlined in Appendix A is intended for use by Senate in case of emergencies or significant disruptions to academic program delivery. (new)

18.01 In response to an emergency and in accordance with the *Emergency Protocol for Senate Operations*, Senate may delegate authority to the Senate Committee on Agenda and Governance or the Vice-President Academic and Provost. (new)

Open and Closed Sessions

19.00 Meetings of Senate include an open and closed session, as necessary. The closed session is used for the discussion of business deemed by the Chair to be confidential. (new)

20.00 The open session of a meeting is open to members of the public. Attendance is limited to the seating capacity of the visitors’ gallery. (s. 1(d))

21.00 Only members of Senate, and non-voting invitees with speaking rights as determined by Senate from time to time, may be present during the closed session. (new)

22.00 The Chair, at his/her discretion, may have the visitors’ gallery cleared or ask anyone who is interfering with the orderly conduct of the Senate’s business to leave the visitors’ gallery. (new)

Quorum

23.00 The quorum required for all meetings of Senate will be fifteen members, at least eight of whom must be elected members. (s. 2(a))

24.00 For special meetings, at least five of the members required for quorum must be elected faculty members. (s. 2(b))

Agenda and Order of Business

25.00 The agenda for regular meetings is reviewed by the Senate Committee on Agenda and Governance, normally a minimum of 14 days prior to the scheduled meeting date. (new)

26.00 Any member of Senate may request in writing that an item be added to the agenda of the next regular meeting. The request must be submitted to the Senate Committee on Agenda and Governance at least two days prior to its meeting to review the agenda. (s. 3(d))

27.00 The agenda for regular meetings will normally be circulated to members of Senate at least six days before the meeting is scheduled to take place. (3a)

28.00 There will be agendas for the open and the closed sessions. The open agenda will be made public. (s. 3(b))
The order of agenda items for regular open meetings will normally be: (s. 3(b))

1. Approval of the agenda
2. Minutes of the last meeting
3. Business arising from the minutes
4. Remarks from the Chair
5. Correspondence
6. Proposals and reports from Senate committees
7. Proposals and reports from faculties and other divisions
8. Proposals and reports from the Vice-President Academic and Provost (new)
9. Other business
10. Adjournment

In exceptional circumstances, any urgent matter not on the agenda of a regular meeting may, at the request of a member of Senate and the discretion of the Chair, be added to the agenda under “other business”.

The Chair will receive proposals at the beginning of a regular meeting for other changes to the agenda.

When the agenda is modified at a meeting, the Chair will declare it approved as amended, unless there is a call for a formal vote to approve the agenda. When there are no additions or changes to the agenda, the Chair will declare the agenda approved as circulated. (s. 3(c))

An item on the agenda of the open session may be placed into the closed session at any time prior to or during discussion of the item by successful motion to have it so placed. (s. 3(c))

For each agenda item, the Chair may develop a speakers list. A member of Senate may speak a second time on a particular item only after the Chair has exhausted the list of first-time speakers. The mover of a motion or amendment will have the final opportunity to speak. (s. 5(a))

Voting

Voting will normally be by show of hands. A member of Senate may request at any time through a motion that a roll call or secret ballot be conducted. Such a motion requires a simple majority in the affirmative to pass. (s. 5(b))

Voting for the purpose of elections conducted on the floor of Senate will be by secret ballot. (new)

The Chair will have the same right of a single vote as other members of Senate. (s. 5(c))
In the case of an equality of votes for and against a motion, the Chair will declare that the question is resolved in the negative. (s. 5(c))

The Chair will formally announce the outcome of each vote and this outcome will be recorded in the Senate minutes. Any member of Senate may ask that the vote count or the member’s individual vote or abstention be recorded in the Senate minutes. (s. 5(d))

**Recording**

Senate proceedings may not be recorded or reported on using cameras or other electronic equipment unless approved at the discretion of the Chair prior to the meeting. (new)

**Minutes**

The minutes shall be the official record of a Senate meeting. (new)

The minutes of each meeting will be circulated in draft form to members of Senate for approval at the next regular meeting. Draft minutes of a previous open session will be approved by Senate during the open session. Draft minutes of a previous closed session will be approved by Senate at the closed session. (new)

Once approved, the minutes of an open session will be sent to the offices of Departments and Schools, the offices of senior officers of the university, the University of Victoria Students’ Society, and the Graduate Students’ Society. (s. 11(a))

**Approval by Email**

In exceptional circumstances, the Chair, after consultation with the Senate Committee on Agenda and Governance, may request voting on the motion of an item by mail or email with a report to Senate at the next meeting. (new)

**SENATE COMMITTEES**

Senate will establish such standing and *ad hoc* committees it deems necessary and Senate will determine the terms of reference, membership and the method of appointing or electing members to those committees. (new)

The following Senate standing committees have been established by Senate: (s. 6(i))

- Senate Committee on Academic Standards
- Senate Committee on Admission, Re-registration and Transfer
- Senate Committee on Agenda and Governance
- Senate Committee on Appeals
- Senate Committee on Awards
- Senate Committee on Continuing Studies
- Senate Committee on Curriculum
Senate Committee on Honorary Degrees and Other Forms of Recognition
Senate Committee on Learning and Teaching
Senate Committee on Libraries
Senate Committee on Planning
Senate Committee on University Budget

Terms of Reference

47.00 The terms of reference of Senate standing or *ad hoc* committees are as determined by Senate. The terms of reference for the Senate standing committees are set out in Appendix B. (new)

48.00 A Senate standing or *ad hoc* committee may consider any item that falls within its terms of reference, or items referred to it by the Senate Committee on Agenda and Governance. (s. 6(k))

49.00 A Senate standing committee may consider items that fall outside its terms of reference if it:

49.01 notifies and works in conjunction with any other Senate standing or *ad hoc* committee that has authority to consider the item as provided by its terms of reference; and

49.02 seeks the approval of the Senate Committee on Agenda and Governance. (s. 6(l))

50.00 Senate standing and *ad hoc* committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.

Reports from Senate Committees

51.00 The Senate standing committees will submit an annual report to Senate. *Ad hoc* committees of Senate will submit annual reports to Senate during the time that those committees are active. (s. 7(a))

51.01 Annual reports will include information about meeting dates, actions taken and issues considered by a committee over the course of the year. Annual reports may also identify issues recommended by the committee for consideration by Senate.

52.00 The schedule for submission of annual reports to Senate by Senate standing committees is as follows:

- January: Senate Committee on Agenda and Governance - nominations sub-committee, Senate Committee on Admission, Re-registration and Transfer
- February: Senate Committee on Curriculum
- April: Senate Committee on Learning and Teaching, Senate Committee on University Budget
• May: Senate Committee on Planning, Senate Committee on Appeals, Senate Committee on Honorary Degrees and Other Forms of Recognition, Senate Committee on Libraries
• October: Senate Committee on Continuing Studies
• November: Senate Committee on Awards, Senate Committee on Academic Standards (s. 7(a))

53.00 Each report to Senate from a Senate standing or ad hoc committee shall include the names of all members of the committee. (s. 6(m))

54.00 At the request of Senate, representatives of Senate on outside bodies may be invited to report to Senate on the activities of those bodies. (s. 7(b))

Composition of Senate Standing Committees

55.00 The composition of the Senate Committee on Agenda and Governance will include members of Senate only and will be determined in part through an election conducted on the floor of Senate. Two members of Senate who are not students or convocation members will be elected to the Senate Committee on Agenda and Governance by Senate at the May meeting. (s. 6(d) and (f))

56.00 In all other Senate standing committees, membership will include, where practicable and appropriate, at least two members of Senate, one of whom should normally be the Chair of the committee. (s. 6(f))

57.00 The Chairs of Senate standing committees will be appointed by Senate for a one year term. The Chair of a standing committee will be eligible for re-appointment, but may not serve for a period longer than his or her maximum term on the committee.

58.00 Normally an ex officio member of a Senate standing committee will not be appointed Chair of that committee. (s. 6(a))

59.00 The President or nominee will be an ex officio member of all Senate committees except the Senate Committee on Appeals. If the President appoints a nominee, this appointment shall be a continuing appointment and it shall be made after consultation with the Senate Committee on Agenda and Governance; however, such a nominee may be withdrawn at any time by the President. Other ex officio members of the Senate standing committees will follow the same process for appointing a nominee. (s. 6(g))

60.00 Any Senate standing committee other than the Senate Committee on Appeals may co-opt non-voting members, in consultation with the Senate Committee on Agenda and Governance. Any Senate standing committee may appoint ad hoc sub-committees whenever necessary. (s. 6(h))
Appointment to Senate Standing Committees

61.00 Members of Senate standing committees will be appointed for a period of up to three years. A member of a standing committee will be eligible for re-appointment, but none may serve for more than six consecutive years. (s. 6(c))

62.00 In accordance with its terms of reference, the Senate Committee on Agenda and Governance will normally be responsible for preparing recommendations on the membership of Senate standing and ad hoc committees for consideration by Senate at its May and October meetings, or as necessary. Further nominations may be made by the members of Senate present at the meeting at which nominations are considered, provided consent of the nominee has been obtained. In such case, an election will be held to determine the committee membership. (s. 6(a) and (b) and (new))

Leaves and Vacancies

63.00 A member of a Senate standing committee, whether they are a member of Senate or not, will be entitled to a leave of absence for no more than three consecutive regular meetings of the committee. Unless granted an extension by the Chair, any absence beyond that will lead to a request for the member’s resignation from the Senate standing committee. (s. 8(b))

64.00 A member of a Senate standing committee who is on leave will normally be replaced for the duration of his/her leave and return to the committee upon return from leave. In exceptional cases, a member may wish to continue serving on the Senate standing committee while on leave and this may be allowed, subject to the appropriate approvals. (new)

65.00 Vacancies on Senate standing committees that arise during the year will be filled by appointment by Senate upon recommendation of the Senate Committee on Agenda and Governance. (s. 6(e))

66.00 If vacancies arise during the year for the members of the Senate Committee on Agenda and Governance elected to the committee on the floor of Senate, these will be filled through an election carried out on the floor of Senate. (s. 6(j))

67.00 Vacancies that arise on the Senate Committee on Admission, Re-registration and Transfer or the Senate Committee on Appeals will be filled without delay by the Senate Committee on Agenda and Governance, subject to ratification by Senate at its next meeting. (s. 6(j))

AMENDMENTS TO RULES AND PROCEDURES

68.00 Any proposal to amend or change the Senate Rules and Procedures, including a request to establish a new Senate standing committee or changes to the terms of reference of
an existing Senate standing committee, will be presented in the form of one of the following:

68.01 a notice signed by at least one-fourth of the members of Senate;

68.02 a notice from a Senate standing committee;

68.03 a notice from an *ad hoc* committee appointed by Senate to examine the Senate Rules and Procedures; or

68.04 a notice made by a member of Senate during the course of a Senate meeting and approved by a majority of those present at the meeting. (s. 10(a))

69.00 A notice to amend or change the Senate Rules and Procedures must specify the amendment or change proposed. The proposal will be included in the agenda of the next regular meeting of Senate, or will be considered at a special meeting called for that purpose. Following the receipt by Senate of such notice, the Senate Committee on Agenda and Governance will study the proposed amendment or change, will seek advice, as deemed appropriate by the committee, and will report its opinion or findings to the person(s) or committee proposing the amendment or change and to Senate in time for the ordinary or special meeting at which the amendment or change will be considered. (s. 10(b))

69.01 A notice to amend or change the Senate Rules and Procedures submitted by the Senate Committee on Agenda and Governance may be considered at Senate at the first meeting at which it is submitted. (new)

70.00 An amendment or change to the Senate Rules and Procedures will be considered passed if it is approved by at least two-thirds of the members of Senate present at the meeting. (s. 10(b))
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RULES TO GOVERN THE CONDUCT OF SENATE PROCEDURES

1. Meetings

a. The Senate shall meet each month from October to May. In the period June to August, meetings shall be called by the Chair if there is business that cannot be postponed. A regular monthly meeting may be cancelled by the Chair of Senate acting on a recommendation of the Senate Committee on Agenda and Governance if that committee determines that there is insufficient business to warrant holding a meeting.

b. There shall be a special meeting in May and October, at a time to be determined by the Chair, to deal with matters concerning Convocation. Other special meetings shall be called at the discretion of the Chair, or at the request of at least eight members of the Senate. The notice for any special meeting shall clearly specify the purpose of the meeting and shall be given at least three days before the meeting. The Chair of Senate may request approval of a minor item by mail or email with a report to the meeting of Senate immediately following the circulation.

c. At a special meeting, only the matter (or matters) specified in the notice convening the meeting shall be considered.

d. Meetings shall be open on a first come first served basis up to the capacity of the Visitors’ Gallery.

2. Quorum

a. Ten members, other than the ex officio members and the Chair, shall form a quorum for all meetings of the Senate.

b. For special meetings, no fewer than five of the ten members required for the quorum shall be from among the members of the Senate elected by the Faculties.

3. Agenda: Ordinary Meetings

a. The Agenda for ordinary meetings of the Senate shall be circulated to the members at least six days before the meeting is scheduled to take place.

b. The Agenda for meetings shall be separated into two parts, the first to contain items to be considered in open session and the second to contain any items of such a confidential nature as to require their consideration in closed session. The Agenda shall be as specific as possible in its description of the various items to be considered. The order of the Agenda items for ordinary meetings shall normally be:

- Approval of the Agenda;
- Minutes of the last meeting: approval of the minutes of the open session of the last meeting, and a short discussion on matters arising out of the minutes; and, if there is no objection, approval of the minutes of the closed session of the last meeting;
(3) Remarks from the Chair;

(4) Correspondence and reports from non-Senate committees;

(5) Reports from Senate Standing and ad hoc Committees;

(6) Reports, resolutions, proposals for consideration and approval of the Senate from Faculties and other divisions of the University;

(7) Reports from Senate representatives to various bodies;

(8) Other business;

(9) Confidential items: approval of the minutes of the closed session of the last meeting, if not approved in open session; other items.

c. If there are any matters in the closed session that require action by Senate early in the evening, the Chair will announce when Senate will move into the closed session and that the open session will be resumed after the business of the closed session is completed. The Chair shall also receive items, if any, to be included in "Other Business" and shall receive proposals, duly seconded, for other changes in the Agenda. When the Agenda is so modified, the Chair shall declare it approved as amended, unless there is a call for a vote in which case the Agenda shall be approved by a formal vote. When there are no additions or changes made in the order of the items, the Chair shall declare the Agenda approved as circulated.

d. Any member of the Senate may ask in writing that the Chair include in the Agenda any matter that the member would like considered by the Senate at its next ordinary meeting.

4. Faculty Standing Committees

The proposals and resolutions passed by committees of the Faculties may be submitted to the Senate only after they have been approved by the Faculty concerned. However, such proposals and resolutions may be included in the Agenda of the Senate if action on them by the Faculty concerned is expected before the Senate meeting.

5. Speaking and Voting at Senate Meetings

a. For each motion or amendment, the Chair shall develop a speakers list. A member of Senate may speak a second time on a motion or amendment only after the Chair has exhausted the list of first-time speakers. The mover of a motion or amendment shall have the final opportunity to speak.

b. All voting on ordinary business of the Senate shall be by show of hands, unless a member of the Senate asks through a formal motion, duly adopted, for voting by roll call or secret ballot. The Chair shall call for the ayes, nays and abstentions when putting the question and, when the count is required, the Secretary shall count the votes and the abstentions and report the count to the Chair.
c. The Chair shall have the same right of a single vote as the other members of the Senate, and in the case of an equality of votes for and against a motion, the question shall be resolved in the negative and the Chair shall so declare.

d. The Chair shall formally announce the result of each vote and this result shall be recorded in the proceedings of the Senate. Any member of the Senate may ask that the vote count or the member's individual vote or abstention from voting be recorded in the Senate proceedings.

e. Attendance or vote by proxy is not permitted.

6. Senate Committees

a. The Senate Committee on Agenda and Governance shall normally be responsible for preparing recommendations on the composition of Standing Committees of the Senate for consideration at the May and October meetings of the Senate. In this task the Senate Committee on Agenda and Governance shall make an attempt, wherever appropriate and feasible, to provide a balance of representation on these committees from various segments of the Senate and of the Faculties, to maintain continuity by spreading the terms of office of the members concerned, and to appoint Chairs of these Committees. (Normally, an ex officio member of a Standing Committee will not be appointed as Chair of that committee.) Further nominations for these Standing Committees may be made by the members of the Senate present at the meeting. The Committees shall be elected by the Senate from the list of nominees.

b. The composition of Senate ad hoc Committees shall be decided by the Senate, normally after hearing the recommendations of the Senate Committee on Agenda and Governance.

c. Members of the Senate Standing Committees shall be appointed for a period up to three years. A member of a Committee shall be eligible for further appointment, but none shall serve for more than six consecutive years.

d. The composition of the Senate Committee on Agenda and Governance shall be determined in part by the Senate Two members of Senate who are not students or convocation members will be elected to the Senate Committee on Agenda and Governance by Senate in May.

e. New members elected or appointed prior to the May meeting of the Senate but not yet serving shall be deemed to be eligible for appointment, effective 1 July. This matter shall be included in the Agenda of the May meeting. Vacancies that arise during the year shall be filled by appointment by the Senate.

f. The composition of the Senate Committee on Agenda and Governance shall include members of the Senate only and will include the Secretary of Senate and the Vice-President Academic and Provost. A member of this committee who ceases to be a member of Senate will cease to be a member of the committee at the same time. In all other Senate committees there shall be included where practicable and appropriate, at least two members of the Senate, one of whom should normally be the chair of the committee.
g. The President or nominee shall be an ex officio member of all Senate Committees except the Committee on Appeals. If the President appoints a nominee, this appointment shall be a continuing appointment, and it shall be made after consultation with the Senate Committee on Agenda and Governance. However, such a nominee may be withdrawn at any time by the President. The other ex officio members of the Senate Committees, wherever appointed, shall follow the same procedure for appointing a nominee.

h. Any Senate Committee except the Senate Committee on Appeals may co-opt non-voting members, in consultation with the Senate Committee on Agenda and Governance. The Senate standing committees may appoint ad hoc sub-committees, whenever necessary.

i. The composition of the Standing Committees shall be determined by the Senate each year at its May and October meetings. Any addition or deletion to the following list of these Committees shall be made in accordance with Section 10 of these rules.

   (1) Senate Committee on Academic Standards;
   (2) Senate Committee on Admission and Re-registration and Transfer;
   (3) Senate Committee on Agenda and Governance;
   (4) Senate Committee on Appeals;
   (5) Senate Committee on Awards;
   (6) Senate Committee on University Budget;
   (7) Senate Committee on Continuing Studies;
   (8) Senate Committee on Honorary Degrees and Other Forms of Recognition;
   (9) Senate Committee on the Library;
   (10) Senate Committee on Planning;
   (11) Senate Committee on Teaching and Learning.

j. Any vacancy that may arise on a Senate Standing Committee other than one involving a nominee of the Chair of the Senate or an ex officio member, shall normally be filled by the Senate on the recommendation of the Senate Committee on Agenda and Governance. Where there is a vacancy of the two elected members on the Senate Committee on Agenda and Governance, Senate will elect a member of Senate who is not a student or convocation member to serve on the committee. Any vacancy that may arise on the Senate Committee on Admission and Re-registration and Transfer or the Senate Committee on Appeals during the period between the June meeting and the October meeting of the Senate shall be filled without delay by the Senate Committee on Agenda and Governance. Any such appointment shall be subject to ratification by the Senate at its October meeting.

k. A Senate Committee may consider and actively study recommendations received from bodies other than Senate when the recommendations fall within the terms of reference of the Committee.

l. When a Senate Committee receives recommendations from bodies other than Senate and such recommendations do not fall within the terms of reference of the Committee, then the Committee shall not actively study such recommendations unless:
(1) the Senate Committee considers that the recommendations have merit;

(2) the Senate is notified in writing of the Committee's intention to study the recommendations; and

(3) no objection by Senate to the Committee's intention has been recorded in the proceedings of the Senate.

m. Each report to Senate by a standing or ad hoc committee shall include the names of all members of the committee.

7. **Annual Reports**
   
a. The Senate Standing Committees shall submit annual reports to the Senate as follows:

   January meeting - Committee on Agenda and Governance – Nominations sub-committee;

   April meeting - Committee on Teaching and Learning; Committee on the University Budget;

   May meeting - Committee on Planning, Committee on Appeals, Committee on Honorary Degrees and Other Forms of Recognition, Committee on the Library;

   October meeting - Committee on Continuing Studies;

   November meeting - Committee on Awards, Committee on Academic Standards;

   December meeting - Committee on Admission and Re-registration and Transfer

b. Representatives of Senate on outside bodies shall report at least annually at a date to be specified by Senate.

8. **Leave of Absence from Senate Meetings and Senate Standing Committee Meetings**
   
a. Any elected member of the Senate shall be entitled to a leave of absence for no more than five consecutive ordinary meetings of the Senate. Any absence beyond that shall lead to a request for the formal resignation of the member concerned.

b. A member of a Senate Standing Committee, whether they are a member of Senate or not, shall be entitled to a leave of absence of no more than five consecutive ordinary meetings of the committee. Unless granted an extension by the Chair, any absence beyond that shall lead to a request for the formal resignation from the standing committee of the member concerned.
9. **Vacancies on the Senate**

When a vacancy arises on the Senate before the next regular election, the Secretary of Senate shall declare the precise nature of the vacancy.

a. If the vacancy is an elected faculty or librarian member, a by-election shall be conducted in accordance with the provisions of the Rules to Govern Elections to the Board of Governors and Senate.

b. If the vacancy is a student or convocation member, a list of alternatives will automatically be established to fill vacancies which occur during the specified term. The Secretary shall in the first instance consult the list of alternates from the immediate past election. If there is a suitable alternate, the candidate shall be declared elected if the candidate received a percentage of votes at least equal to the percentage of participation in the election. “At large” student vacancies will be filled by the alternate with the highest number of votes polled in the election who is available to serve the remainder of the term outstanding. “Faculty” student vacancies will be filled by the alternate from the Faculty with the highest number of votes polled in the election who is available to serve the remainder of the term outstanding. If there is no alternate, the Secretary shall issue a Call for Nominations which shall specify the next Senate meeting the one at which an election on the floor by secret ballot shall be held. The Chair shall announce the vote count; if there is an equality of votes between two or more candidate, the final result will be decided by lot amongst the candidates, under the direction of the University Secretary. All ballots will be held for a period of ninety days following the announcement of the election results; at the end of that time, the ballots will be destroyed.

10. **Amendments**

    a. Any proposal to amend or change the Rules to Govern the Conduct of Senate Procedures shall be presented in the form of one of the following:

    1. A notice signed by at least one-fourth of the members of the Senate;
    2. A notice from a Senate standing committee;
    3. A notice from an ad hoc committee appointed by the Senate to examine the Rules;
    4. A notice made by a member of the Senate during the course of a Senate meeting and approved by a majority of those present at the meeting.

    b. Such notice shall specify the amendment or change proposed and the proposal shall be included in the agenda of the next ordinary meeting of the Senate, in accordance with Section 3 of the Rules, or shall be considered at a special meeting called for that purpose. Following the receipt by Senate of such notice, the Senate Committee on Agenda and Governance shall study the proposed amendment or change, shall seek advice, as deemed appropriate by the Committee, and shall report its opinion or findings to the person(s) proposing the amendment or change and to the Senate in time for the ordinary or special meeting at which the amendment or change will be
considered. The amendment or the change shall be considered passed if it is approved by at least two-thirds of the members of the Senate present at the meeting.

11. **Procedures of the Senate**

   a. The Minutes of each meeting shall be circulated in draft form to members of the Senate for approval at the next ordinary meeting. Once approved, the Minutes of the open session shall be sent to the offices of Departments and Schools, to be available for interested faculty members; the offices of the Senior Officers of the University, the University of Victoria Students' Society and the Graduate Students' Society.

Incorporating latest revisions made by Senate on:

20 May 1981  
7 Nov 1984  
11 Jan 1989  
4 Nov 1981  
7 Jan 1987  
4 Apr 1990  
1 Dec 1982  
4 May 1988  
1 Apr 1992  
07 Nov 2001  
06 May 2005  
05 May 2006  
06 May 2011  
06 January 2012
TO: Secretary of Senate  
   University Secretary’s Office  
FR: Lori Nolt, Director, Student Awards and Financial Aid  
   Secretary, Senate Committee on Awards  
RE: Awards Recommended to Senate for Approval  

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

DEAN’S SCIENCE FAIR SCHOLARSHIP (NEW)
The Dean of Science will award at least $1,000 to the student who presents the exhibit judged to be the best of those presented by senior high school students at the Vancouver Island Regional Science Fair. The award is tenable only when and if the winner registers in a full program of studies at the University of Victoria.

ROBERT G. LAWRENCE THEATRE IN CANADA SCHOLARSHIP* (NEW)
One or more scholarships are awarded to academically outstanding undergraduate 3rd or 4th year students in the Department of Theatre studying Canadian Theatre History.

DR. CHI SHING (CS) WONG MEMORIAL SCHOLARSHIP* (NEW)
One or more scholarships are awarded to academically outstanding undergraduate students with 3rd and 4th year standing in the Faculty of Science with a major focus in oceanography. Selection will be based on overall GPA and registration in an Honours or Directed Studies project related to experimental or field-based research in ocean science. If no student is eligible, the scholarship may be awarded to a student registered in the Ocean Sciences Minor program.
CHURCHILL FOUNDATION VANCOUVER ISLAND’S SHIRLEY BURSTALL SCHOLARSHIP* (NEW)
One or more scholarships are awarded to academically outstanding undergraduate students in the 3rd or 4th year of a majors program in History and who best exemplifies the character and qualities of the Right Honourable Sir Winston Spencer Churchill with emphasis on leadership, courage, innovation, determination and magnanimity.

JEAN DEY BURSARY* (NEW)
One or more bursaries are awarded to undergraduate students at the University of Victoria.

JEAN DEY SCHOLARSHIP* (NEW)
One or more scholarships are awarded to academically outstanding students who have completed their final year in an elementary program in the Faculty of Education.

VICTORIA INTERNATIONAL RUNNING SOCIETY AWARD* (NEW)
One or more awards are given to undergraduate students who compete on the Vikes men’s or women’s cross country/track team at the University of Victoria. Eligible students must meet all CIS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics & Recreation in consultation with the Manager of Athletics.

MAURICE WILLIAM SUMMERHAYES MEMORIAL SCHOLARSHIP* (REVISED)
One or more scholarships of $20,000 or more, payable over four years, will be awarded a student with an outstanding academic record, who is entering an undergraduate program in the Faculty of Engineering. To receive scholarship renewals, recipients must maintain a cumulative grade point average of 7.00 or better. Preference will be given, in order, to students who completed secondary school studies on Vancouver Island, British Columbia, or in Canada. Students who receive this scholarship are not eligible for the Dean’s Entrance Scholarship. At the discretion of the Dean, this scholarship may not be awarded to students who hold another scholarship from the Faculty of Engineering. To be automatically renewed a student must have completed a total of 12 or more academic units in
any two terms of study between May and April and maintained a cumulative grade point average of 7.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of the student’s full time study until completion of a first degree or for a maximum of four years, whichever is the shorter period.

A student whose cumulative grade point average falls below 7.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a cumulative grade point average of 7.00 or higher in the two terms.

*Any student who takes neither a co-op, work experience/work term, nor academic units for one or more terms may forfeit their scholarship.

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
The Senate Committee on Awards recommends that Senate approve the proposed editorial changes to the Undergraduate Financial Aid and Undergraduate Scholarships, Medals and Prizes sections of the Undergraduate Academic Calendar. Please note that the editorial modifications being recommended do not change any existing policies. The intent of these changes are to improve the clarity and transparency of policies detailed in these sections of the Calendar.

Please be advised that the final document, inclusive of all changes, is presented first and the revisions can be tracked at the end of the document.

Lori Nolt
Revised terms

Undergraduate Financial Aid

All UVic undergraduate scholarships, bursaries, medals and prizes adjudicated by the University of Victoria are administered by the Senate Committee on Awards.

Financial aid in the form of bursaries, grants, loans and work-study positions is available to students based on financial need.

Detailed information on financial aid awards and application procedures is available through the Student Awards and Financial Aid website at <registrar.uvic.ca/safa>.

General Regulations

- Except where a donor directs otherwise, the proceeds of awards issued by or through the University are applied towards a student’s total fees for the academic year. If the financial aid a student receives exceeds this amount, the balance will be paid to the student. Proceeds from government loans and work study positions are paid directly to the student.
- An award of financial aid may be withheld or cancelled if there is a lack of suitable candidates or a donor withdraws the award, or if the student receiving the award withdraws from UVic or fails to meet the terms and conditions of the award.
- If for any reason the original recipient becomes ineligible for an award, the funds may be reassigned to other students.
- Unless otherwise noted, all financial aid available through the University is limited to Canadian citizens and permanent residents.

Undergraduate Bursaries

Bursaries are non-repayable awards based on financial need and reasonable academic standing, as determined by the Senate Committee on Awards. Bursaries are available for students entering UVic and for students already attending the University. Information about the online bursary application is available on the Student Awards and Financial Aid website: <registrar.uvic.ca/safa>.

- General bursaries for undergraduates attending UVic require application by October 15. A number of bursaries are awarded on the recommendation of Student Awards and Financial Aid and/or the student’s academic unit. Students should contact their faculty, school or department for information on nomination procedures.
- To be eligible for a bursary, students must maintain registration in a minimum of 60% of a full course load (4.5 units or more) for credit in each term for which they receive a bursary. Students with a permanent disability must maintain registration in a minimum of 40% of a full course load (3.0 units or more) for credit in each term to qualify for bursary assistance.
Grants

Grants are non-repayable awards based on financial need as determined by the office or agency contributing the award. Grants are administered by Student Awards and Financial Aid.

Grants are available for part-time students, for students with permanent disabilities and for students with dependents.

Loans

Loans are repayable and are based on financial need. Both the federal and provincial governments offer student loans. Only one application is needed to be considered for both types of loans. BC students apply to StudentAid BC both for BC student loans and for Canada Student Loans. An online application for StudentAid BC is available at <www.studentaidbc.ca>.

Students should submit their loan applications by August 1 in order to have their loans processed in time to meet fee payment deadlines. To qualify for Canada Student Loans and most provincial student loans, students must be enrolled in at least 4.5 units for credit (3 units for students with a permanent disability), excluding duplicate and/or mutually exclusive course work, in each term of the Winter Session.

Work Study

Work-study positions are subsidized jobs on campus, which are allocated on the basis of financial need. Work-study positions are administered by Student Awards and Financial Aid.

To qualify for work-study, students apply to Student Awards and Financial Aid for a work-study authorization.

The number of work-study positions is limited; eligible students are not guaranteed a placement. Final decisions on hiring are made by the project supervisors.
Scholarships, medals and prizes are awarded to students on the basis of academic merit or excellence. Awards for undergraduate study are administered by Student Awards and Financial Aid. Detailed information on undergraduate awards and application procedures is available through the Student Awards and Financial Aid website at <registrar.uvic.ca/safa>.

General Regulations: Undergraduate Awards

Recipients of all undergraduate awards adjudicated by the University of Victoria are approved by the Senate Committee on Awards. The following regulations apply to both entrance and in-course scholarships.

- Students with a disability, including those who are on a reduced course load, are eligible to be considered for scholarships. Students must identify themselves to the Student Awards and Financial Aid office and must have documentation of the disability.
- Students who enroll as a full-time student and subsequently withdraw from courses, so that they fall below 12 units may have the value of their award reduced accordingly if the value of the award exceeds their assessed fees.
- The University reserves the right to limit the amount of money awarded to any student, and, if necessary, to reassign awards to other students.
- Except where the terms of reference for the award state otherwise, the proceeds of awards issued by or through the University will be applied towards the student’s assessed fees for the next Winter Session. If the award exceeds this amount, the balance will be paid to the student if the student maintains full time registration.
- An award may be withheld or cancelled if there is a lack of suitable candidates or a donor withdraws the award, or if the student receiving the award withdraws from UVic or fails to meet the terms and conditions of the award.

Entrance Scholarships

Entrance scholarships are offered to students entering UVic directly from secondary schools and Canadian colleges and universities. Detailed information about entrance awards and application procedures are available at the Student Awards and Financial Aid website: <www.uvic.ca/entrancescholarships>

Except where the terms and conditions of an undergraduate award specifically state otherwise, award winners must normally enroll as a full-time student in 12.0 or more units in the next Winter Session to receive the award.

- Deferral of an award for up to one year may be granted on written request to Undergraduate Admissions.
In-Course Scholarships

Undergraduate students who attend UVic in the regular Winter Session are eligible for a number of awards made available through contributions from corporate and individual donors as well as from the University operating budget. The majority of these awards do not require application; they are assigned on the basis of merit or on nomination by departments. Others require application. Detailed information about in-course awards and application procedures are available at the Student Awards and Financial Aid website: <http://registrar.uvic.ca/safa/scholarships/incoursescholarships.html>.

- To be eligible for any scholarship offered by UVic, an undergraduate student must normally be a full-time student registered in a total of 12 or more units of study, of which 10.5 units are graded using the standard nine point scale, in two academic terms in the 12 month period (May to April) immediately preceding the adjudication of awards.
- Except where the terms and conditions of an undergraduate award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and enroll as a full-time student in 12.0 or more units to receive the award.
- Other awards, such as medals or book prizes, if not presented directly by the donors or their agents, will be forwarded to the winners upon receipt.
Proposed Terms - showing revisions

Undergraduate Financial Aid

All UVic undergraduate scholarships, bursaries, medals and prizes adjudicated by the University of Victoria are administered by the Senate Committee on Awards.

Financial aid in the form of bursaries, grants, loans and work-study positions is available to students based on financial need.

Detailed information on financial aid awards and application procedures is available through the Student Awards and Financial Aid website at <registrar.uvic.ca/safa>.

General Regulations

- Except where a donor directs otherwise, the proceeds of awards issued by or through the University are applied towards a student’s total fees for the academic year. If the financial aid a student receives exceeds this amount, the balance will be paid to the student. Proceeds from government loans and work study positions are paid directly to the student.
- An award of financial aid may be withheld or cancelled if there is a lack of suitable candidates or a donor withdraws the award, or if the student receiving the award withdraws from UVic or fails to meet the terms and conditions of the award.
- If for any reason the original recipient becomes ineligible for an award, the funds may be reassigned to other students.
- Unless otherwise noted, all financial aid available through the University is limited to Canadian citizens and permanent residents.

Undergraduate Bursaries

Bursaries are non-repayable awards based on financial need and reasonable academic standing, as determined by the Senate Committee on Awards. Bursaries are available both for students entering UVic and for students attending UVic already. Information about the online bursary application is available from the Student Awards and Financial Aid website: <registrar.uvic.ca/safa>.

- Entrance bursaries awarded by UVic require application by October 15, unless otherwise indicated in the award description. Entrance bursaries for students planning to study at UVic are also available through the University of British Columbia and other external organizations.
- General bursaries for undergraduates attending UVic require application by October 15. A number of bursaries are awarded on the recommendation of Student Awards and Financial Aid and/or the student’s academic unit. Students should contact their faculty, school or department for information on nomination procedures.
- To be eligible for a bursary, students must maintain registration in a minimum of 60% of a full course load (4.5 units or more) for credit in each term for which they receive a bursary. Students with a permanent disability must maintain registration in a minimum of...
40% of a full course load (3.0 units or more) for credit in each term to qualify for bursary assistance.

Grants

Grants are non-repayable awards based on financial need as determined by the office or agency contributing the award. Grants are administered by Student Awards and Financial Aid.

Grants are available for part-time students, for students with permanent disabilities and for students with dependents.

Loans

Loans are repayable and are based on financial need. Both the federal and provincial governments offer student loans. Only one application is needed to be considered for both types of loans. BC students apply to StudentAid BC both for BC student loans and for Canada Student Loans. An online application for StudentAid BC is available at <www.studentaidbc.ca>.

Students must submit their loan applications by August 1 in order to have their loans processed in time to meet fee payment deadlines. To qualify for Canada Student Loans and most provincial student loans, students must be enrolled in at least 4.5 units for credit (3 units for students with a permanent disability), excluding duplicate and/or mutually exclusive course work, in each term of the Winter Session.

Work Study

Work-study positions are subsidized jobs on campus, which are allocated on the basis of financial need. Work-study positions are administered by Student Awards and Financial Aid.

To qualify for work-study, students apply to Student Awards and Financial Aid for a work-study authorization.

The number of work-study positions is limited; eligible students are not guaranteed a placement. Final decisions on hiring are made by the project supervisors.
Proposed Terms- showing revisions

Undergraduate Scholarships, Medals and Prizes

Scholarships, medals and prizes are awarded to students on the basis of academic merit or excellence. Awards for undergraduate study are administered by Student Awards and Financial Aid. Detailed information on undergraduate awards and application procedures is available through the Student Awards and Financial Aid website at <registrar.uvic.ca/safa>.

General Regulations: Undergraduate Awards

Recipients of all undergraduate awards adjudicated by the University of Victoria are approved by the Senate Committee on Awards. The following regulations apply to both entrance and in-course scholarships.

- To be eligible for any scholarship offered by UVic, an undergraduate student must be a full-time student registered in a total of 12 or more units of study, of which 10.5 units are graded using the standard nine point scale, in two academic terms in the 12 month period (May to April) immediately preceding the adjudication of awards. (moved to in-course section)
- Students with a disability, including those who are on a reduced course load, are eligible to be considered for scholarships. Students must identify themselves to the Student Awards and Financial Aid office and must have documentation of the disability filed with the Resource Centre for Students with a Disability. (moved to entrance and in-course section, different regulations for each)
- Deferral of an award for up to one year (except in the Faculty of Law, where up to two years may be permitted) may be granted on written request to Student Awards and Financial Aid. (moved to entrance section)
- Students who enroll as a full-time student and subsequently withdraw from courses, so that they fall below 12 units may have the value of their award reduced accordingly if the value of the award exceeds their assessed fees.
- The University reserves the right to limit the amount of money awarded to any student, and, if necessary, to reassign awards to other students by reversion.
- Except where the donor directs otherwise terms of reference for the award state otherwise, the proceeds of awards issued by or through the University will be applied towards the student’s assessed fees for the academic year next Winter Session. If the award a student receives exceeds this amount, the balance will be paid to the student if the student maintains full time registration.
- Other awards, such as medals or book prizes, if not presented directly by the donors or their agents, will be forwarded to the winners upon receipt. (moved to in-course section).
• An award may be withheld or cancelled if there is a lack of suitable candidates or a donor withdraws the award, or if the student receiving the award withdraws from UVic or fails to meet the terms and conditions of the award.

Entrance Scholarships
A large number of Entrance scholarships, with yearly values of between $250 and $6500, are offered to students entering UVic directly from secondary schools and Canadian colleges and universities. Detailed information about entrance awards and application procedures are available at the Student Awards and Financial Aid website: <registrar.uvic.ca/safa> <www.uvic.ca/entrancescholarships>

• Except where the terms and conditions of an undergraduate award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and enroll as a full-time student in 12.0 or more units in the next Winter Session to receive the award.
• Deferral of an award for up to one year (except in the Faculty of Law, where up to two years may be permitted) may be granted on written request to Student Awards and Financial Aid Undergraduate Admissions.

Undergraduate Awards In-Course Scholarships
Undergraduate students who attend UVic in the regular Winter Session are eligible for a number of awards made available through contributions from corporate and individual donors as well as from the University operating budget. The majority of these awards do not require application; they are assigned on the basis of merit or on nomination by departments. Others require application. Except where the terms and conditions of an undergraduate award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and enrol as a full-time student. Detailed information about in-course awards and application procedures are available at the Student Awards and Financial Aid website: http://registrar.uvic.ca/safa/scholarships/incoursescholarships.html

• To be eligible for any scholarship offered by UVic, an undergraduate student must normally be a full-time student registered in a total of 12 or more units of study, of which 10.5 units are graded using the standard nine point scale, in two academic terms in the 12 month period (May to April) immediately preceding the adjudication of awards.
• Except where the terms and conditions of an undergraduate award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and enroll as a full-time student in 12.0 or more units to receive the award.
• Other awards, such as medals or book prizes, if not presented directly by the donors or their agents, will be forwarded to the winners upon receipt.
TO: Secretary of Senate  
   University Secretary’s Office  

FR: Lori Nolt, Director, Student Awards and Financial Aid  
    Secretary, Senate Committee on Awards  

RE: Annual Report  

The Senate Committee on Awards recommends that the Senate receive the annual report of the Senate Committee on Awards for information.
NOTE: Previous year's (2012-2013) figures are shown in brackets. Current awards are based on academic performance in 2012-2013.

The Committee approved 101 (67) new or revised awards. There were 3432 (3620) scholarships awarded to 2645 (2673) students, with a total value of $8,029,202 ($5,990,420).

ENTRANCE SCHOLARSHIPS

Student Awards and Financial Aid made offers of entrance scholarships to academically outstanding students from Canadian secondary schools, international secondary school students, and students transferring from Canadian post-secondary institutions.

UVic has awarded 1367* (1520) entrance scholarships (non-renewable) to 1158* (1079) students with a value of $3,332,632 ($2,962,232). In addition, 204 students received a renewable scholarship for a value of $1,145,500, increasing the total value of entrance scholarships to $4,478,132.

204 (212) renewable entrance scholarships offers were accepted:

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Number</th>
<th>Value 1</th>
<th>Value 2</th>
<th>Value 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVic Excellence Scholarship</td>
<td>53</td>
<td>$6500</td>
<td>$344,500</td>
<td>($364,000)</td>
</tr>
<tr>
<td>UVic Excellence Scholarship</td>
<td>74</td>
<td>$5000</td>
<td>$370,000</td>
<td>($325,000)</td>
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<tr>
<td>UVic Excellence Scholarship</td>
<td>53</td>
<td>$4000</td>
<td>$212,000</td>
<td>($248,000)</td>
</tr>
<tr>
<td>David Strong Entrance Scholarship</td>
<td>1</td>
<td>$5000</td>
<td>$5,000</td>
<td>($5000)</td>
</tr>
<tr>
<td>Robert &amp; Ellen Pearce Scholarship</td>
<td>1</td>
<td>$5000</td>
<td>$5,000</td>
<td>($5000)</td>
</tr>
<tr>
<td>John Locke Malkin Entrance Scholarship</td>
<td>4</td>
<td>$4500</td>
<td>$18,000</td>
<td>($9000)</td>
</tr>
<tr>
<td>David H. Turpin National Entrance Scholarship</td>
<td>1</td>
<td>$5000</td>
<td>$5,000</td>
<td>($15,000)</td>
</tr>
<tr>
<td>Elsa Eleonora Fagerberg &amp; Claria Maria Fagerberg Entrance Scholarship</td>
<td>2</td>
<td>$3000</td>
<td>$6,000</td>
<td>($3000)</td>
</tr>
<tr>
<td>T.S. McPherson Entrance Scholarship</td>
<td>5</td>
<td>$4500</td>
<td>$22,500</td>
<td>($13,500)</td>
</tr>
<tr>
<td>Schulich Leader Scholarship</td>
<td>2</td>
<td>$15,000</td>
<td>$30,000</td>
<td>($30,000)</td>
</tr>
<tr>
<td>Maurice William Summerhayes Scholarship</td>
<td>1</td>
<td>$5000</td>
<td>$5,000</td>
<td>($20,000)</td>
</tr>
<tr>
<td>Fairfax Financial Ltd. Award</td>
<td>1</td>
<td>$5000</td>
<td>$5,000</td>
<td>($5000)</td>
</tr>
<tr>
<td>United World College Scholarship</td>
<td>2</td>
<td>$22,500</td>
<td>$45,000</td>
<td>-</td>
</tr>
<tr>
<td>Aga Khan Academy Scholarship</td>
<td>1</td>
<td>$22,500</td>
<td>$22,500</td>
<td>-</td>
</tr>
<tr>
<td>Council of International Schools Scholarship</td>
<td>2</td>
<td>$22,500</td>
<td>$45,000</td>
<td>-</td>
</tr>
<tr>
<td>East China Normal University Entrance Scholarship</td>
<td>1</td>
<td>$5000</td>
<td>$5,000</td>
<td>-</td>
</tr>
<tr>
<td>UVic International Scholarship</td>
<td>0**</td>
<td>$5000</td>
<td>$0</td>
<td>($55,000)</td>
</tr>
</tbody>
</table>

*In 2012 the renewable and non-renewable scholarship totals were added together. This year we have separated the two. Similarly, the Come to Campus was discontinued, whereas, in 2012 students were offered this scholarship in addition to their GPA based entrance scholarship, which made the total scholarship offers larger.

**Discontinued in 2013.
UVic has awarded 1563 (1901) in-course scholarships (non-renewable) to 985 (1395) students with a value of $2,080,320 ($2,036,938). In addition 298 students received a renewal of their renewable scholarship. The value of these renewals was $1,470,750. The total value of all in-course scholarships awarded was $3,551,070.

The GPA range for scholarship renewals was 7.5 – 9.0.

Scholarship Renewals:

<table>
<thead>
<tr>
<th>Scholarship Renewals</th>
<th>Amount</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UVic Excellence Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90 (59) @ $6500</td>
<td>$585,000</td>
<td>(383,500)</td>
</tr>
<tr>
<td>1 (3) @ $3250</td>
<td>$32,500</td>
<td>(97,500)</td>
</tr>
<tr>
<td><strong>UVic Excellence Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78 (53) @ $5000</td>
<td>$390,000</td>
<td>(265,000)</td>
</tr>
<tr>
<td>9 (7) @ $2500</td>
<td>$22,500</td>
<td>(17,500)</td>
</tr>
<tr>
<td><strong>UVic Excellence Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>67 (66) @ $4000</td>
<td>$268,000</td>
<td>(264,000)</td>
</tr>
<tr>
<td>7 (7) @ $2000</td>
<td>$14,000</td>
<td>(14,000)</td>
</tr>
<tr>
<td><strong>David Strong Entrance Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 (3) @ $5000</td>
<td>$10,000</td>
<td>(10,000)</td>
</tr>
<tr>
<td>1</td>
<td>@ $2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Robert &amp; Ellen Pearce Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 (2) @ $5000</td>
<td>$10,000</td>
<td>(10,000)</td>
</tr>
<tr>
<td><strong>John Locke Malkin Entrance Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 (5) @ $4,500</td>
<td>$18,000</td>
<td>(22,250)</td>
</tr>
<tr>
<td><strong>David H. Turpin National Entrance Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 (2) @ $2,500</td>
<td>$7,500</td>
<td>(5,500)</td>
</tr>
<tr>
<td><strong>Elsa Eleonora Fagerberg &amp; Claria Maria Fagerberg Entrance Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 (1) @ $3,000</td>
<td>$9,000</td>
<td>(3,000)</td>
</tr>
<tr>
<td><strong>T.S. McPherson Entrance Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 (5) @ $4,500</td>
<td>$36,000</td>
<td>(22,500)</td>
</tr>
<tr>
<td>1 (1) @ $2,250</td>
<td>$2,250</td>
<td></td>
</tr>
<tr>
<td><strong>Schulich Leader Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 (new) @ $15,000</td>
<td>$30,000</td>
<td>(new)</td>
</tr>
<tr>
<td><strong>Maurice William Summerhayes Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 (1) @ $5,000</td>
<td>$25,000</td>
<td>(5,000)</td>
</tr>
<tr>
<td><strong>Fairfax Financial Ltd. Award</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 (1) @ $5,000</td>
<td>$0</td>
<td>(5,000)</td>
</tr>
<tr>
<td>2</td>
<td>@ $2,500</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>UVic International Scholarship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 (3) @ $5,000</td>
<td>$20,000</td>
<td>(15,000)</td>
</tr>
<tr>
<td>4 (7) @ $2,500</td>
<td>$10,000</td>
<td>(17,500)</td>
</tr>
</tbody>
</table>

The following table shows the funds awarded and the GPA ranges for the President's Scholarship, departmental awards and renewable scholarships by faculty. The President's Scholarship funds are allocated to academic areas in proportion to the numbers of students registered in each area.
# IN-COURSE AWARDS SUMMARY

## OCTOBER 2013

<table>
<thead>
<tr>
<th>Scholastic Area</th>
<th>President's Scholarships</th>
<th>Renewable Scholarships</th>
<th>Other Scholarships</th>
<th>Scholarships Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GPA RANGE</td>
<td>$ Awarded</td>
<td>$ Awarded</td>
<td>$ Awarded</td>
</tr>
<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.9-7.8</td>
<td></td>
<td>$63,420.00</td>
<td>$120,000.00</td>
<td>$157,290.00</td>
</tr>
<tr>
<td><strong>EDUCATION</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EDUC_GEN</td>
<td>8.86-8.11</td>
<td>$9,625.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC_BSC</td>
<td>9.0-8.79</td>
<td>$9,065.00</td>
<td></td>
<td>$31,259.00</td>
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<tr>
<td>EDUC_ELEM</td>
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<td>$28,105.00</td>
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<td>$21,045.00</td>
</tr>
<tr>
<td>EDUC_SECO</td>
<td>8.75-8.0</td>
<td>$21,978.00</td>
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<td>$21,738.00</td>
</tr>
<tr>
<td><strong>ENGINEERING</strong></td>
<td>$187,500.00</td>
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<tr>
<td>COMPUTER SCIENCE</td>
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<td>$24,196.00</td>
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<td>ELEC &amp; COMP ENG</td>
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<td></td>
<td>$30,784.50</td>
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<tr>
<td>ENG_GEN</td>
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<td>$39,620.00</td>
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<tr>
<td>MECHANICAL</td>
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<td>$3,413.00</td>
<td></td>
<td>$33,106.00</td>
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<tr>
<td><strong>FINE ARTS</strong></td>
<td>$158,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HISTORY IN ART</td>
<td>8.88-7.38</td>
<td>$14,275.00</td>
<td></td>
<td>$10,425.00</td>
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<tr>
<td>MUSIC</td>
<td>8.82-7.78</td>
<td>$20,504.00</td>
<td></td>
<td>$107,181.00</td>
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<tr>
<td>THEATRE</td>
<td>8.6-7.67</td>
<td>$22,034.00</td>
<td></td>
<td>$18,875.00</td>
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<tr>
<td>VISUAL ARTS</td>
<td>8.75-7.11</td>
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<td>$15,650.00</td>
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<tr>
<td>WRITING</td>
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<td>$23,212.00</td>
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<td>$20,592.00</td>
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<tr>
<td><strong>HUMAN &amp; SOCIAL DEVELOPMENT</strong></td>
<td>$25,250.00</td>
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<tr>
<td>HSD_GEN</td>
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<td>HINF</td>
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<td>$19,019.00</td>
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<tr>
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<td></td>
<td>$9,925.00</td>
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<tr>
<td>SOCIAL WORK</td>
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<td>$18,875.00</td>
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<td><strong>LAW</strong></td>
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<td>$233,723.00</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
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<td>$200,000.00</td>
<td>$127,556.00</td>
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<tr>
<td>SCIENCE</td>
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<td>$526,000.00</td>
<td>$167,727.50</td>
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<tr>
<td>SOCIAL SCIENCES</td>
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<td>$158,946.50</td>
<td>$213,500.00</td>
<td>$182,446.20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$723,624.50</td>
<td>$1,470,750.00</td>
<td>$1,356,696.20</td>
<td>$3,551,070.70</td>
</tr>
</tbody>
</table>
UVic’s Scholarship, Bursary and Work Study programs continue to play a significant role in supporting our recruitment and retention goals and the Senate Committee on Awards wishes to acknowledge the University’s ongoing commitment to these undergraduate financial aid programs.

Dr. Annalee Lepp, Chair
Senate Committee on Awards

2013-2014 Senate Committee on Awards
Dr. A. Lepp, Chair
Ms. L. Nolt, Secretary
Mr. P. Arora
Dr. A. Baniasadi
Ms. K. Barnes
Ms. A. Cirillo
Dr. C. Crippen
Ms. L. Charlton
Mr. B. Macy
Ms. Y. Rondeau
Dr. J. Walsh
Dr. M. Wilson
Ms. J. Wood

2012-2013 Senate Committee on Awards
Dr. A. Lepp, Chair
Ms. L. Nolt, Secretary
Dr. A. Baniasadi
Ms. K. Barnes
Dr. M. Kennedy
Ms. L. Charlton
Ms. C. Mateer
Mr. J. Potter
Ms. C. Swayze
Ms. K. Watson
Dr. M. Wilson
Dr. R. Wolfe
Ms. J. Wood
At its meeting of 9 October 2013, the Senate Committee on Planning discussed and approved the Proposal to Move Music Education (Secondary) Teaching Area from Curriculum and Instruction, Faculty of Education to School of Music, Faculty of Fine Arts. The following motion is recommended:

*That Senate approve moving the Music Education Program from the Faculty of Education, Department of Curriculum and Instruction to the Faculty of Fine Arts, School of Music.*

---

Committee Membership:

- Dr. Catherine Mateer, Chair
- Ms. Lauren Charlton
- Dr. Stan Dosso
- Mr. Jason Walters
- Dr. Reuven Gordon
- Ms. Carrie Anderson
- Dr. Howard Brunt
- Dr. Maureen MacDonald
- Dr. Timothy Iles
- Dr. Merwan Engineer
- Dr. Reeta Tremblay
- Dr. David Boag
- Dr. Catherine McGregor
- Dr. Victoria Wyatt
- Dr. Anne Bruce
- Dr. Ann Stahl
- Ms. Emily Rogers
- Ms. Norah McRae
- Dr. Sarah Blackstone
- Ms. Jess Gelowsky (Secretary)
Proposal to Move Music Education (Secondary) Teaching Area from Curriculum and Instruction, Faculty of Education to School of Music, Faculty of Fine Arts

As the result of recommendations contained in the last Academic Review of the School of Music, the Department of Curriculum and Instruction and the School of Music have been exploring the possibility of moving the Music Education (Secondary) Teaching Area from one unit to the other. The two units have agreed that this move presents a significant opportunity to enhance student success, reduce overlap and duplication among courses and programs, and streamline administrative tasks for a more efficient delivery of the program.

Most students in the program enroll as BMus students with only a few (3 or 4 per year) enrolling in the BEd program even though the program is currently housed in the Faculty of Education. The BEd program would be sunset under this proposal. All students currently enrolled will be able to complete their programs with no difficulty.

Advising will be streamlined with all students housed in a single academic unit (and within the same Faculty). Curriculum development for all programs will be enriched by the integration of Music Education into the School of Music. This will improve the alignment and progression of learning outcomes across courses and degree programs.

This move will align the Music Education (Secondary) Teaching Area with other programs on campus where students complete their degree in their core subject and then take the post-degree professional program in Curriculum and Education to obtain their teaching certificate.

The Deans of the two Faculties have reached agreement on the transfer of resources to support the program—including staffing, space, and equipment. The change is cost neutral as the program remains the same.

Consultation regarding the relocation of the Music Education (Secondary) Teaching Area has taken place in the Department of Curriculum and Instruction and School of Music, and the Faculties of Education and Fine Arts. The individual faculty and staff affected by the move, and the Deans of Education and Fine Arts have approved this change.
Date: September 30, 2013  
To: The Secretary of the Senate  
From: Dr. Catherine Mateer, Chair, Senate Committee on Planning  
Re: Discontinuation of the Professional Specialization Certificate in Heritage Conservation Planning  

The Professional Specialization Certificate in Heritage Conservation Planning (PSC in HCP) is a credit-based undergraduate certificate jointly delivered between the Division of Continuing Studies and the Department of History in Art in the Faculty of Fine Arts. It became apparent several years ago that applications to and enrolments in this program were declining to a degree that made program delivery unfeasible. At the same time it was recognized that most individuals seeking education and training in this area already have an undergraduate credential and were prepared for and seeking a graduate level credential. Graduate level training is also what is being sought and recognized by the employers in this domain.

After consultation with faculty, students and employers, a Graduate Certificate in Cultural Heritage (CHM) Management was developed and approved by Senate in 2012. This is a broader and higher level credential that incorporates heritage conservation planning as an element of the program. The CHM program is now being offered jointly by the Division of Continuing Studies and the Department of History in Art. The graduate credential supersedes and is more appropriate and marketable than the undergraduate credential. There are not sufficient resources to offer both credentials. As such, on April 5, 2013 the Senate Committee on Continuing Studies moved, with the agreement of the Department of History in Art, to have the PSC in HCP permanently discontinued effective May 2013. The four students still enrolled in the PSC in HCP will be able to finish the program. Further applications were not being accepted as of the 2013/14 calendar.

At its meeting on October 9, 2013, the Senate Committee on Planning heard from proponents in the Division of Continuing Studies and the Faculty of Fine Arts, discussed the motion, and approved the discontinuation of the Professional Specialization Certificate in Heritage Conservation Planning. The specific motion is as follows:

That Senate approve, and recommend to the Board of Governors that it also approve, the discontinuation of the Professional Specialization Certificate in Heritage Conservation Planning.

: mam

Committee  
Dr. Catherine Mateer, Chair  
Ms. Lauren Charlton  
Dr. Stan Dosso  
Mr. Jason Walters  
Dr. Reuven Gordon  
Ms. Carrie Anderson  
Dr. Howard Brunt  
Dr. Maureen MacDonald  
Dr. Timothy Iles  
Dr. Merwan Engineer

Membership:  
Dr. Reeta Tremblay  
Dr. David Boag  
Dr. Catherine McGregor  
Dr. Victoria Wyatt  
Dr. Anne Bruce  
Dr. Ann Stahl  
Ms. Emily Rogers  
Ms. Norah McRae  
Dr. Sarah Blackstone  
Ms. Jess Gelowsky (Secretary)
September 30, 2013

To: Katy Mateer  
Chair, Senate Committee on Planning

From: Maureen MacDonald  
Chair, Senate Committee on Continuing Studies

Re: Professional Specialization Certificate in Heritage Conservation Planning

Please be advised that on April 5, 2013 the Senate Committee on Continuing Studies moved to have this program permanently discontinued effective May 2013. The four enrolled students will be able to finish the program, and further applications are not being accepted as of the 13/14 calendar.

Maureen MacDonald
At its meeting of 9 October 2013, the Senate Committee on Planning discussed and approved the Faculty of Fine Arts and the Division of Continuing Studies terminating the Diploma in Fine Arts program. The following motion is recommended:

That Senate approve, and recommend to the Board of Governors that it also approve, the discontinuation of the Diploma in Fine Arts.

Committee Membership:
- Dr. Catherine Mateer, Chair
- Ms. Lauren Charlton
- Dr. Stan Dosso
- Mr. Jason Walters
- Dr. Reuven Gordon
- Ms. Carrie Anderson
- Dr. Howard Brunt
- Dr. Maureen MacDonald
- Dr. Timothy Iles
- Dr. Merwan Engineer
- Dr. Reeta Tremblay
- Dr. David Boag
- Dr. Catherine McGregor
- Dr. Victoria Wyatt
- Dr. Anne Bruce
- Ms. Emily Rogers
- Ms. Norah McRae
- Dr. Sarah Blackstone
- Ms. Jess Gelowsky (Secretary)
The Division of Continuing Studies and the Faculty of Fine Arts recommend terminating the Diploma in Fine Arts. This is due to mainly a lack of student interest – only 4 students graduated from the Program in the past 13 convocations (6 years). The cost of advertising, managing and mounting the program cannot be justified.

No students will be impacted as the three students currently enrolled will be able to finish the program with the current course offerings. There is no plan to change the relevant course offerings.

This will be presented for approval at the next Senate Committee on Continuing Studies meeting, November 18, 2013.