MINUTES

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

1. APPROVAL OF THE AGENDA

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

CARRIED

2. MINUTES

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

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

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

4. REMARKS FROM THE CHAIR

a. President’s Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. **CORRESPONDENCE**

There was none.

6. **PROPOSALS AND REPORTS FROM SENATE COMMITTEES**

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

      i. Faculty of Engineering Admission Requirements

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

            **CARRIED**

   b. Senate Committee on Agenda and Governance

      i. Revisions to the Terms of Reference for Senate Committees

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

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

CARRIED

c. Senate Committee on Awards

i. New and Revised Awards

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

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

* Administered by the University of Victoria Foundation

CARRIED

d. Senate Committee on Curriculum

i. Annual Report

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

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

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

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

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

CARRIED
1 OPPOSED

ii. Curriculum Changes

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

CARRIED
1 OPPOSED
3 ABSTAINED

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

CARRIED

e. Senate Committee on Planning

i. Renewal of the Centre for Forest Biology

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

CARRIED

7. PROPOSALS AND REPORTS FROM FACULTIES

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

a. Enrolment Projections

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

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

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

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

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

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

**CARRIED**

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

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

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

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

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

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

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

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

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

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

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

a. Ten-Year Sessional Calendar

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

b. 2014/2015 Academic Year Important Dates

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

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

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

c. 2013/14 Emeritus and Emerita

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

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

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

There being no other business, the meeting was adjourned at 4:50 p.m.
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<td>Student Senator, Science</td>
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<tr>
<td>Thomas Tiedje</td>
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<td>Dean, Faculty of Engineering</td>
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<td>Reeta Tremblay</td>
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<td>Vice-President Academic and Provost</td>
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<td>Alicia Ulysses</td>
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<td>Faculty of Humanities</td>
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<td>John Walsh</td>
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<td>Faculty of Graduate Studies</td>
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<td>Michael Webb</td>
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<td>Faculty of Social Sciences</td>
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<td>Jeremy Webber</td>
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<td>Dean, Faculty of Law</td>
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<td>Margot Wilson</td>
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<td>Faculty of Social Sciences</td>
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<tr>
<td>Victoria Wyatt</td>
<td>✔</td>
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<td>Faculty of Fine Arts</td>
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MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA
Effective December 12, 2013

EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)
Chancellor: Murray Farmer (31/12/14)
President and Vice-Chancellor: Jamie Cassels, Chair
V.P. Academic & Provost: Reeta Tremblay
V.P. Research: Howard Brunt
Dean, Peter B. Gustavson School of Business: Saul Klein
Dean of Education: Ted Riecken
Dean of Engineering: Thomas Tiedje
Dean of Continuing Studies: Maureen MacDonald
Dean of Fine Arts: Sarah Blackstone
Dean of Graduate Studies: David Capson
Dean of Humanities: John Archibald
Dean of HSD: Mary Ellen Purkis, Vice-Chair
Dean of Law: Jeremy Webber
Dean of Science: Robert Lipson
Dean of Social Sciences: Peter Keller
University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES - Section 35 (2) (g)
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)
LAWF: Gillian Calder (30/6/14)
        Mark Gillen (30/6/16)
SCIE: Robert Burke (30/6/14)
        Florin Diauc (30/6/14)
SOSC: 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 Peetn – 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)
Pavan Arora (GRAD) (30/6/14)
Rachel Barr (SOSC) “
Peter Bell (GRAD) “
Jared Burnett-Mccreery (ENGR) “
Nadia Hamdon (SOSC) “
Matthew Hammer (HUMS) “
Susan Karim (EDUC) “
Bowen Macy (SOSC) “
Kelsey Mech (SC IE) “
Lucia Heffelfinger Orser (HUMS) “
Yianni Pappas-Acreman (LAW) “
Emily Rogers (HUMA) “
Gina Starblanket “
Nick Tang (SCIE) “
TBA (BUSI) “
TBA (FINE) “

MEMBERS ELECTED BY THE CONVOCATION – Section 35 (2) (i)
Nav Bassi (31/12/14)
Linda Hannah (31/12/14)
Robynn 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 Dunson
Assoc. V.P. Academic Planning: Catherine Mateer
Registrar: Lauren Charlton
Associate University Secretary: Carrie Andersen