



University  
of Victoria

**Board and Board Committee Meetings**  
**Monday May 30 and Tuesday May 31, 2022**

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Open Session  
Tuesday May 31, 2022  
11:00 a.m. – 12:00 p.m.  
University Club

**DRAFT AGENDA**

- 1. Approval of Agenda**  
**MOTION:**  
*THAT the agenda of the open session of the regular meeting of May 31, 2022 be approved.*
- 2. Approval of Summary Record of the Meeting held March 29, 2022 (attached)**  
**MOTION:**  
*THAT the summary record of the open session of the regular meeting held March 29, 2022 be approved.*
- 3. Business Arising from the Summary Record**
- 4. Chair's Remarks**
- 5. Correspondence**
- 6. President's Report**
- 7. External Relations Update** BOG-May31/22-17

**CONSENT**

- 8. Finance Committee (Carolyn Thoms)**
  - a. Change to Collection and Remission of Fees for the University of Victoria Students' Society (UVSS)** BOG-May31/22-22  
**MOTION:**  
*THAT the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of April 19th, 2022 from the Director of Finance and Operations of the UVSS to Jim Dunsdon, Associate Vice-President Student Affairs.*

## 9. Operations and Facilities Committee (Paul Ramsey)

### a. New and Revised Awards

BOG-May31/22-14

#### MOTION:

*THAT the Board of Governors approve new and revised undergraduate and graduate awards set out in the attached documents and listed below:*

- Mohamed & Prabha Ibrahim Graduate Scholarship in Chemistry (Revised)
- Takao Tanabe Undergrad Award in Visual Arts (Revised)
- Murray and Lynda Farmer Award for Critical Thinking\* (New)
- Chinese Consolidated Benevolent Association of Victoria Course Award\* (Revised)
- Vancouver Island ASHRAE Chapter Endowment Scholarship\* (Revised)
- Audain Travel Award (Revised)
- Lisa Fedrigo Bursary\* (Revised)
- Doreen & John Windsor Scholarship\* (Revised)
- Jack Howard Jackson Memorial Bursary (New)
- Victoria Foundation Ruth Elina Carlson Bursary (Revised)
- Dr. Terence Gough Chemistry Bursary\* (New)
- Dr. Terence Gough Chemistry Scholarship\* (New)
- Mya and Marcus Indigenous Graduate Scholarship in Visual Arts\* (New)
- Jean Tutcho Indigenous Undergraduate Award in Visual Arts\* (New)
- Béts'ahchu Undergraduate Award in Indigenous Language Revitalization\* (New)
- Joyce Clearihue Graduate Co-op Scholarship\* (Revised)
- Anna Isabelle Allen Undergraduate Scholarship in Social Work\* (New)
- Takao Tanabe Graduate Award in Visual Arts (Revised)
- Dr. Mowafa Househ Entrance Scholarship (Revised)
- Enbridge Travel Award for Engineering and Computer Science Students (Revised)
- Jennifer van Dyk Memorial Women's Field Hockey Award\* (Revised)
- Joyce Family Foundation Award for Indigenous Students\* (Revised)
- Working for a Better World Award (Revised)
- Jennifer Davison Undergraduate Scholarship in Russian Studies (Revised)
- Lee Mong Kow Bursary (New)
- St. Jude Scholarship\* (Revised)
- Davison Graduate Scholarship in Economics\* (Revised)
- Erna Beltsheva Graduate Scholarship in Music\* (Revised)
- St. Martin Family Biology Scholarship (New)
- St. Martin Family Engineering & Computer Science Scholarship (New)
- Carbery Family Golf Award (New)
- Brent Fougner Cross Country/Track Annual Award (New)
- Vikes Honour Roll Provost Award for Excellence (Revised)
- Mathew Szymanowski Vikes Men's Rowing Award (New)
- Don Lobb Men's Rugby Award (New)

- Faculty of Law Indigenous Emergency Assistance Fund (New)
- Indigenous Law Student Award (New)
- Irene Cohen Scholarship (Revised)
- Vancouver Security Traders Association (VSTA) Finance Scholarship (New)
- Christine Welsh Scholarship (Revised)
- Doug White Vikes Men's Rowing Award (New)
- Ukraine Emergency Doctoral Student Fellowship in the Humanities (New)
- Chair in Transgender Studies Undergrad Research Scholarship for Trans, Non-Binary & Two-Spirit Students (Revised)
- William R. McIntyre Medal (Revised)
- Vancouver Island Compassion Society Cannabis and Psychedelic Studies Scholarship\*(New)
- Leslie and Kaye Jowett Graduate Scholarship\* (Revised)
- University of Victoria International Mobility Access Grant (IMAG) (New)

*\*Administered by the University of Victoria Foundation*

**b. Proposal to Establish a Bachelor of Arts in Music**

BOG-May31/22-15

**MOTION:**

*THAT the Board of Governors approve the proposal to establish a Bachelor of Arts in Music, as described in the document "Major Program in Music Leading to the Bachelor of Arts Degree with a Major in Music (Faculty of Fine Arts)", and that this approval be withdrawn should the program 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 approved by the Secretariat of the Ministry of Advanced Education and Skills Training.*

**c. Proposal to Establish a Master of Science in Chemistry Accelerated Program**

BOG-May31/22-16

**MOTION:**

*THAT the Board of Governors approve the proposal to establish a Master of Science in Chemistry Accelerated Option, as described in the document "MSc in Chemistry – Accelerated Option", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.*

**d. Proposal to grant School status to the Indigenous Governance Program**

BOG-May31/22-23

**MOTION:**

*THAT the Board of Governors approve the proposal to grant School status to the Indigenous Governance Program, as described in the document "School of Indigenous Governance Proposal".*

**e. Motion to Suspend the Russian Embassy in Canada Book Prize**

BOG-May31/22-26

**MOTION:**

*THAT the Board of Governors suspend the Russian Embassy in Canada Book Prize for the 2022/23 academic year.*

**f. Status Report on Capital Projects**

BOG-May31/22-07a

***Pro Forma Motion:*** *THAT the above items be approved by the Board of Governors by consent.*

**REGULAR**

**10. Audit Committee (Merle Alexander)**

**a. 2021/22 Financial Statements**

BOG-May31/22-04

**MOTION:**

*THAT the Board of Governors approve the 2021/22 Audited Financial Statements and the appropriations as set out in the attached schedule; and*

*THAT the Chair of the Board of Governors and the Acting Vice-President Finance and Operations be authorized to sign the statements on behalf of the Board of Governors.*

**b. Enterprise Risk Management Policy Update**

BOG-May31/22-20

**MOTION:**

*THAT the Board of Governors approve the updated Enterprise Risk Management Policy (GV0225), effective immediately.*

**11. Finance Committee (Carolyn Thoms)**

**a. Revisions to Schedule A of the Signing Authority Policy (FM5100), and to the Research Funding Management and Financial Accountability Policy (FM5405)**

BOG-May31/22-21

**MOTION:**

*THAT the Board of Governors approve the Revisions to Schedule A of the Signing Authority Policy (FM5100) effective immediately.*

**MOTION:**

*THAT the Board of Governors approve the Revisions to the Research Funding Management and Financial Accountability Policy (FM5405) effective immediately.*



**12. Operations and Facilities Committee (Paul Ramsey)**

**a. Annual Report on Non-Academic Misconduct Allegations  
and Resolutions**

BOG-May31/22-13

**13. Other Business**

- a) Review of action items identified
- b) Any other business

**Adjournment**



University  
of Victoria

## Board and Board Committee Meetings Monday March 28 and Tuesday March 29, 2022

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Open Session

Tuesday March 29, 2022 11:00 a.m.

Senate and Board Chambers, Jamie Cassels Centre

### DRAFT SUMMARY RECORD

**Present:** David Zussman (Chair), Shailoo Bedi, Marion Buller, Marilyn Callahan, David Foster, Kevin Hall, Adam Monahan, Monica Prendergast, Paul Ramsey, Carolyn Thoms, Beverly Van Ruyven, Carrie Andersen (University Secretary)

**By Invitation:** Elizabeth Adjin-Tettey, Lisa Kalynchuk, Kimberley Kennard, Kristi Simpson, Robina Thomas

**Regrets:** Merle Alexander, Keith Barbon, Josh Blair, Jonathan Granirer

The Chair began the meeting with a territorial acknowledgement.

**1. Approval of Agenda**

**MOTION:** (S. Bedi/A. Monahan)

*THAT the agenda of the open session of the regular meeting of March 29, 2022 be approved.*

**CARRIED**

**2. Approval of Summary Record of the Meeting held January 25, 2022**

**MOTION:** (C. Thoms/M. Buller)

*THAT the summary record of the open session of the regular meeting held January 25, 2022 be approved.*

**CARRIED**

**3. Business Arising from the Summary Record**

There was no business arising.

**4. Chair's Remarks**

There were none.

**5. Correspondence**

**a. University of Victoria Students' Society re International Student Tuition Increase 2022**

**b. Graduate Students' Society re Accessibility of UVic Governance Bodies**

**c. Victoria Rottweiler Club**

The Chair noted the correspondence received by the Board.

## **6. President's Report**

Kevin Hall, President and Vice-Chancellor noted the passing of former Chancellor Ron Lou-Poy.

### Strategic Planning

K. Hall provided an update on the strategic planning process, commenting on engagement with members of the university community.

### International Training Centre for Authorities and Leaders (CIFAL)

K. Hall mentioned the launch of the United Nations Institute for Training and Research (UNITAR) and the university's International Training Centre for Authorities and Leaders (CIFAL)

### Marking Camosun's 50<sup>th</sup> Anniversary

K. Hall stated that on March 2, 2022, UVic gifted Camosun College with a paddle to mark two important milestones, the 50<sup>th</sup> anniversary of the college and the 30<sup>th</sup> anniversary of 30<sup>th</sup> anniversary of Eyē? Sqâ'lewen – the Centre for Indigenous Education and Community Connections.

### Vancouver Island University

K. Hall, Chancellor Buller and Qwul'sih'yah'maht R. Thomas went to Vancouver Island University to present Chancellor Sayers with a Talking Stick. This solidifies a longstanding relationship between the two institutions and reaffirms a mutual commitment to reconciliation.

### Housing Town Hall

K. Hall spoke of the town hall on housing that he hosted with Honourable Murray Rankin, Minister of Indigenous Relations and Reconciliation and MLA for Oak Bay-Gordon Head and Honourable David Eby, Attorney General and Minister Responsible for Housing on February 2, 2022.

### UVic at Kwench

K. Hall noted the university has established UVic KWENCH to support venture exploration and early-stage start-ups as well as to ultimately support the development of technology and knowledge-based businesses in the region.

### Significant Days

K. Hall noted that since the last meeting of the Board, the university had celebrated International Women's Day, Pink Shirt Day, International Day of Women and Girls in Science and Black History month.

The winners of the 2022 CUFA BC Distinguished Academic Awards were noted.

There were no questions for K. Hall.

**7. External Relations Update**

BOG-Mar29/22-17

D. Zussman introduced the report and asked if anyone had questions. There were no questions.

**CONSENT**

**8. Operations and Facilities Committee (Paul Ramsey)**

**a. New and Revised Awards**

BOG-Mar29/22-10

**MOTION:**

*THAT the Board of Governors approve new and revised undergraduate and graduate awards set out in the attached documents and listed below:*

- *Faculty of Fine Arts Student Community Impact Award\* (Revised)*
- *Nash Johnston LLP Scholarship in Evidence (Revised)*
- *Nash Johnston LLP Scholarship in Torts (Revised)*
- *Inuit Women Legal Scholar Award (New)*
- *Environmental Education Impact Award (New)*
- *George Lee Law Corporation Scholarship (New)*
- *Mastercard Award in Cyber Security (New)*
- *Bonnie and Ken Putt Award\* (Revised)*
- *Mohamed & Prabha Ibrahim Undergraduate Scholarship in Chemistry\* (Revised)*
- *Level Up Award presented by Codename Entertainment\* (Revised)*
- *Hilder School of Music Award\* (New)*
- *Chaney Award\* (Revised)*
- *Speakman Award\* (New)*
- *Arthur Whittingham Graduate Travel Scholarship\* (New)*
- *Working for a Better World Award (New)*
- *Stephens Family Research Awards in Organic & Sustainable Food Systems (Revised)*
- *Crabtree Indigenous Legal Scholar Award (New)*
- *Presquito Murdoch Indigenous Law Award (New)*
- *Langford-Seaborne Award for Indigenous Students in Humanities\* (New)*
- *Langford-Seaborne Award for Indigenous Students in Social Sciences\* (New)*
- *Greg and Tanya Kuhn International Student Award (New)*
- *Steven P. Starkovich Promise Scholarship for Students in Physics & Astronomy (New)*
- *Steven P. Starkovich Opportunity Entrance Award for Indigenous Students (New)*
- *Stephen W. Long Award in Business (New)*
- *Dr. Mowafa Househ Entrance Scholarship (Revised)*
- *Iranian Student Undergraduate Memorial Scholarship\* (Revised)*
- *Xa7limut (Ha-lay-mut) Jack Campo Indigenous Law Award (New)*

- *Enbridge Scholarship in Engineering and Computer Science (New)*
- *Enbridge Travel Award for Engineering and Computer Science Students (New)*
- *Alice Lough McLaggan Bursary\* (New)*
- *Jennifer van Dyk Memorial Women's Field Hockey Award\* (Revised)*
- *Beer-Knight Scholarship (New)*
- *Cindy Kung Memorial Award for Women in Health Information Science (New)*
- *Iranian Student Graduate Memorial Scholarship\* (Revised)*
- *Audain Travel Award (New)*
- *British Columbia Environment Industry Association Indigenous Award (New)*
- *Eunice Lowe Award for Entrepreneurship Studies\* (New)*
- *Jacob Kerr Scholarship (New)*
- *Raincoast Conservation Award (New)*
- *H.D. Sauvan Award\* (New)*
- *Joyce Family Foundation Award for Indigenous Students\* (Revised)*

*\*Administered by the University of Victoria Foundation*

**b. Proposal to change the name of the Department of French** BOG-Mar29/22-18  
**MOTION:**

*THAT the Board of Governors approve the proposal to change the name of the Department of French, as described in the document "Name Change for the Department of French to the Department of French and Francophone Studies", effective September 1, 2022.*

**c. Proposal to change the credential in French to "French and Francophone Studies"** BOG-Mar29/22-05  
**MOTION:**

*THAT the Board of Governors approve the proposal to change the credentials in French to "French and Francophone Studies", as described in the memorandum dated January 21, 2022, effective September 1, 2022.*

**d. Proposal to discontinue the International Child and Youth Care Program Professional Specialization Certificate** BOG-Mar29/22-19  
**MOTION:**

*THAT the Board of Governors approve the proposal to discontinue the International Child and Youth Care Program Professional Specialization Certificate, as described in the document "International Child and Youth Care program (Professional Specialization Certificate Program)", effective September 1, 2022.*

- e. Proposal to change the name of the Bachelor of Arts in Health and Community degree to a Bachelor of Arts in Public Health** BOG-Mar29/22-23

**MOTION:**

*THAT the Board of Governors approve the proposal to change the name of the Bachelor of Arts in Health and Community degree to a Bachelor of Arts in Public Health degree, as described in the document "BA in Health and Community Services: Major Program Change", effective September 2022.*

- f. Proposal to discontinue the Graduate Diploma in International Child and Youth Care for Development** BOG-Mar29/22-24

**MOTION:**

*THAT the Board of Governors approve the proposal to discontinue the Graduate Diploma in International Child and Youth Care for Development, as described in the document "Graduate Diploma in International Child and Youth Care for Development", effective September 1, 2022.*

- g. Status Report on Capital Projects** BOG-Mar29/22-13a

- h. 2021 Policy Annual Report** BOG-Mar29/22-01

**9. Finance Committee (Carolyn Thoms)**

- a. University Of Victoria Staff Pension Plan Statement of Investment Policies and Procedures** BOG-Mar29/22-09

**MOTION:**

*THAT the Board of Governors approve the proposed amendments to the University of Victoria Staff Pension Plan Statement of Investment Policies and Procedures, effective immediately.*

- b. Collection and Remission of Student Fees – Graduate Students' Society** Bog-Mar29/22-06

**MOTION:**

*THAT the Board of Governors collect and remit fees for the GSS in 2022/23 as outlined in the letter of March 14, 2022 from the Executive Director of the GSS to Kristi Simpson, Acting Vice-President Finance and Operations, subject to confirmation of approval of the fees at the GSS Semi-Annual General Meeting on March 22nd, 2022.*

**c. Collection and Remission of Student Fees for the University of Victoria Students' Society (UVSS)**

BOG-Mar29/22-30

**MOTION:**

*THAT the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of March 15, 2022 from the Director of Finance and Operations of the UVSS to Jim Dunsdon, Associate Vice-President Student Affairs.*

**Pro Forma Motion:** (A. Monahan/M. Prendergast) *THAT the above items be approved by the Board of Governors by consent.*

**CARRIED**

**REGULAR**

**10. Finance Committee (Carolyn Thoms)**

**a. Planning and Budget Framework 2023-2025**

BOG-Mar29/22-04

C. Thoms introduced the report. She invited K. Hall, Elizabeth Adjin-Tettey Acting Associate Vice-President Academic Planning and Kristi Simpson, Acting Vice-President Finance and Operations to provide a verbal update.

K. Hall introduced the proposal and provided a high-level overview of the planning context and priorities.

E. Adjin-Tettey provided highlights of investments made in teaching and learning, student scholarships, bursaries and student supports. This budget will align with Aspiration 2030 and advance equity and diversity inclusion, provide support for decolonization, and climate change and sustainability action.

K. Simpson provided an overview of general operating revenue, tuition sources, and general operating expenditures stating that the budget is a balanced one. She noted that the budget, once approved, would be posted on the university's website.

K. Simpson stated that the parking permit program would be moving from an annual to monthly model as part of climate sustainability goals. This will encourage people to think about their mode of transportation to campus.

In response to a question on balancing tuition increases against the need for student aid and if there are targets in policy for what student aid levels should be, K. Simpson responded that there is no policy but Canadian Association of University Business Officers (CAUBO) data is monitored to see where UVic measures against peers in terms of supports for students.

**MOTION:** (C. Thoms/A. Monahan)

*THAT the Board of Governors approve the Planning and Budget Framework 2023–2025, including the tuition and fee increases contained therein, and authorize the President to develop and implement the detailed operating budget for the 2022/23 fiscal year.*

**CARRIED**

**11. Operations and Facilities Committee (Paul Ramsey)**

**a. Renewal of Term Raincoast Chair in Applied Conservation Science**

BOG-Mar29/22-20

P. Ramsey stated that an update was provided to the Operations and Facilities Committee. The Chair was established for a five-year term from 2017-2021 and financial support has been provided for an additional five-year term.

**MOTION:** (P. Ramsey/M. Prendergast)

*THAT the Board of Governors approve the renewal of the Raincoast Chair in Applied Conservation Science in the Department of Geography, Faculty of Social Sciences for a second five-year term from June 30, 2022 to June 30, 2027.*

**CARRIED**

**b. Enrolment Projections for 2022/23**

BOG-Mar29/22-11

P. Ramsey noted that UVic remains above targets set by the Ministry of Advanced Education and Skills Training.

**MOTION:** (P. Ramsey/M. Callahan)

*THAT the Board of Governors approve a recommended enrolment level of 18,548 FTE for the 2022/23 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, application rates, and world events.*

**CARRIED**

**12. Other Business**

**a. Review of action items identified**

There were none.

**b. Any other business**

M. Prendergast read from a press release by Kasari Govender, Human Rights Commissioner written to the Public Health Officer, Dr. Bonnie Henry urging the reinstatement of mask mandates. M. Prendergast asked Board members to review the article. The Chair asked the Board of Governors Secretary to email the article to the members following the meeting.



There being no other business, the meeting adjourned at 11:32 am.



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR INFORMATION**

**May 16, 2022**

A handwritten signature in blue ink, reading "C. Horbachewski".

**To:** Board of Governors

**From:** Chris Horbachewski, Vice-President External Relations

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** **External Relations Update – MAY OPEN**

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In support of UVic's Strategic Framework, External Relations connects UVic and the world around it by enhancing and promoting the brand and reputation of the university through building relationships, seeking resources, and building community to support and enhance the University of Victoria. The following report provides an update on our activities in:

- Communicating the UVic mission and story
- Building meaningful partnerships
- Fostering a culture of philanthropy
- Celebrating success and excellence
- Enhancing community through cultural and other activities

## COMMUNICATING THE UVIC MISSION AND STORY

### **Enhancing our Digital Presence**

- Major web projects for Co-op and Career Services as well as Engineering and Computer Sciences have prototypes that are currently being reviewed with further iterations by their departments. Content development work for sites is now underway.
- Significant improvements in university website communications for graduate students have launched as part of the central uvic.ca website. These changes align content for Graduate Admissions and Graduate Studies with the standards and user experience of the recent central site redesign.
- A Digital News Coordinator has been hired, filling an infrastructure gap which has existed since October 2021. This position will be an important piece of the story coordination and dissemination process. A term Web Coordinator has also been hired to support the large number of significant web communications projects prioritized by the university.

### **Supporting Communications for University Stakeholders**

- We continue to develop and distribute important information to our campus community about the pandemic, including updates on health and safety measures such as mask protocols and proof of vaccination.
- Communications planning, coordination and engagement support is continuing for significant institutional projects, including the installation of Chancellor Marion Buller; launch of CIFAL Victoria; development of the Climate and Sustainability Action Plan and Equity Action Plan as well as community university engagement initiatives such as the United Way campaign, Victoria Forum and campus planning projects including the BC Transit bus exchange upgrade project, Engineering and Computer Science Expansion, and National Centre for Indigenous Laws.
- We are also providing communications and marketing support for spring Convocation and You're the Best-Fest, a festival of appreciation and recognition for UVic employees from May 9 to 13.

### **Brand and positioning**

- Ad campaign in response to UVic's results in *Times Higher Ed Impact Rankings* will run nationally in print and online, adding to online story telling, social media and earned media.
- Working on flagship publications *Recruitment Viewbook* and *Donor Impact Report* for summer release.
- Working with the Special Advisor International to create *Impact 2030: Global Impact and Partnership Strategy*.

## **Media presence for brand enhancement, building profile**

Coordinated integrated communication for the Times Higher Education Impact Rankings across all UC+M units, as well as partners in president's office, OVPRI, special advisor (international), alumni and development and community and government relations. Strategically executed UC+M communication plan that targeted specific internal and external channels.

- Integrated communication planning to support the highly visible aspects of UVic-wide projects like CIFAL and pending launch of the university's innovation hub.
- Creating/updating research communication materials including transition planning to ensure maximum collaborative impact with OVPRI as they consider their research profile needs.
- Auditing and deriving improved or new ways of collaborating within our community officer ecosystem through a range of activities including:
  - Pending senior media relations strategist recruitment late May/June.
  - Applying strategic integrated communication approach for projects like highly visible milestone days e.g., 2022 International Women's Day including piloting media relations and research communication social media strategy for @uvicnews twitter feed, complementing central accounts strategy.
  - Auditing and renewing media monitoring tools including Agility and other tracking systems to improve targeted media engagement.
  - Designing workflow systems for Communication Officers (CO) including story intake and distribution, setting up a new editorial calendar system that is being used to integrate UC+M editorial workflows through project management software.
  - Conducting range of discovery workshops with COs to identify special themes to improve workflows and to provide professional development for our CO community.

## **BUILDING MEANINGFUL PARTNERSHIPS**

### **Provincial:**

On March 31, the Government of British Columbia announced the launch of a sector-wide review of how it funds operations at British Columbia's 25 public post-secondary institutions. The review's primary focus is block funding for general operations. Targeted funding for high-demand occupations such as health and technology will not be in scope of the review. The review will take part in two phases:

- Phase One: will begin with targeted engagement with key sector partners, student, labour and sector associations, and public post-secondary institutions. A process for engaging with Indigenous Peoples will be co-developed with Indigenous partners. This will be led by Don Wright, who will provide a final report of key findings to government for consideration by summer 2023. Engagement findings will be made public; and
- Phase Two: led by the Ministry of Advanced Education and Skills Training with support from Wright and Dan Perrin, will consider the objects and principles of the review to develop policy options and inform the design of an updated, modern funding model.

<https://news.gov.bc.ca/releases/2022AEST0010-000461#:~:text=The%20review%20will%20help%20government,the%20public%20post%2Dsecondary%20sector.>

On April 7, UVic Acting Vice-President Finance and Operations Kristi Simpson hosted the Honourable Anne Kang, the Honourable Ravi Kahlon, the Honourable George Chow and the Honourable Katrine Conroy on campus to launch the Province's new Mass Timber Action Plan. For the launch, the province highlighted UVic's Student Housing and Dining Project.

<https://news.gov.bc.ca/releases/2022JERI0015-000519>

### **Federal:**

On April 7, the Government of Canada released Budget 2022 entitled "A Plan to Grow our Economy and Make Life More Affordable." This Budget included \$56.6 billion in new spending, and made investments in people, the green transition and, innovation and productivity:

- For students, government announced the doubling of Canada Student Grants until July 2023;
- The CRC program is under review, this process will run until Fall 2022 and will inform future investments and modernization of the program;
- Government is increasing the Canada Excellence Research Chairs from 12 to 25;
- Government also signalled its intentions to better integrated post-secondary researchers and business partners, and further modernize the National Research Council to better invent, innovate and prosper; and
- Government has allocated \$1 billion to establish a new Canadian Innovation and Investment Agency.

### **Municipal:**

UVic President Kevin Hall wrote a letter in support of the City of Victoria's proposed Missing Middle Initiative which is aimed at improving supply of family-sized housing through proactive zoning to simplify development approvals processes and help increase affordability in the region:

- In his letter, President Hall highlighted the need for bold solutions and collective actions. The President also noted that students have been hardest hit by the lack of affordable housing, and are stretched beyond their means. President Hall noted that these students contribute to economy prosperity of the region through their studies and beyond; and
- The initiative was also support by the Minister Responsible for Housing the Honourable David Eby, Victoria-Beacon Hill MLA Grace Lore and Victoria MP Laurel Collins.

## FOSTERING A CULTURE OF PHILANTHROPY

In fiscal 21/22 **5,032 donors contributed \$33.52M to the University of Victoria**. This is an extraordinary achievement and exceeded our goals of \$25M and 5,000 donors.

**6,119 alumni were engaged** with UVic through giving, volunteering or attending events; this is an increase of 7% on the previous year and exceeds our target of 6,100 unique alumni engagements.

In 21/22, we secured the first philanthropic commitments for the Engineering and Computer Science capital expansion – 4 commitments totalling \$1.275M.

- We engaged 20 prospective donors via 50 meetings (primarily Zoom) with university and faculty leadership specifically on this project.
- Dr. Mina Hoorfar, as Dean, has prioritized fundraising engagements for this project in her first nine months, meeting personally with 17 of the above 20 donors and prospects in 32 meetings—the activity that is critical to relationship-based fundraising. Her leadership has advanced some key relationships. We expect her tenure as Dean, and commitment to fundraising for this project, will continue to pay dividends. There is opportunity to continue to work to inspire gifts throughout the construction phase, and right up to building occupancy in early 2025.
- Overall, Alumni & Development have made significant strides in internal capacity building, as well as donor and alumni engagement in the past year. However, there is significant work to be done and it will be important to build on the momentum.
- Alumni & Development are in the final stages of evaluating and planning for 22/23, including the rigorous process of forecasting and goal setting. There are a number of factors affecting our goals for 22/23. These include the pipeline of advanced stage major gift conversations, estate gifts that we have been notified of, tracking and trends in historic performance, staff capacity. One key factor is that we have \$1.8M in estate gifts that are expected to be realized in 22/23. This is significantly lower than in the last 2 years.
- Major projects led by the IT team were initiated in 21/22 and are currently underway. The Make Giving Easy project is replacing our legacy online giving, event registration, and email marketing system with a modern, scalable cloud solution needed to support our longer-term digital strategy. When fully implemented in 2023, the expected benefits are increased alumni and donor engagement and funds raised online. Another major project, the CampusCall upgrade is expected to be completed by September 2022 and will greatly improve and fix issues with the phone-a-thon software used by Annual Giving.

## ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

### Farquhar Auditorium

- We will launch Voices in Circle: Amplifying Indigenous Cultural Voices in September 2022. The five show series will feature Indigenous artists in performance complemented by community and campus engagement activities. A programming circle of Indigenous artists,

leaders and academics are leading the programming and vision for the series and will play an integral role in its delivery. The series will be announced in July of this year. The Farquhar will continue to present other diverse programming including partnerships with other regional cultural organizations.

- The Farquhar is entering its busiest time of the year with local school graduations and year-end concerts as well as two weeks of UVic Convocation ceremonies. It is nice to be back and to again welcome audiences into the venue.

### **Convocation**

- June Convocation will be in two parts. Alumni Convocation, June 8-10, will welcome back alumni that were not able to cross the stage due to COVID. June 13-16 will be our regular Spring 2022 Convocation ceremonies. The convocation schedule is available at <https://www.uvic.ca/ceremonies/convocation/>.
- Working with Alumni & Development, we are replacing our traditional post ceremony reception with a graduate market, led by Alumni Relations. The market will take place in Mystic Market and allow graduates to engage with their faculty as well as welcome them into the Alumni family.
- Honorary Degree Recipients for June Convocation include: the Honourable Carole James, Perry Kendall, Gordon Denford, Lawrence Lessig, Lyle McKenzie, Arvind Gupta and TEMOSEN̓TET Charles Elliott.

### **Legacy Art Galleries**

All new exhibitions opened in April at Legacy:

#### **Isshoni**

#### **Henry Shimizu's Paintings of New Denver Internment**

Legacy Downtown – Main Gallery

April 22 – June 18 2022

Isshoni: Henry Shimizu's Paintings of New Denver Internment is an exploration of Japanese Canadian identity, community, and family. Centering the voices of three generations, issei, nisei, and sansei (first, second, and third-generation), this exhibition provides insight into the intergenerational impacts of the forced uprooting and internment of Japanese Canadians during WWII.

In conjunction with the exhibition, Legacy hosted an opening reception and Lansdowne Lecture with Bryce Kanbara Governor General's Award in Visual & Media Arts (2021) on April 23.

#### **Breaking the Mold**

Legacy Downtown – Inner Gallery

April 16 – June 18 2022

Artist-teachers practice in a hybrid space where pedagogy, art-making, and research intertwine and inform each other. UVic Art Education faculty and sessional instructors share their diverse perspectives, approaches, and experiences inviting visitors to consider ways in which art education

stimulates engagement with critical questions and creates stronger connections between people, places, and ideas.

### **Art of Reconciliation**

April 30 - Sept 10 2022

Legacy Sidewalk Gallery - The Sidewalk Gallery is located outside Legacy Downtown in our Broad Street windows.

Art of Reconciliation invites viewers to witness and participate in a dialogue with youth about what reconciliation means for Indigenous and non-Indigenous people working together to form friendships and take action. The artwork in this show is the result of weeks of reflection, group discussion and deep learning about reconciliation, Indigenous culture, and colonization.

### **Exhibitions – Continuing**

- Eric Metcalfe: Pop Anthropology - Until Oct 2, 2022 - Legacy Maltwood - Curated by Dorian Jesse Fraser, Doctoral Candidate, Concordia University (UVic MA, 2013). Pop Anthropology is an exhibition of multimedia artist Eric Metcalfe's oeuvre, spanning over sixty years, in celebration of the artist's honorary doctorate from UVic (UVic DFA 2021, BFA 1970).
- For Time Immemorial - Ongoing | 8:30 am to 4:30 pm Monday to Friday | First Peoples House - On campus. Curated by Mel Granley (Metis), Young Canada Works Intern with lessLIE (Coast Salish artist). This exhibition focuses on Coast Salish title and relationship to land and how this is communicated through art.





University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**May 16, 2022**

**FOR DECISION**

**To: FINANCE COMMITTEE**

**From: Kristi Simpson  
Acting Vice-President Finance and Operations**

A handwritten signature in black ink, appearing to read 'Kristi Simpson'.

**cc: President and Vice-Chancellor**

**Meeting Date: May 31, 2022**

**Subject: Change to Collection and Remission of Fees for the University of Victoria  
Students' Society (UVSS)**

**Basis for Jurisdiction: University Act 27.1**

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**Strategic Relevance:**

*Strategy 5.5 - Ensure the financial sustainability of the university and our ability to pursue excellence by optimizing existing resources through careful planning, earning public support, attracting partnerships, and pursuing a revitalized program to grow and diversify resources through philanthropic and other means.*

**Background:**

The University of Victoria Students' Society (UVSS) fees are approved annually at the March Board of Governors meeting. The UVSS sent a letter dated March 15<sup>th</sup>, 2022 to advise of proposed fees for the 2022 summer and falls terms, which was approved at the March Board of Governors meeting (#BOG-Mar29/22-30). Another letter was sent April 19<sup>th</sup>, 2022 to officially confirm fees for the fall term. There are no changes to the general summer fees outlined in March for the fall, but there is an update to the extended Health and Dental plans starting in the fall of 2022. Any changes from the letter of March 15<sup>th</sup>, 2022 are highlighted in the attached letter dated April 19<sup>th</sup>, 2022.

**Recommendation:**

*THAT the Finance Committee recommend to the Board of Governors that the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of April 19<sup>th</sup>, 2022 from the Director of Finance and Operations of the UVSS to Jim Dunsdon, Associate Vice-President Student Affairs.*

**Attachment:**

Letter dated April 19<sup>th</sup>, 2022 from Siddarth Pathak, Director of Finance and Operations to Jim Dunsdon, Associate Vice-President Student Affairs.



April 19<sup>th</sup>, 2022

Jim Dunsdon  
Associate Vice-President Student Affairs  
University of Victoria

Dear Jim Dunsdon,

I am authorized by the Bylaws of the University of Victoria Students' Society (UVSS) to send this notice to the University of Victoria with regard to the collection and remission of student fees in accordance with the University Act and to make the certifications and representations contained in this notice.

**This purpose of this letter is to officially confirm the UVSS Fees for the 2022 Fall Semester.** There are no changes to the general summer fees outlined last month for the Fall but there is an update to the extended enhanced Health and Dental plans starting in the Fall of 2022. Any changes to previous letter are highlighted in yellow.

All membership fees are set through a referendum as required by the University Act and the UVSS Bylaws.

As set by a majority of the members of the UVSS who voted in previous referenda over the years, I certify that the **UVSS membership fees for the 2022 Fall semester are as follows:**

Fee	Amount
UVSS Fee Fall 2022	\$73.85 for full-time students and \$36.89 for part-time students each semester
Universal Bus Pass	\$81.00 per semester
Extended Health Plan	\$189.00 per year for students taking at least 3.0 on-campus credit in the fall semester and \$126.00 for students taking at least 3.0 on-campus credits in the spring semester but not assessed \$180.00 in the fall semester
Dental Plan	\$189.00 per year for students taking at least 3.0 on-campus credits in the fall semester and \$126.00 for students taking at least 3.0 on-campus credits in the spring semester not assessed \$180.00 in fall semester

**The basic plan for either dental or extended health is unchanged** and will continue to be **\$145** for students taking 3.0 on-campus credits in the fall and **\$96.67** (2/3 cost of full) for basic coverage for students taking 3.0 on-campus credits in the spring semester and not assessed in the fall. The University will assess all students at the enhanced rate and the UVSS/Studentcare will facilitate an opt down to the basic rate or an opt out altogether for either or both the extended Health and Dental plans.

The fees for the Professional Development Unions have been assessed as the following:

Fee	Amount
Commerce Student Society	\$50.00 per semester for Commerce Students
Engineering Student Society	\$30.00 per semester for full-time Engineering students registered in on campus classes
Education Student Association	\$7.50 per semester for students registered in Education
Law Student Society	\$170 per semester for full-time Law students and \$90 per semester for part-time Law students.

All students, including co-op and distance students, in 3.0 credits or more are assessed Health and Dental Plan fees. Distance and co-op students are not automatically enrolled but may choose to opt-in to the U-Pass.

The credit requirement for the assessment of each fee remains the same as in the previous academic year.

I hereby certify that the UVSS has made available to its members annual audited financial statements.

The University Act and the Bylaws of the UVSS require that these fees will be applied to all undergraduate students including distance and co-op students.

We expect no changes to policies or practices in relation to fee collection, including the appearance of the fee statement, the method and timeliness of the collection and the penalties imposed on those students who fail to pay their fees, except as otherwise stated in this letter.

See Appendix 'A' for a specific breakdown of the University of Victoria Student's Society Fee.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Siddharth Pathak', written in a cursive style with a long horizontal stroke extending to the right.

Siddharth Pathak  
Director of Finance and Operations

Copy: Lori Nolt  
Director, Student Awards and Financial Aid

Tory Hasting  
Manager, Payroll and Tuition Fee Assessments

Rhonda Ljunggren  
Office of the Vice-President Finance and Operations

## Appendix "A"

Fee Type	2022 Fall Semester (Full-Time)	2022 Fall Semester (Part-Time)
Student Association Fee (Society Operations)	26.6	13.3
Canadian Fed. of Students Fee-BC	N/A	N/A
Student Newspaper Fee	3.75	1.875
Student Union Building Fee	4.25	2.125
Dr Ewing Memorial	4.25	2.125
Medical/Dental Fee	No Fees Assessed in Summer Semester	No Fees Assessed in Summer Semester
Misc. Fees (list each separately)		
- CFUV	5	2.5
- Clubs and Course Unions/Travel Pool	2.5	1.25
- Constituency Organisations	2	1
- Daniel Jacobs Bursary	0.5	0.25
- Day Care Assistance Fund	1	0.5
- Food Bank	2.25	1.12
- International Student Award	0.5	0.25
- Native Students' Union	1	0.5
- Disability Advocacy	3	1.5
- Ombudsperson	1.5	0.75
- Anti-Violence Project	4	2
- UVSP	0.5	0.25
- Women's Centre	0.95	0.475
- WUSC	2.5	1.25
- Pride	0.95	0.45
- Community Gardens	3.00	1.50
- Events	0.5	0.25
- Elections	0.4	0.2
- Campaigns	0.5	0.25
- Students of Colour Collective	.70	.35
- Peer Support Centre	1.00	.50
- Uni 101	.75	.37
	\$73.85	\$36.89



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR DECISION**

**May 16, 2022**

**To:** Operations and Facilities Committee

**From:** Susan Lewis, Acting Vice-President Academic and Provost

A handwritten signature in blue ink, likely belonging to Susan Lewis.

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** New and Revised Awards

**Basis for Jurisdiction:** University Act, 27 (2)(k)  
Strategic Framework  
Senate

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**Strategic Relevance:** New and revised awards support Strategic Framework strategy 1.1 to recruit and maintain talented students, as well as our student recruitment and retention strategies outlined in the Strategic Enrolment Management Plan. Awards, including competitive entrance scholarships and bursaries, enable the university to continue to attract, recruit and retain a diverse community of outstanding students.

**Previous Consultation:** The attached awards were reviewed by the Senate Committee on Awards and recommended for approval to Senate. At their April 1 and May 6, 2022 meetings, Senate approved the awards and recommend their approval by the Board of Governors.

## Recommendation:

*THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve new and revised undergraduate and graduate awards set out in the attached documents and listed below:*

- Mohamed & Prabha Ibrahim Graduate Scholarship in Chemistry (Revised)
- Takao Tanabe Undergrad Award in Visual Arts (Revised)
- Murray and Lynda Farmer Award for Critical Thinking\* (New)
- Chinese Consolidated Benevolent Association of Victoria Course Award\* (Revised)
- Vancouver Island ASHRAE Chapter Endowment Scholarship\* (Revised)
- Audain Travel Award (Revised)
- Lisa Fedrigo Bursary\* (Revised)
- Doreen & John Windsor Scholarship\* (Revised)
- Jack Howard Jackson Memorial Bursary (New)
- Victoria Foundation Ruth Elina Carlson Bursary (Revised)
- Dr. Terence Gough Chemistry Bursary\* (New)
- Dr. Terence Gough Chemistry Scholarship\* (New)
- Mya and Marcus Indigenous Graduate Scholarship in Visual Arts\* (New)
- Jean Tutcho Indigenous Undergraduate Award in Visual Arts\* (New)
- Béts'ahchu Undergraduate Award in Indigenous Language Revitalization\* (New)
- Joyce Clearihue Graduate Co-op Scholarship\* (Revised)
- Anna Isabelle Allen Undergraduate Scholarship in Social Work\* (New)
- Takao Tanabe Graduate Award in Visual Arts (Revised)
- Dr. Mowafa Househ Entrance Scholarship (Revised)
- Enbridge Travel Award for Engineering and Computer Science Students (Revised)
- Jennifer van Dyk Memorial Women's Field Hockey Award\* (Revised)
- Joyce Family Foundation Award for Indigenous Students\* (Revised)
- Working for a Better World Award (Revised)
- Jennifer Davison Undergraduate Scholarship in Russian Studies (Revised)
- Lee Mong Kow Bursary (New)
- St. Jude Scholarship\* (Revised)
- Davison Graduate Scholarship in Economics\* (Revised)
- Erna Beltsheva Graduate Scholarship in Music\* (Revised)
- St. Martin Family Biology Scholarship (New)
- St. Martin Family Engineering & Computer Science Scholarship (New)
- Carbery Family Golf Award (New)
- Brent Fougner Cross Country/Track Annual Award (New)
- Vikes Honour Roll Provost Award for Excellence (Revised)
- Mathew Szymanowski Vikes Men's Rowing Award (New)
- Don Lobb Men's Rugby Award (New)
- Faculty of Law Indigenous Emergency Assistance Fund (New)
- Indigenous Law Student Award (New)
- Irene Cohen Scholarship (Revised)
- Vancouver Security Traders Association (VSTA) Finance Scholarship (New)



- Christine Welsh Scholarship (Revised)
- Doug White Vikes Men's Rowing Award (New)
- Ukraine Emergency Doctoral Student Fellowship in the Humanities (New)
- Chair in Transgender Studies Undergrad Research Scholarship for Trans, Non-Binary & Two-Spirit Students (Revised)
- William R. McIntyre Medal (Revised)
- Vancouver Island Compassion Society Cannabis and Psychedelic Studies Scholarship\* (New)
- Leslie and Kaye Jowett Graduate Scholarship\* (Revised)
- University of Victoria International Mobility Access Grant (IMAG) (New)

*\*Administered by the University of Victoria Foundation*

**Planned Further Action:** Student Awards and Financial Aid will administer the awards after approval.

**Attachments:** Memorandums to Senate dated March 16 and April 20, 2022.



**Date:** March 16, 2022

**To:** Senate

**From:** Senate Committee on Awards

**Re:** **New and Revised Awards**

---

The Senate Committee on Awards met on March 9, 2022 and approved a number of new and revised awards for Senate's approval. Terms contained within this document are defined in Appendix 1 and Terms of Reference for these awards are in Appendix 2.

**Recommended Motion:**

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

- Mohamed & Prabha Ibrahim Graduate Scholarship in Chemistry (Revised)
- Takao Tanabe Undergrad Award in Visual Arts (Revised)
- Murray and Lynda Farmer Award for Critical Thinking\* (New)
- Chinese Consolidated Benevolent Association of Victoria Course Award\* (Revised)
- Vancouver Island ASHRAE Chapter Endowment Scholarship\* (Revised)
- Audain Travel Award (Revised)
- Lisa Fedrigo Bursary\* (Revised)
- Doreen & John Windsor Scholarship\* (Revised)
- Jack Howard Jackson Memorial Bursary (New)
- Victoria Foundation Ruth Elina Carlson Bursary (Revised)
- Dr. Terence Gough Chemistry Bursary\* (New)
- Dr. Terence Gough Chemistry Scholarship\* (New)
- Mya and Marcus Indigenous Graduate Scholarship in Visual Arts\* (New)
- Jean Tutcho Indigenous Undergraduate Award in Visual Arts\* (New)
- Béts'ahchu Undergraduate Award in Indigenous Language Revitalization\* (New)
- Joyce Clearihue Graduate Co-op Scholarship\* (Revised)
- Anna Isabelle Allen Undergraduate Scholarship in Social Work\* (New)
- Takao Tanabe Graduate Award in Visual Arts (Revised)
- Dr. Mowafa Househ Entrance Scholarship (Revised)
- Enbridge Travel Award for Engineering and Computer Science Students (Revised)
- Jennifer van Dyk Memorial Women's Field Hockey Award\* (Revised)
- Joyce Family Foundation Award for Indigenous Students\* (Revised)

*\* Administered by the University Of Victoria Foundation*

Respectfully submitted,

**2021/2022 Senate Committee on Awards**

Charlotte Schallié (Chair), Graduate Studies/Germanic & Slavic Studies

Daniel Davenport, Student Senator

John Dower, Faculty of Graduate Studies

Nicole Greengoe, Registrar

Lori Nolt, Student Awards and Financial Aid

Donja Roberts, Faculty of Graduate Studies

Nahid Safari, GSS Representative

Brock Smith, Peter B. Gustavson School of Business

Linda Welling, Department of Economics

Alyssa Manankil-Lakusta, Alumni Association Representative

Maureen Ryan, Human and Social Development

Leslee Francis Pelton, Faculty of Graduate Studies

Alexis Ramsdale (Secretary), Student Awards and Financial Aid

## **Appendix 1**

### **Scholarships, fellowships, awards, medals and prizes**

Financial aid awarded as scholarships, fellowships, awards, medals and prizes are made available to students primarily on the basis of academic merit. These forms of financial aid have an academic threshold requirement but recipients may also be selected on the basis of additional criteria as specified in the terms of reference. The list of additional criteria includes, but is not limited to, financial need, community service, demonstrated leadership, region, athletic participation, entrepreneurship, ethnicity or gender.

In some cases the academic threshold may be lower than what is generally required for a scholarship. For example, unless otherwise specified, an admission average of 85% or higher is the minimum academic requirement for undergraduate entrance scholarships. The standard for athletic awards is set by U SPORTS, a regulatory organization external to UVic, and varsity student athletes receiving an athletic award in their entering year must have an admission average of at least 80%.

### **Bursaries**

Financial aid in the form of non-repayable bursaries is made available to students on the basis of demonstrated financial need. There may be additional selection criteria specified in the terms of reference, but financial need is the primary selection criteria.

### **Athletic Awards**

Selection of athletic award recipients is made by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director of Varsity Performance Sport. Recipients must meet the eligibility requirements of the governing body for their sport, U SPORTS or the *National Association of Intercollegiate Athletics* (NAIA), who also set the regulations regarding the total amount of financial aid a varsity student athlete can receive per academic year. Varsity student athletes receiving an athletic award in their entering year must have an admission average of at least 80%. In-course recipients must maintain a minimum GPA of 3.0 to receive an athletic award.

## Appendix 2

### Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

#### **Mohamed & Prabha Ibrahim Graduate Scholarship in Chemistry (Revised)**

One or more scholarships of at least \$2,000 ~~\$1,000~~ each are awarded to academically outstanding graduate students in the Department of Chemistry.

Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Chemistry.

#### **Takao Tanabe Undergrad Award in Visual Arts (Revised)**

One award of at least \$2,500 will be given to an undergraduate student in the Department of Visual Arts whose focus is on painting.

Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Visual Arts.

#### **Murray and Lynda Farmer Award for Critical Thinking\* (New)**

One or more awards are given to continuing undergraduate students in the Faculty of Humanities with a declared major in philosophy who demonstrates originality, critical thinking, good work habits and organizational skills in their coursework, has a GPA of at least 5.0/9.0 and demonstrates community or on campus involvement through volunteerism.

Applicants must submit:

- a personal statement (maximum 500 words) detailing both their volunteer experience and their originality, critical thinking, good work habits and organizational skills in their coursework
- a letter of reference from a UVic faculty member attesting to the student's originality, critical thinking, work habits and organizational skills
- a letter of reference (maximum 300 words each) from a volunteer organization

Referees cannot be related to the applicant.

Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Department of Philosophy.

#### **Chinese Consolidated Benevolent Association of Victoria Course Award\* (Revised)**

An award of ~~\$100~~ is given to an undergraduate student who has completed at least ~~3~~ three courses on China and/or Overseas Chinese studies.

#### **Vancouver Island ASHRAE Chapter Endowment Scholarship\* (Revised-UG)**

A scholarship is awarded ~~annually~~ to an undergraduate student in the Faculty of Engineering and Computer Science ~~registered in a Bachelor of Engineering or Civil Engineering program in Mechanical Engineering~~ with high academic standing in courses related to heating, ventilation, air conditioning & refrigeration (HVAC&R) and building science ~~heating ventilation and air conditioning~~.

Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

**Audain Travel Award (Revised)**

One award of \$7,500 will be given to a full-time undergraduate or graduate student in the Department of Visual Arts to enhance the student learning experience through travel or project/research costs in support of broadening the student's knowledge of historical and contemporary art. This activity may include, but not be limited to travel, accommodation, admission fees to museums, galleries, etc, and/or participation in exhibitions, performances, workshops or presentations. Preference is given to students who are using the fund for travel.

Applications must include a brief description of their reason for travel (50 word max), a letter of endorsement from a faculty member, a budget detailing the cost of the travel and/or research project, and a resume of the student's work.

Approval of the recipient will be made by either the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the ~~Dean of Fine Arts~~ Department of Visual Arts. Application forms are available ~~from~~ at the Dean of Fine Arts Department of Visual Arts office and must be submitted by ~~March~~ July 31.

**Lisa Fedrigo Bursary\* (Revised)**

One or more bursaries ~~totalling \$1,000~~ are awarded to students studying at the University of Victoria. Preference will be given to single parents.

**Doreen & John Windsor Bursary Scholarship\* (Revised)**

One or more ~~bursaries~~ scholarships are awarded to academically outstanding undergraduate students majoring in graduating from the Department of History who are honours students ~~and specializing in Canadian History. Preference will be given to students entering fourth year.~~

**Jack Howard Jackson Memorial Bursary (New)**

One or more bursaries are awarded to undergraduate or graduate Canadian-born Indigenous students in the Faculty of Science.

**Victoria Foundation Ruth Elina Carlson Entrance Bursary (Revised)**

One or more bursaries are awarded to entering, transferring or continuing undergraduate students born in Canada who are ~~entering the University of Victoria and who are studying in the Faculties of Fine Arts, Science, Humanities, Engineering and Computer Science, or the Peter B. Gustavson School of Business or are taking pre-medicine or economics courses.~~

**Dr. Terence Gough Chemistry Bursary\* (New)**

One or more bursaries are awarded to entering, transferring or continuing undergraduate students in the Department of Chemistry.

**Dr. Terence Gough Chemistry Scholarship\* (New)**

One or more scholarships are awarded to academically outstanding entering, transferring or continuing undergraduate students in the Department of Chemistry.

**Mya and Marcus Indigenous Graduate Scholarship in Visual Arts\* (New)**

One or more scholarships are awarded to Indigenous graduate students in the Department of Visual Arts. Preference will be given to students who have experience working with wood material in an Indigenous context (for example carving, construction or expanded material examinations). A further preference will be given to students from Northwest Territories. Students with a GPA of 6.0 and above are eligible. Applications must be submitted to the Department of Visual Arts by April 15.

Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Visual Arts.

**Jean Tutcho Indigenous Undergraduate Award in Visual Arts\* (New)**

One or more awards are given to entering, continuing or transferring Indigenous undergraduate students in the Department of Visual Arts. Preference will be given to students in the following order:

1. students who have experience working with wood material in an Indigenous context (for example carving, construction or expanded material examinations)
2. students from Northwest Territories
3. entering students

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Visual Arts.

**Béts'ahchu Undergraduate Award in Indigenous Language Revitalization\* (New)**

One or more awards are given to Canadian-born Indigenous undergraduate students in the Faculty of Education enrolled in the Certificate in Indigenous Language Proficiency (CILP), the Diploma in Indigenous Language Revitalization (DILR) or the Bachelor of Education in Indigenous Language Revitalization (BEd ILR) who are developing their own language proficiency and have a strong record of contributing to their/a language community through their work. Preference will be given to students from Northwest Territories.

Applications must be accompanied by a letter of recommendation (maximum 300 words) from a community group/member, not related to the applicant, providing evidence of the contributions the applicant has made. Part-time students (minimum 6.0 units) are eligible for this award.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education.

**Joyce Clearihue Graduate Co-op Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding graduate students who completed a co-op term that involved the restoration and preservation of forests. Eligible students will have completed the work term in the academic year (May to April) prior to the disbursement of the scholarship. Preference will be given to students with demonstrated financial need.

Approval Selection of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation nomination of the Co-operative Education Program.

**Anna Isabelle Allen Undergraduate Scholarship in Social Work\* (New)**

One or more scholarships are awarded to academically outstanding undergraduate students entering, continuing or transferring into the School of Social Work. Preference will be given to students with an interest in child welfare in the Province of British Columbia.

**Takao Tanabe Graduate Award in Visual Arts (Revised)**

One award of at least \$2,500 will be given to a graduate student in the Department of Visual Arts whose focus is on painting.

Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee ~~Senate Committee on Awards~~ upon the recommendation of the Department of Visual Arts.

**Dr. Mowafa Househ Entrance Scholarship (Revised)**

A scholarship of \$500 is awarded to an academically outstanding undergraduate student entering the School of Health Information Science from a British Columbia secondary school or college. Preference will be given to a student from Northern British Columbia (the area from Prince George north, including Prince George and Haida Gwaii). The scholarship will be awarded every other year.

**Enbridge Travel Award for Engineering and Computer Science Students (Revised)**

One or more awards of \$1,500 each are given to undergraduate students in the Faculty of Engineering and Computer Science to assist with relocation costs associated with undertaking a co-op work term anywhere in Canada excluding the Capital Regional District (CRD). Preference is for students who identify as women, Black, Indigenous or People of Colour.

Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

CRD municipalities: Victoria, Oak Bay, Saanich, Central Saanich, North Saanich, Sooke, Highlands, Metchosin, Colwood, Langford, Esquimalt, Sidney, View Royal and the electoral areas of Juan de Fuca, Salt Spring Island and the Southern Gulf Islands.

**Jennifer van Dyk Memorial Women's Field Hockey Award\* (Revised)**

One or more awards are given to undergraduate and graduate students who compete on the Vikes Women's Varsity Field Hockey team. Preference will be given to students who are not from the Capital Regional District (CRD). Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be the student athletes who best emulate Jennifer's greatest human qualities, including her joyfulness, eagerness to make a positive difference and nurturing nature and will be determined by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director, Varsity Performance Sport.

CRD municipalities: Victoria, Oak Bay, Saanich, Central Saanich, North Saanich, Sooke, Highlands, Metchosin, Colwood, Langford, Esquimalt, Sidney, View Royal and the electoral areas of Juan de Fuca, Salt Spring Island and the Southern Gulf Islands.

**Joyce Family Foundation Award for Indigenous Students\* (Revised)**

One or more awards of \$5,000 to \$8,000 each are given to continuing Indigenous undergraduate students who:

- are Canadian citizens or permanent residents of Canada,
- have lived in B.C. for at least 3 years, and
- have demonstrated financial need.

Preference will be given to students who have graduated from high school within the last five years and have not qualified for funding from their First Nation Band or an Indigenous organization. Students may receive this award more than once.





**Date:** April 20, 2022

**To:** Senate

**From:** Senate Committee on Awards

**Re:** **New and Revised Awards**

---

The Senate Committee on Awards met on April 13, 2022 and approved a number of new and revised awards for Senate's approval. Terms contained within this document are defined in Appendix 1 and Terms of Reference for these awards are in Appendix 2.

**Recommended Motion:**

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

- Working for a Better World Award (Revised)
- Jennifer Davison Undergraduate Scholarship in Russian Studies (Revised)
- Lee Mong Kow Bursary (New)
- St. Jude Scholarship\* (Revised)
- Davison Graduate Scholarship in Economics\* (Revised)
- Erna Beltsheva Graduate Scholarship in Music\* (Revised)
- St. Martin Family Biology Scholarship (New)
- St. Martin Family Engineering & Computer Science Scholarship (New)
- Carbery Family Golf Award (New)
- Brent Fougner Cross Country/Track Annual Award (New)
- Vikes Honour Roll Provost Award for Excellence (Revised)
- Mathew Szymanowski Vikes Men's Rowing Award (New)
- Don Lobb Men's Rugby Award (New)
- Faculty of Law Indigenous Emergency Assistance Fund (New)
- Indigenous Law Student Award (New)
- Irene Cohen Scholarship (Revised)
- Vancouver Security Traders Association (VSTA) Finance Scholarship (New)
- Christine Welsh Scholarship (Revised)
- Doug White Vikes Men's Rowing Award (New)
- Ukraine Emergency Doctoral Student Fellowship in the Humanities (New)
- Chair in Transgender Studies Undergrad Research Scholarship for Trans, Non-Binary & Two-Spirit Students (Revised)
- William R. McIntyre Medal (Revised)
- Vancouver Island Compassion Society Cannabis and Psychedelic Studies Scholarship\* (New)
- Leslie and Kaye Jowett Graduate Scholarship\* (Revised)
- University of Victoria International Mobility Access Grant (IMAG) (New-UG)

*\* Administered by the University Of Victoria Foundation*

Respectfully submitted,

**2021/2022 Senate Committee on Awards**

Charlotte Schallié (Chair), Faculty of Humanities

Daniel Davenport, Student Senator

John Dower, Faculty of Graduate Studies

Nicole Greengoe, Registrar

Lori Nolt, Student Awards and Financial Aid

Donja Roberts, Faculty of Graduate Studies

Nahid Safari, GSS Representative

Brock Smith, Peter B. Gustavson School of Business

Linda Welling, Faculty of Social Sciences

Alyssa Manankil-Lakusta, Alumni Association Representative

Maureen Ryan, Human and Social Development

Leslee Francis Pelton, Faculty of Graduate Studies

Alexis Ramsdale (Secretary), Student Awards and Financial Aid

## **Appendix 1**

### **Scholarships, fellowships, awards, medals and prizes**

Financial aid awarded as scholarships, fellowships, awards, medals and prizes are made available to students primarily on the basis of academic merit. These forms of financial aid have an academic threshold requirement but recipients may also be selected on the basis of additional criteria as specified in the terms of reference. The list of additional criteria includes, but is not limited to, financial need, community service, demonstrated leadership, region, athletic participation, entrepreneurship, ethnicity or gender.

In some cases the academic threshold may be lower than what is generally required for a scholarship. For example, unless otherwise specified, an admission average of 85% or higher is the minimum academic requirement for undergraduate entrance scholarships. The standard for athletic awards is set by U SPORTS, a regulatory organization external to UVic, and varsity student athletes receiving an athletic award in their entering year must have an admission average of at least 80%.

### **Bursaries**

Financial aid in the form of non-repayable bursaries is made available to students on the basis of demonstrated financial need. There may be additional selection criteria specified in the terms of reference, but financial need is the primary selection criteria.

### **Athletic Awards**

Selection of athletic award recipients is made by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director of Varsity Performance Sport. Recipients must meet the eligibility requirements of the governing body for their sport, U SPORTS or the *National Association of Intercollegiate Athletics* (NAIA), who also set the regulations regarding the total amount of financial aid a varsity student athlete can receive per academic year. Varsity student athletes receiving an athletic award in their entering year must have an admission average of at least 80%. In-course recipients must maintain a minimum GPA of 3.0 to receive an athletic award.

## Appendix 2

### Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

#### **Working for a Better World Award (Revised)**

One or more awards, ~~An award~~ of up to \$8000 each, will be given to an undergraduate students in the Bachelor of Commerce program who have secured an approved Working for a Better World designated co-op term (Fall, Spring or Summer). The Working for a Better World awards are intended to create opportunities for students to complete a co-op term with an organization that is contributing to social and/or environmental impact and who would normally be unable to fund the co-op through other means. The position must involve a high degree of social and/or environmental impact and the student must utilize their business knowledge and acumen to add value to the organization. Part-time co-ops are eligible for this opportunity.

Recipients travelling to an international location for the co-op opportunity may be eligible for up to \$2000 in additional funding to assist with travel expenses.

Students who apply to a Working for a Better World Co-op opportunity will automatically be considered for this award. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Successful recipients must be willing to take part in the Working for a Better World Scholars network and be featured in the Peter B. Gustavson School of Business' promotional material (photo and story).

#### **Jennifer Davison Undergraduate Scholarship in Russian Studies (Revised)**

~~A scholarship of \$1,000 is~~ One or more scholarships of at least \$1,000 each are awarded to academically outstanding undergraduate student(s) in Russian Studies. Students must submit a description of their active participation in a university or community club promoting Russian culture.

Approval of the recipients ~~will~~ be made by the Senate Committee on Awards upon the recommendation of the Department of Germanic and Slavic Studies.

#### **Lee Mong Kow Bursary (New)**

One or more bursaries are awarded to undergraduate or graduate students.

#### **St. Jude Scholarship Bursary\* (Revised)**

One or more scholarships are awarded ~~awards are made annually~~ to entering or continuing academically outstanding undergraduate student(s) pursuing a Bachelor of Music degree with a performance major in voice, with preference for students studying opera. ~~The student(s) must demonstrate financial need and display vocal and academic excellence. The recipients must be newly admitted or returning students.~~

Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the School of Music.

**Davison Graduate Scholarship Bursary in Economics\* (Revised)**

One or more ~~scholarships~~ bursaries are awarded to academically outstanding women graduate students in the Department of Economics, with preference for students with financial need.

Approval of recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Economics.

**Erna Beltsheva Graduate Scholarship Bursary in Music\* (Revised)**

One or more ~~scholarships~~ bursaries are awarded to academically outstanding graduate students in the School of Music. ~~Preference will be given to students who can competently perform Chopin's Etudes and Ballades.~~

Approval of the recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

**St. Martin Family Biology Scholarship (New)**

One scholarship will be awarded to an academically outstanding undergraduate student entering second year with the highest GPA in the Department of Biology and who:

- completed at least 15.0 units in their first year and
- did not receive a UVic scholarship in their first year at UVic.

In the case of equally qualified candidates, the student with the highest mark in their first-year Biology 184/186 course will be selected.

**St. Martin Family Engineering & Computer Science Scholarship (New)**

One scholarship will be awarded to an academically outstanding undergraduate student entering second year with the highest GPA in the Faculty of Engineering and Computer Science and who:

- completed at least 16.5 units in their first year and
- did not receive a UVic scholarship in their first year at UVic.

In the case of equally qualified candidates, the student with the highest mark in their first-year Engineering 120 course will be selected.

**Carbery Family Golf Award (New)**

One or more awards are given to undergraduate or graduate students who participate in the Vikes Men's and Women's Golf programs at the University of Victoria. Eligible students must meet all U SPORTS eligibility requirements.

Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director, Varsity Performance Sport.

**Brent Fougner Cross Country/Track Annual Award (New)**

One or more awards are given to undergraduate or graduate students who participate in the Vikes Men's or Women's Cross Country/Track program at the University of Victoria. Eligible students must meet all U SPORTS eligibility requirements.

Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Senior Director of Athletics and Recreation in consultation with the Varsity Cross Country/Track Head Coach and the Director of Varsity Performance Sport.

**Vikes Honour Roll Provost Award for Excellence (Revised)**

One or more ~~An~~ awards of at least \$1,000 each are ~~is~~ given to the undergraduate or graduate Vikes Honour Roll/U Sport Academic All Canadian recipients with the highest academic average. This may be awarded to a graduating students.

**Mathew Szymanowski Vikes Men's Rowing Award (New)**

One or more awards are given to undergraduate or graduate students who participate in the Vikes Men's Rowing program at the University of Victoria. Eligible students must meet all U SPORTS eligibility requirements. Preference will be given to students in the Faculty of Engineering and Computer Science.

Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director, Varsity Performance Sport.

**Don Lobb Men's Rugby Award (New)**

One or more awards are given to undergraduate or graduate students in the Faculty of Science or the Faculty of Engineering and Computer Science who compete on the Vikes Men's Rugby team. Eligible students must meet all U SPORTS eligibility requirements.

Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director, Varsity Performance Sport.

**Faculty of Law Indigenous Emergency Assistance Fund (New)**

Emergency bursaries are awarded in the event of an unforeseen emergency or circumstance to Canadian-born Indigenous students enrolled in full time or part time studies in the Faculty of Law. The funding is intended to assist with financial emergencies including, but not limited to:

- medical, optical, or dental expenses
- family crisis, community obligations, or cultural commitments and responsibilities
- unanticipated expenses that are beyond the student's control and that directly impact their ability to complete the term.

Students must apply directly to the Faculty of Law Office.

**Indigenous Law Student Award (New)**

One or more awards of at least \$5,000 each are given to continuing undergraduate Canadian-born Indigenous students in the Faculty of Law JD/JID program who do not otherwise have full funding through UVic scholarships and awards for their tuition and fees. Preference will be given to applicants with demonstrated financial need.

Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**Irene Cohen Scholarship (Revised)**

A scholarship of ~~\$1,000~~ \$1,500 ~~is will be~~ awarded to an academically outstanding undergraduate student who is either continuing or transferring from a BC College into their third ~~3rd~~ year in the School of Social Work. ~~Students may receive this award for two years.~~

**Vancouver Security Traders Association (VSTA) Finance Scholarship (New)**

One or more scholarships are awarded to academically outstanding undergraduate students continuing in the Peter B. Gustavson School of Business.

Approval of the recipient(s) is made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

**Christine Welsh Scholarship ~~for Indigenous Students in Gender Studies~~**

One or more scholarships of at least \$1,000 each are awarded to academically outstanding Canadian-born Indigenous undergraduate students entering third 3<sup>rd</sup>-or fourth 4<sup>th</sup>-year with a declared major in Gender Studies. Part-time students (minimum 6.0 units) are eligible for this scholarship.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Gender Studies.

**Doug White Vikes Men's Rowing Award (New)**

One award is given to an undergraduate or graduate student in their first year of competition with the Vikes Men's Varsity Rowing Team with the most outstanding record of performance (Novice of the Year). Eligible students must meet all U SPORTS eligibility requirements.

Award recipients will be selected on the basis of work ethic, commitment and performance criteria set by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Varsity Performance Sport.

**Ukraine Emergency Doctoral Student Fellowship in the Humanities (New)**

One fellowship of at least \$40,000 is awarded to an academically outstanding PhD student who, at the time of application, is enrolled at any Ukrainian university in a doctoral program in the Humanities. The area of research must focus on any aspect of Ukrainian history, language, and/or culture, the Holodomor, Holocaust Studies, Genocide Studies, human rights, and/or social justice. Preference will be given to Ukrainian citizens.

Applicants must submit the following in English:

- an up-to-date academic CV;
- a one-page letter of intent describing your research plans while at the University of Victoria;
- a clear statement of addressing the fit of your research to the Faculty of Humanities and the ways in which it aligns with the study of Ukrainian history, language and/or culture, the Holodomor, Holocaust Studies, Genocide Studies, human rights and/or social justice.

The successful applicant must have a conversational command of English in order to participate in the intellectual life of the university, as the University of Victoria is an English speaking institution. The successful applicant will be provided an official affiliation with the University of Victoria, access to its library facilities, and an office at the UVic Centre for Global Studies. They will also be provided with a peer mentor and a faculty mentor. The student will be welcomed into the intellectual life of the Centre, the Faculty, and the University.

Applications must be submitted to the Faculty of Humanities by June 30, 2022, care of the Associate Dean Research at [humsassistent@uvic.ca](mailto:humsassistent@uvic.ca). The duration of the Fellowship is one year and may assist with (return) airfare, medical insurance and other living expenses. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Humanities.

**Chair in Transgender Studies Undergrad Research Scholarship for Trans, Non-Binary & Two-Spirit Students (Revised)**

Two or more ~~\$500~~ scholarships of \$500 each are awarded to academically outstanding trans, non-binary or Two-Spirit undergraduate students entering third or fourth year who are pursuing a degree in any field. Priority will be given to students whose studies are trans-related. Further preference will be given to students with ~~who~~ demonstrated financial need.

**William R. McIntyre Medal (Revised)**

The William McIntyre Medal is presented annually to a member of the graduating class who, in the opinion of the Faculty, has exhibited the highest qualities of community service, student leadership and academic excellence over the course of the JD or JD/JID program in the Faculty. The medal recognizes the very special relationship that the Faculty of Law has enjoyed with the Honourable William R. McIntyre, who retired from the Supreme Court of Canada in 1989.

Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**Vancouver Island Compassion Society Cannabis and Psychedelic Studies Scholarship\* (New)**

One or more scholarships of \$5,000 each are awarded to graduate students whose research is focused on therapeutic or medically beneficial applications for cannabis or psychedelics and/or increasing access to medical cannabis or psychedelics (increased access via cost-coverage, stigma reduction, etc.).

The scholarship is renewable for the duration of the graduate degree, up to a maximum of four years, as long as the student is making good academic progress in the same degree.

Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee. Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than June 15th.

**Leslie and Kaye Jowett Graduate Scholarship\* (Revised)**

An One or more awards of \$TBA will be made given to a graduate students with a physical disability as defined by the 1975 UNESCO declaration. Students must submit an application



~~to the Faculty of Graduate Studies by June 15. Candidates should obtain an application from the Office of the Dean of Graduate Studies. This must be submitted by September 15th of the year of the application, together with a support letter from a physician and the names of two referees who are able to support the academic record of the student.~~

Approval of the recipient will be made by the Faculty of Graduate Studies, Graduate Awards Committee.

**University of Victoria International Mobility Access Grant (IMAG) (New)**

One or more grants of up to \$10,000 are awarded to undergraduate Indigenous students, low-income students and students with a disability who are Canadian citizens or permanent residents and are going abroad on international study and/or work experiences. Recipients must be at least 18 years of age and in good academic standing.

The grant, and the related supports available, aim to reduce barriers for recipients to access and participate in UVic's international outbound mobility programs and strengthen their global skills and competencies. International opportunities would include physical and virtual exchange or study abroad programs, co-op placements and other international mobility programs based at international partner universities or offered in collaboration with partner universities. The international study and/or work experiences must be longer than one week in duration and academically recognized by UVic. Part-time students are eligible to apply. Applications can be obtained from the Office of Global Engagement.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Office of Global Engagement.



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR DECISION**

May 16, 2022

**To:** Operations and Facilities Committee

**From:** Susan Lewis  
Acting, Vice-President Academic and Provost



**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Proposal to establish a Bachelor of Arts in Music

**Basis for Jurisdiction:** Senate Committee on Planning meeting March 2, 2022  
Senate meeting April 2, 2022

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**Strategic Relevance**

The proposal to establish a Bachelor of Arts in Music aligns with UVic's Strategic Framework Strategy 3.5 – Develop and evolve high-quality academic programs that align with UVic strengths and directions; are responsive to student interest and social need; provide students with meaningful opportunities to engage with issues from diverse perspectives; and are financially sustainable.

## **Recommendation**

*THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to establish a Bachelor of Arts in Music, as described in the document “Major Program in Music Leading to the Bachelor of Arts Degree with a Major in Music (Faculty of Fine Arts)”, and that this approval be withdrawn should the program 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 approved by the Secretariat of the Ministry of Advanced Education and Skills Training.*

## **Background**

The School of Music offers Major programs in Composition and Theory, Music Education in Secondary (Choral) or Secondary (Instrumental), Musicology and Sound Studies, Musical Arts, and Performance, leading to the degree of Bachelor of Music, and a combined Major in Music and Computer Science leading to the degree of Bachelor of Fine Arts or Bachelor of Science. The School also offers a Minor program in Music.

The proposed degree program for the School of Music leads to a Bachelor of Arts degree with a Major in Music. The School of Music does not currently offer programs that lead to the Bachelor of Arts. The new program will therefore lead to a new credential associated with the School of Music.

The Bachelor of Arts with a Major in Music (BA Music) emphasizes music within broad intellectual and cultural contexts and considers music in relation to other disciplines in fine arts, the humanities, science and technology, social sciences, education, cultural studies, and beyond, thus offering students the opportunity to specialize in music alongside other disciplines and allow for flexible program combinations where there is space in a student’s degree.

Students entering the BA Music will not need prior performance or theoretical training in Western classical notation, sight-singing, or rhythmic practices, potentially removing barriers and opening doors to a diverse student body that includes more international and Indigenous students.

**Attachment:** March, 2022 Senate docket to establish a Bachelor of Arts in Music.



**Date:** March 16, 2022

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to establish a Bachelor of Arts in Music**

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At its meeting on March 2, 2022, the Senate Committee on Planning considered the proposal to establish a Bachelor of Arts in Music.

The proposed degree program for the School of Music leads to a Bachelor of Arts degree with a Major in Music. The School of Music does not currently offer programs that lead to the Bachelor of Arts. Therefore, the proposed degree will lead to a new credential associated with the School of Music.

The Bachelor of Arts with a Major in Music, emphasizes music within broad intellectual and cultural contexts and considers music in relation to other disciplines in fine arts, the humanities, science and technology, social sciences, education, cultural studies, and beyond, thus offering students the opportunity to specialize in music alongside other disciplines and allow for flexible program combinations where there is space in a student's degree.

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish a Bachelor of Arts in Music, as described in the document "Major Program in Music Leading to the Bachelor of Arts Degree with a Major in Music (Faculty of Fine Arts), and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

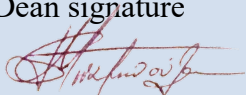
Dr. Elizabeth Adjin-Tettey, Chair  
Dr. Evanthia Baboula  
Dr. Rustom Bhiladvala  
Dr. Jo-Anne Clarke  
Dr. Adam Con  
Ms. Andrea Giles  
Dr. Rishi Gupta  
Ms. Nicole Greengoe  
Dr. Robin Hicks  
Dr. Cindy Holder  
Dr. Lisa Kalynchuk  
Ms. Sandra Duggan (Secretary)

Dr. Matthew Koch  
Dr. Valerie S. Kuehne  
Dr. Michelle Lawrence  
Dr. Graham McDonough  
Dr. Cynthia Milton  
Dr. Abdul Roudsari  
Dr. Nilanjana Roy  
Ms. Ada Saab  
Dr. Ralf St. Clair  
Ms. Christine Todd  
Dr. Jie Zhang



# Major Program in Music Leading to Bachelor of Arts Degree with a Major in Music (Faculty of Fine Arts)

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Dean's Name and Date of consultation with AVPAP:  Allana Lindgren (September 30, 2020)	Dean signature:
Name of contact person: Alexis Luko, Director of School of Music with S. Capaldo and J. Salem	
Email & phone of contact person: <a href="mailto:musicdirector@uvic.ca">musicdirector@uvic.ca</a> ; 7903	
Date approved by School of Music:  April 14, 2020	Chair/Director signature:
Date approved by discipline Faculty: February 9, 2022	Dean signature: Allana Lindgren
Evanthia Baboula	Associate Dean signature 
Date of Consultation with Libraries:	University Librarian:
Date of Consultation with Co-operative Education Program and Career Services (if applicable)	Executive Director signature:
Date of Consultation with Indigenous Academic and Community Engagement	Executive Director signature:
Resource Consultations – Other: (e.g. space, Faculty, staff)	<i>See attached</i>



***A. Areas of specialization and evidence of adequate faculty complement to support the new program.***

The School of Music is one of the five academic units in the Faculty of Fine Arts.

The proposed program fits under an existing degree suite. The Faculty of Fine Arts offers programs leading to the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music and Bachelor of Science.

The School of Music offers Major programs in Composition and Theory, Music Education in Secondary (Choral) or Secondary (Instrumental), Musicology and Sound Studies, Musical Arts, and Performance, leading to the degree of Bachelor of Music, and a combined Major in Music and Computer Science leading to the degree of Bachelor of Fine Arts or Bachelor of Science. The School also offers a Minor program in Music.

The proposed degree program for the School of Music leads to a Bachelor of Arts degree with a **Major in Music**. The School of Music does not currently offer programs that lead to the Bachelor of Arts. The new program will therefore lead to a new credential associated with the School of Music.

The BA with a Major in Music emphasizes music within broad intellectual and cultural contexts and considers music in relation to other disciplines in fine arts, the humanities, science and technology, social sciences, education, cultural studies, and beyond, thus offering students the opportunity to specialize in music alongside other disciplines and allow for flexible program combinations where there is space in a student's degree.

In the context of the programs offered within the School of Music, the proposed program offers a flexible avenue toward completion according to students' interests and supported by a broad connection to the School's various areas of specialization. Importantly, the program does not include any obligatory performance components. Further, individual tuition (music lessons), which are a key component of the BMus, have been excluded from the program requirements. This presents the opportunity to offer admission to a general music studies program without selection through an audition. Because the proposed program shares courses with the BMus, an admission quota will be in place with selection to the program based on other qualitative criteria for enrollment management.

The core lower-level program requirements for the BA Major in Music have no prerequisites and include MUS 111 Rudiments of Music and MUS 116 Music Appreciation (3 units total). The other music course requirements are at the discretion of the student as long as preexisting Calendar registration requirements and course prerequisites are met. These include 3 units at the lower-level and 15 units at the upper-level. The rest of the degree is comprised of electives, which allow students to focus on areas of interest related to music and/or other disciplines. Students must also satisfy the Fine Arts Co-requisite (a requirement that all Fine Arts students take 1.5 units from a list of courses across the Faculty of Fine Arts outside their major or honours program area) and the University's Academic Writing Requirement (degree requirement). Students intending to incorporate credit-based individual instrument instruction as an elective will have the opportunity to do so only via transfer credit.

The School of Music has 23 full-time faculty and 21 sessional instructors that teach in the areas of Performance, Composition, Theory, Musicology and Sound Studies, Ethnomusicology, Music Education, and Music Technology.

Enrolment in the BMus has historically numbered around 200 students. Every year, at least 25-30 academically strong students audition for the BMUS and are waitlisted, and around 10-15 do not pass their performance audition. These students

often ask about other degree options in the School of Music and, if not intent on a performance-based degree, may find the BA Music a desirable option. We also routinely receive 12-15 requests per year, including from transfer students from two-year diploma programs, for instruction in genres, styles, and instruments we are unable to support at the School of Music (jazz, rock, pop, folk, singer-songwriter, electric guitar, etc.); while transfer to the BMus and completion within four years has been problematic for this group, transfer to and timely progression in the proposed program will be straight-forward and actively encouraged.

## **B. Admission Requirements**

Admission requirements for the BA Music Major will differ from admission to other Music programs (BMus, BFA/BSc). There will not be a supplemental audition requirement, leaving standard academic criteria as the basis for competitive admissions based on pre-established quotas.

[Admission requirements](#) for students entering direct from high school will parallel those for other Faculty of Fine Arts programs:

### Required Grade 11 Courses

- Approved English 11
- 3 courses chosen from Foundations of Math 11 or Pre-calculus 11; an approved science 11; an approved language 11; an approved Fine Arts 11
- An approved Social Studies 11/12

### Required Grade 12 Courses

- English Studies 12 or English First Peoples 12 with at least 67%
- An additional 3 approved academic 12 courses OR 2 approved academic 12 courses and an approved Fine Arts 12

Transfer students from other institutions must have at least a GPA of 3.00 (equivalent to C+) to be considered for selection by the department. This will be reviewed on an annual basis.

First or second-year continuing UVic students, including those registered as BMus, with 1.5-25.5 units completed, may transfer to the BA program at any point in their degree with no additional years of study.

The School anticipates that students completing degrees in other faculties will apply to participate as a double major. Interfaculty declaration requests will be considered within the selection criteria and quota.

As an aside, BA students wishing to switch to the BMus program would need to pass an [audition](#) (usually held in January and February of each year). The transfer from BA to BMus will be more challenging than the transfer from BMus to BA given the number of core requirements, including sequence of prerequisites, that make up the BMus degree.

## **C. Curriculum design (Include draft curriculum in Appendix).**

**Indicate the program requirements and design, including core and elective courses and total program units. Identify which courses already exist at UVic and any new courses required for the program.**

The degree is comprised of 60.0 units. The program core requirements comprise 7.5 units of 100-200-level courses (including the Fine Arts co-requisite degree requirement) and 15 units of upper-level courses. Its design parallels two existing Faculty of Fine Arts BA major programs in Writing and Art History & Visual Studies. Like the Music minor, the BA Music Major program thus will comprise three course requirements: one each in basic music history MUS 116 and music theory rudiments MUS 111 (3 units total), and the Fine Arts co-requisite requirement ([AHVS 120](#), [AHVS 121](#), [ART 150](#), [ART 151](#), [FA 101](#), [FA 245](#), [THEA 102](#), [THEA 111](#), [WRIT 109](#), [WRIT 120](#)) for a total of 4.5 units (3.0 in Music and 1.5 in Fine Arts). An additional 3.0 units of music courses are required at the 100-200 level and 15.0 units of music courses at the 300-400 level. In years 1 and 2, students will take 22.5 units of electives and in years 3 and 4, they will take 15 units of electives at the 300-400 level. Students must also satisfy the [Academic Writing Requirement](#) (AWR) through high school or transfer credit or UVic credit.

No new courses are required for the BA Music. Students choose from current course offerings. Though all core courses are preexisting, variations on existing courses are currently under discussion if multiple sections will be offered (mainly MUS 105, 111, 116, and 207), subject to available funds and student demand. Interested students will have the option of requesting enrollment in MUS 398 and MUS 498 (two musicology-based capstone project courses based on research papers), among other capstone course options requiring permission of the School.



### Core course descriptions

**MUS 111 Rudiments of Music:** An introduction to the rudiments of music, including pitch and rhythmic notation, basic harmonic language, and a study of the elementary principles of melodic writing and harmony.

**MUS 116 Music Appreciation:** A historical music survey focused on terminology, composers and styles, and critical listening skills.

*The program design can be viewed on Kuali: <https://uvic.kuali.co/cm/#/programs/view/5f88952c6b76e100268124eb>.*

**A prime difference between the BMus and BA Music Major** is that the BA program does not require an audition. As the BA Music is not a performance-focused degree, there are no core individual tuition requirements (i.e. no music lessons), and no ensemble or ear training requirements. Unlike the BMus, the BA Music permits students to choose from a large number of electives. Students can follow their own chosen path through their degree with individual course pre-requisites determining course progression. Students have the **option** of taking courses, including individual lessons, for level transfer credit through other institutions. They also have the **option** of taking ensemble courses at UVic, provided they pass the audition(s) for their chosen ensemble(s). There are a number of high enrolment, non-auditioned ensembles open to non-BMus students that BA Music students will also be able to choose from (e.g. Choir, Vikes Band, and Concert Band). The BA Music degree has a liberal arts approach, permitting students to study a wide range of topics, from music theory, composition, music technology, music education, and the history of Western art music, to Indigenous Music, Jazz, Pop and Rock, and Music of the World's Peoples.

**Does the program include opportunities for experiential learning or other forms of community engagement or research-enriched learning.**

The very nature of the BA Music program is interdisciplinary. The program is rich in opportunities for experiential learning and community engagement and is specifically designed for flexibility in years 3 and 4, allowing students to take advantage of opportunities for off-campus experiences, community engagement, study abroad, and co-op. Bachelor of Music co-op students numbered an average of 1-2 per year during pre-pandemic times. Based on consultation with Co-op and Career Services, we anticipate an increase in music students engaging with co-op and work experience with the BA Music. The School of Music already has strong ties to local arts institutions (e.g. the Victoria Symphony Orchestra and Pacific Opera Victoria) and discussions have been initiated about arts administration co-op and work experience possibilities.

**Does the program design include plans for distance education delivery? If yes, provide details.**

The program is not designed for distance education. However, some of the core course requirements of the degree (e.g. MUS 111 *Rudiments of Music* and MUS 116 *Music Appreciation*, MUS 109 *Great Film Music* and MUS 108 *African Hand Drumming*) are being pilot tested as large enrolment and/or online courses in 2022/23.

**Identify the learning outcomes.**

The learning outcomes for the BA Music major program are wide-ranging, reflecting flexibility for students in terms of course choices in music history, music theory, large ensembles, and non-music electives.

Through completion of the BA major program in Music, students will be able to:

1. Apply musical knowledge and understanding to diverse music experiences and contexts, including new and existing repertoires.
2. Explore creativity and interpret musical ideas in interdisciplinary contexts.
3. Locate, recognize, and critique systemic problems of social injustice in historical and contemporary musical practices.
4. Advocate for the importance of equity and inclusion through the study and practice of diverse musical genres and musical subjects.
5. Identify and analyze changing social contexts through investigating cultural relationships with music.
6. Problem-solve in non-musical subject areas using critical and analytical skills gained through engagement with music.
7. Communicate effectively and equitably about music with diverse individuals and communities through strong verbal, written, and interpersonal approaches.
8. Demonstrate effective performance, communication and expressive skills, knowledge and understanding, when interacting in a diverse range of musical contexts.
9. Apply deep and active listening skills in live, mediated, recorded, and other modalities.
10. Identify connections between music and personal identity across political, sexual, social, and cultural themes.

**Identify anticipated times to completion.**

Anticipated time to completion is four years, with an average of 15 units per year. The flexibility of core requirements allows students to combine multiple educational opportunities – including some study at other institutions – into the degree without negatively affecting graduation timelines. Potential additions of a co-op (3-4 work terms) or study-abroad could extend the completion time of the degree.

**Provide the policies on student evaluation, candidacy exams, and oral examinations.**

The BA Music Major has no designated candidacy exams or oral examinations. Policies on student evaluation are dictated at the course level rather than the program level. Student evaluation aligns with the larger set of assessment practices in the School of Music for classroom and ensemble teaching.

**Plans for integration of teaching and research.**

The School of Music has an extremely strong record of teaching and research integration. Students often collaborate with faculty on creative and research work, much of which is presented in public forums (concerts, lecture recitals, and presentations). The School also has a strong record of JCURA research projects that represent individual research collaborations between faculty and students across a number of diverse subjects at the undergraduate level. It is expected that existing courses will increasingly focus on research areas that include marginalized or under-represented musics (Western and non-Western), gender studies, critical race studies, decolonization, music and technology, music and media, and sound studies.

**Describe any international or Indigenous opportunities or perspectives.**

The BA will facilitate entry based on interest in music rather than predesignated skills in Western classical musical practices (the current requirement for entry to the BMus). Students entering the BA Music will not need prior performance or theoretical training in Western classical notation, sight-singing, or rhythmic practices. This has the potential to remove barriers and open our doors to a diverse student body *that includes more international and indigenous students* (see **Strand 1 of the UVic Indigenous Plan, “Students.”**)

We anticipate that BA and BMus students will have opportunities for participation in student-centred initiatives that are planned in consultation with the Faculty of Fine Arts Indigenous Resurgence Coordinator. Such initiatives may include the identification and provision of cultural or musical opportunities for students which are not found in the regular courses.

To provide further opportunities for new perspectives for students, the Director of the School of Music, along with the Dean of Fine Arts, are committed to increasing the recruitment, retention and success of Indigenous faculty and staff (see Strand 2 of the UVic Indigenous Plan). One of the ways we will achieve this is by having preferential hires who demonstrate the cultural diversity of the School of Music faculty and staff. The ability of future professors to open the possibilities to create new musicology and ensemble courses will be an important factor in preferential hires as well as the ability to provide students with alternative perspectives pertaining to music creation listening practices, music and health, music and community, and music and religion.

The BA in Music has great potential to increasingly support non-Western approaches to the study of music at UVic. (**Category 3 of the International Plan** “Providing Intercultural Curricula for a Global-Ready Institution” and **Strand 3 of the UVic Indigenous Plan, “Education”** / *develop opportunities for UVic students to gain a better understanding of Indigenous peoples, histories and cultures, and the impact of colonization*). The program offers a breadth of electives and an interdisciplinary curriculum, as well as the incorporation of more world and Indigenous music training in our required music appreciation course (MUS 116). The School of Music offers MUS 317 *Indigenous Peoples and Music*, MUS 319 *Music and Culture of Cuba*, MUS 320 *Topics in World Music*, MUS 316 *History of Rock and Roll*, and MUS 391 *The History of Electronic Music and Sound Studies*—all courses that offer the possibility of alternative perspectives on music. The School of Music has already eliminated several prerequisites which formed barriers to a number of its core and elective courses and continues to revise its curriculum to address a diversity of repertoires and cultural perspectives. Other slated changes in our music offerings (revisions to MUS 111, core musicology, musicianship, and theory curriculums, and upper-level elective offerings) will challenge, disrupt, and revise traditional narratives of Western art music by diversifying course content with an emphasis on music’s connection to specific times, places, and cultures across a diversity of places, peoples, and repertoires.

***D. Enrolment plan for the length of the degree and student financial support plan.***

The program requires four years for completion (60 credits at 15 units per year) with a small core curriculum, many electives, and no capstone project. By contrast, most existing BMus degrees require an extensive core curriculum and specialized capstone projects. This makes the BA Mus degree more friendly for transfer students and more manageable for timely completion.

The School is currently in a very strong position to provide funding to prospective students. The School allocates an impressive **\$400,000 per year** for its roughly 250 students, and an **additional \$100,000 of funding** per year will be available beginning in September 2022. To align with the School of Music's goal of breaking down barriers for students who would like to study music, we have started asking donors to provide new scholarships, awards, and bursaries based on student heritage/background and/or other socio-economic challenges. One of our most recently endowed scholarships in the School of Music (Fall 2021) is allocated to support IBPOC undergrad students.

***E. Resource requirements (include a table of program revenue and expenditures).***

**Indicate resources required for new faculty and staff appointments, space and library.**

To begin, we do not expect the program to require changes to current resource requirements. Classroom allocations for the School of Music provide adequate space for a measured increase in enrolments in core Music offerings. The proposed program is one of several strategies by the School to capture and increase enrolments while avoiding additional resourcing constraints. We estimate that the BA program will welcome up to 40 students over 4 years with an initial intake of up to 10; we also see the BA as a means for enrolment retention for students that seek an alternative to our BMus programs after realizing their desire for broader music studies (currently, between 20-40 over four years). This growth would align with resourcing priorities over the past year, including a recently hired 0.5 ATP in Musicology and a Professor of Musicology. We also expect that a new part-time music studio PEA position (to start in Winter 2022) will free up other physical and intellectual resources.

The numbers in the BA will simultaneously complement the expected growth of our Music and Computer Science (MUCS) Combined Major Program (which is in the process of doubling in size) and our Music Education program. Both programs, alongside our Musicology and Sound Studies program, increase the potential for existing high-enrolment courses (such as MUS 111, 109, and 116) and increased enrolments in our upper-level elective courses (such as MUS 391) without requiring additional human or classroom resources.

Core requirements of the BA overlap with existing BMUS courses that are offered annually, some in more than one term/section. This relieves the necessity to offer year-after-year, program-specific courses. Furthermore, interdisciplinary electives are shared with/across other areas of the University. We are confident that the BA Music's design will provide opportunities for increasing larger-enrolment classroom courses while avoiding conflicts with resourcing constraints in other areas.

Many music programs at research and comprehensive universities in Canada offer a BA and Bachelor of Music degree (e.g. U of T, Carleton, McGill, UBC, etc.). Our proposed BA Music program aligns with the goals of these other programs. It is for students interested in studying music alongside its relation to other disciplinary frameworks. Like our proposed BA program, other BA Music programs across Canada also permit students a wide array of electives in and outside of music and permit students to register for ensembles (provided they pass audition requirements). However, our BA is distinguished from these programs in that it has fewer core requirements in music theory and musicianship. This allows our BA Music to pose fewer barriers to applicants while simultaneously providing more variety and breadth of course and pathway options.

**Music Programs in Canada that offer a BA Music**

- UBC School of Music

- University of Alberta
- University of Calgary
- University of Saskatchewan
- University of Lethbridge
- University of Regina
- University of Toronto
- University of Guelph
- University of Ottawa
- Carleton University
- University of Western Ontario
- University of Waterloo
- Queen's University
- Mount Allison University
- Dalhousie University
- Cape Breton University
- Brock University
- McGill University
- University of PEI
- University of New Brunswick
- St. Francis Xavier University

## Appendix: Kuali Program Requirements

### Years 1 and 2

- Complete all of the following
  - Complete all of:
    - [MUS111](#) - Rudiments of Music (1.5)
    - [MUS116](#) - Music Appreciation (1.5)
  - Complete 1.5 units from:
    - [AHVS120](#) - Exploring World Art (1.5)
    - [AHVS121](#) - Understanding Visual Communication (1.5)
    - [ART150](#) - Introduction to Contemporary Art Theory, Criticism and Practice (1.5)
    - [ART151](#) - An Introduction to Contemporary Visual Art (1.5)
    - [FA101](#) - Creative Being (1.5)
    - [FA245](#) - The Arts and Technology I (1.5 - 3)
    - [THEA102](#) - Theatre Appreciation from Page to Stage (1.5)
    - [THEA111](#) - Theatre History I (1.5)
    - [WRIT109](#) - The Writer's World in Books and Film (1.5)
    - [WRIT120](#) - Writing for the Arts (1.5)
  - Complete 3.0 units from:
    - [MUS101A](#) - Language of Music (1.5)
    - [MUS101B](#) - Language of Music (1.5)
    - [MUS105](#) - Introduction to Composition (2.0)
    - [MUS108](#) - African Hand Drumming (1.5)
    - [MUS109](#) - Great Film Music (1.5)
    - [MUS121](#) - Western Music from Antiquity to 1750 (1.5)
    - [MUS131](#) - Introduction to Music Education (1.5)
    - [MUS170A](#) - Basic Musicianship IA (1.0)

- [MUS170B](#) - Basic Musicianship IB (1.0)
- [MUS180A](#) - University Orchestra (1)
- [MUS180B](#) - University Wind Symphony (1.0)
- [MUS180C](#) - Don Wright Symphonic Winds (1)
- [MUS180D](#) - Jazz and Creative Music Ensemble (1.0)
- [MUS180E](#) - University Chorus (1)
- [MUS180F](#) - Chamber Singers (1.0)
- [MUS180G](#) - University Women's Choir (1.0)
- [MUS189](#) - Vikes Band (1.5)
- [MUS201A](#) - Language of Music (1.5)
- [MUS201B](#) - Language of Music (1.5)
- [MUS207](#) - Music, Science and Computers (1.5)
- [MUS208](#) - Popular Music and Society I (1.5)
- [MUS209](#) - Topics in Applied Music I (1.5)
- [MUS220A](#) - Western Music from 1750 to 1885 (1.5)
- [MUS220B](#) - Western Music from 1885 to 1952 (1.5)
- [MUS231](#) - Music Education Seminar I: Foundations of Music Education (1.5)
- [MUS237](#) - Music in the Elementary School Curriculum (1.5)
- [MUS239](#) - Instrumental/Vocal Jazz Pedagogy (1.5)
- [MUS256A](#) - Introduction to Instrumental and Choral Conducting I (1.5)
- [MUS256B](#) - Introduction to Instrumental and Choral Conducting II (1.5)
- [MUS270A](#) - Basic Musicianship IIA (1.0)
- [MUS270B](#) - Basic Musicianship IIB (1.0)
- [MUS280A](#) - University Orchestra (1.0)
- [MUS280B](#) - University Wind Symphony (1.0)
- [MUS280C](#) - Don Wright Symphonic Winds (1.0)
- [MUS280D](#) - Jazz and Creative Music Ensemble (1.0)
- [MUS280E](#) - University Chorus (1)
- [MUS280F](#) - Chamber Singers (1)
- [MUS280G](#) - University Women's Choir (1)
- [MUS281](#) - Chamber Music (1.0)
- [MUS289](#) - Vikes Band (1.5)

- Complete 22.5 units of electives

#### **Years 3 and 4**

- Complete all of the following
  - 15 units from MUS 300-400 level
  - 9 units of electives 100-400 level
  - 6 units of electives 300-400 level

Total units

#### **Program Notes**

- Electives may be from any department including the School of Music.
- Students are advised to plan in advance by referring to course descriptions in the Calendar for MUS course prerequisites.
- MUS 143 (requires permission of the School) may be used as a music course or as an elective towards this Major program.
- Where permission of the School is required contact [musicadmin@uvic.ca](mailto:musicadmin@uvic.ca)

## Stage 1 Review for New Degree Proposals

The Stage 1 Review is to determine the need for the program and how it fits with other programs currently offered by the BC public post-secondary education system. It applies to BC publicly funded post-secondary institutions as a means to ensure public resources are spent effectively.

Submission format:

- To facilitate the Stage 1 Review, institutions must complete this template to ensure that all necessary information is provided for the DQAB review.
- Supporting letters, surveys and other documentary evidence should be included as an appendix.
- Use “n/a” or “non-applicable” for a criterion that does not apply and add a brief rationale.
- The submission is expected to be concise and should not exceed 12 pages or 4,000 words, excluding appendices.
- Attached to the template are the submission guidelines for each standard. The submission guidelines detail suggested evidence the institution may provide to demonstrate the program meets each criterion.

INSTITUTION: University of Victoria	PSIPS PROPOSAL #:
PROPOSED DEGREE: Bachelor of Arts degree with a Major in Music (Faculty of Fine Arts)	

## Stage 1 Review for New Degree Proposals

### Summary Description of Degree Program: (1 page maximum)

The University of Victoria is distinguished as the only University in British Columbia with a dedicated Faculty of Fine Arts. The School of Music offers Majors in Composition and Theory, Music Education in Secondary (Choral) or Secondary (Instrumental), Musicology and Sound Studies, Musical Arts, and Performance, leading to the degree of Bachelor of Music, and a combined Major in Music and Computer Science leading to Bachelor of Fine Arts or Bachelor of Science, and a minor in Music. The new proposed program for the School of Music is a Bachelor of Arts degree with a Major in Music. The School of Music does not currently offer programs that lead to the Bachelor of Arts. The new program will therefore lead to a new credential associated with the School of Music.

The University of Victoria is committed to meeting the needs of its students, including those who desire an applied liberal arts education. The design of the BA Major in Music parallels two existing Faculty of Fine Arts BA major programs in Writing and Art History & Visual Studies. In the context of the programs offered within the School of Music, the proposed program does not require an audition. There are no core individual tuition requirements (i.e. no music lessons), and no ensemble or ear training requirements. Unlike the BMus, the BA Music permits students to choose from a large number of free electives. Students can follow their own chosen path through their degree. The BA Music offers a broad connection with the more specialized areas of instruction and a flexible avenue for students who may want to expand beyond specialized areas which require intensive performance skills. The BA with a Major in Music emphasizes music within broader intellectual and cultural contexts and considers music in relation to other disciplines in fine arts, the humanities, the language arts and beyond.

The program is comprised of 60.0 units. Like the Music minor, the BA Music Major program will comprise three course requirements: one each in basic music history MUS 116 and music theory rudiments MUS 111, and the Fine Arts co-requisite requirement for a total of 4.5 units (3.0 in Music and 1.5 in Fine Arts). An additional 3.0 units of music courses are required at the 100-200 level and 15.0 units of music courses at the 300-400 level. In years 1 and 2, students will take 22.5 units of electives and in years 3 and 4, they will take 15 units of electives at the 300-400 level. This will offer a specialization in music for students who are interested in studying music alongside its relation to other disciplinary frameworks.

As an academic subject, music is already intimately tied to a variety of industries. Ecology, Sociology, Anthropology, Sound Studies, History, English, and the sciences (Computer Science, Engineering, and Medicine, and so on) feature increasingly strong ties to studies in music and acoustics. The School of Music has recently changed the name of his BA in Music History to “Musicology and Sound Studies” to reflect these connections.

UVic’s School of Music remains uniquely positioned to offer a BA in Music. Our Faculty of Fine Arts already boasts particularly strong interdisciplinary liaisons across the arts; our undergraduate musicology program promotes interdisciplinary work in music; our combined program offers students a BA in Music or Science as the outcome of a degree that combines music, computer science, and engineering, and our university already hosts courses in sound studies across several different departments (English, History, and Anthropology). A BA Major in Music would provide a unique pathway for students to study music without an audition requirement while connecting to interdisciplinary opportunities across campus.

Feedback is clear: students want more options to study music through a broad and diverse curriculum without the need to audition. Our new BA Major in Music would appeal to such students, allowing them to explore their interest in music while combining it with interests in other areas. A BA in Music combines hands-on experience of music with studies in other areas, an experience typically denied to students who may chose a BA in another subject (or to those who audition for a performance degree in music at the expense of having elective credits to explore other subjects). Finally, the precedent for a BA in Music is long-standing: virtually every university of UVic’s stature in Canada offers a BA in Music.



## Stage 1 Review for New Degree Proposals

### INSTITUTIONAL MANDATE / CAPACITY

**STANDARD:** *The institution must establish that it has the mandate and capacity to offer the proposed degree program.*

CRITERIA:	COMMENTS:
<b>A. Mandate</b>	
How does the proposed program fit within the mandate of the institution?	The program provides students with a unique opportunity to combine dynamic learning and an extraordinary, interdisciplinary environment with the ability to provide vital impact in society. By combining the study of music at a prestigious School of Music with academic opportunities across a number of other fields, the proposed program synthesizes the engaged learning practices of musical study with UVic's broader academic initiatives.
How does the proposed program support the current academic and strategic plan of the institution?	<p>The proposed program supports many elements in the University's Strategic Framework (Cultivate an Extraordinary Academic Environment: Strategy 1.1; Advance Research Excellence and Impact : 2.4, 2.5; Intensify Dynamic Learning: 3.1 , 3.2, 3.3, 3.4; Foster Respect and Reconciliation: 4.3; Engage Locally and Globally: 6.1, 6.3). The program is rich in opportunities for experiential learning (Strategy 3.1) and community engagement (Strategies 6.1, 6.3) and is specifically designed for flexibility in years 3 and 4, allowing students to take advantage of opportunities for off-campus experiences, community engagement, study abroad, and co-op. Bachelor of Music co-op students numbered an average of 1-2 per year during pre-pandemic times. With the BA Music major, we anticipate an increase in music students engaging with co-op and work experience. The School of Music already has strong ties to local arts institutions (e.g. the Victoria Symphony Orchestra and Pacific Opera Victoria) and discussions have been initiated about arts administration co-op and work experience possibilities.</p> <p>The BA Music has the potential to remove barriers and open our doors to a diverse student body that includes more international and indigenous students (see Strategy 1.1 and Strand 1 of the UVic Indigenous Plan, "Students.") The BA-Music also has great potential to increasingly support non-Western approaches to the study of music at UVic. (Category 3 of the International Plan "Providing Intercultural Curricula for a Global-Ready Institution" and Strand 3 of the UVic Indigenous Plan, "Education").</p> <p><b>Learning outcomes</b> for the BA Music major program are wide-ranging, reflecting flexibility for students in terms of course choices in music history, music theory, large ensembles, and non-music electives. Through completion of the BA major program in Music, students will be able to:</p>

## Stage 1 Review for New Degree Proposals

	<ol style="list-style-type: none"> <li>1. Apply musical knowledge and understanding to diverse music experiences and contexts, including new and existing repertoires.</li> <li>2. Explore creativity and interpret musical ideas in interdisciplinary contexts.</li> <li>3. Locate, recognize, and critique systemic problems of social injustice in historical and contemporary musical practices.</li> <li>4. Advocate for the importance of equity and inclusion through the study and practice of diverse musical genres and musical subjects.</li> <li>5. Identify and analyze changing social contexts through investigating cultural relationships with music.</li> <li>6. Problem-solve in non-musical subject areas using critical and analytical skills gained through engagement with music.</li> <li>7. Communicate effectively and equitably about music with diverse individuals and communities through strong verbal, written, and interpersonal approaches.</li> <li>8. Demonstrate effective performance, communication and expressive skills, knowledge and understanding, when interacting in a diverse range of musical contexts.</li> <li>9. Apply deep and active listening skills in live, mediated, recorded, and other modalities.</li> <li>10. Identify connections between music and personal identity across political, sexual, social, and cultural themes.</li> </ol>
<p>For applied degrees offered under the <i>College and Institute Act</i>:</p> <ul style="list-style-type: none"> <li>• Does the proposal lead to a specific occupation?</li> <li>• Does the proposal provide a diploma exit, if appropriate?</li> </ul>	<p>The proposal does not lead to a specific occupation in a designated area. The proposal does not provide a diploma exit.</p>
<b>B. Capacity</b>	
<p>To what extent does the program build on the institution's existing infrastructure, resources and experience from offering programs in related fields?</p>	<p>The proposal is a direct extension of existing programs. The proposed BA in Music is situated alongside existing BMUS and BFA degrees in Music, as well as similar BA degrees in Writing and Art History &amp; Visual Studies. Furthermore, the School of Music offers a Combined Degree with Computer Science and Engineering, a Musicology degree with an emphasis in Sound Studies, and a Music Education degree that operates in coordination with the Faculty of Education.</p>
<p>To what extent has the institution assessed the resources required and identified funding sources needed to implement the program?</p>	<p>We do not expect the program to require changes to current resource requirements. Classroom allocations for the School of Music provide adequate space for a measured increase in enrolments in core Music offerings. The proposed program is one of several strategies by the School to capture and increase enrolments while avoiding additional resourcing constraints. Core course requirements of the degree (e.g. MUS 111 <i>Rudiments of Music</i> and MUS 116 <i>Music Appreciation</i> are being pilot tested as large enrolment and/or online courses in 2022/23. Projections for any increase in enrolments are within our current recourse capacity and would produce no foreseeable strain on digital or library resources.</p>

## Stage 1 Review for New Degree Proposals

### SOCIAL AND ECONOMIC BENEFIT

**STANDARD:** *The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians.*

CRITERIA:	COMMENTS:
<b>A. Priority of Program Focus</b>	
Is the program focus primarily on meeting social benefit(s) or economic benefit(s)?	The program is focused on meeting student interest and demand in applied music studies.
<b>B. Social Benefit</b>	
What social, cultural, regional, community, environmental, institutional and/or intellectual benefits would the proposed program provide?	<p>As there are no audition requirements, the BA will facilitate entry based on interest in music rather than predesignated skills in Western classical musical practices (the requirement until now for entry to the BMus). Students entering the BA Music will not need prior performance or theoretical training in Western classical notation, sight-singing, or rhythmic practices. This has the potential to remove barriers and open our doors to a diverse student body. Several opportunities of growth and collaboration in the BA-Music and BMus could potentially be offered and/or facilitated through collaborations between the School of Music and the Faculty of Fine Arts' Indigenous Resurgence Coordinator.</p> <p>Students of the BA Music Major will have remarkable freedom to choose their path for degree completion. Social and economic benefits include a workforce trained to meet emerging demands across a number of fields involving knowledge of music and acoustics, from music education and social welfare to the healthcare industry, multimedia applications, and arts administration.</p> <p>The School is aiming for preferential hires for the foreseeable future. The new BA Music program should benefit from the increasing diversity of perspectives in the School. Future IBPOC professors will open possibilities to create new musicology and ensemble courses, providing students in the BA-Music with alternative perspectives pertaining to musical creation, listening practices, music and health, music and community, and music and religion.</p>
How would the proposed program advance social goods or government priorities?	Increasing evidence places music at the centre of social welfare, and the recent emergence of Sound Studies as a field demonstrates the increasing recognition of music as a central component of, and reflection of, culture. The proposed program highlights the interdisciplinary study of music to encourage students to consider the relationship between music and culture from a variety of theoretical and pragmatic perspectives.

## Stage 1 Review for New Degree Proposals

### C. Economic Benefit

What direct and/or indirect economic, industrial or labour market benefits would the program offer the student, community, region or province?	We expect the program to better prepare students to act as music entrepreneurs in the modern gig economy by providing them with skills that combine musical ability with complementary skills in other areas (marketing, business, education).
How would the proposed program support economic growth and/or government economic priorities?	(As above.)
What labour market needs would the proposed program meet for the province? (Please include no more than 5 applicable National Occupational Classification (NOC) codes.)	Graduates would fulfill a wide variety of market needs, including positions such as 5133, 0512, 5132, 5225, 4031.
Do potential employers require a degree for graduates to gain employment in the field?	N/A
If the main employer will be government or another public agency, what support does the program have from relevant ministry/public employers?	N/A

### D. Consultation

What feedback from relevant community groups, employer groups, and professional organizations was incorporated into the proposed program?	The UVic School of Music has incorporated feedback from Camosun College, the Victoria Conservatory, and Pacific Opera Victoria, as well as other college and university programs in the province: Douglas College, UBC, Simon Fraser University, and Kwantlen Polytechnic University.
If the program relates to a regulated profession, what feedback did the regulatory or licensing bodies and the responsible Ministry provide?	N/A

## SYSTEM COORDINATION / PROGRAM DUPLICATION

**STANDARD:** *The institution must establish that the proposed program fills a need within the post-secondary system and that there is no unnecessary duplication with existing programs.*

CRITERIA:	COMMENTS:
<b>A. System Context</b>	
What differentiates the proposed program from all other related programs in the province? Please provide a list of Classification of Instructional Programs (CIP) codes for related programs.	Related programs should be found under 50.09, 50.10, and 24.01. The most specific related programs in BC would include other BA in Music programs. The proposed program is strongly differentiated from these other programs due to UVic's unique strength as a professional program in music, its affiliation with a Faculty of Fine Arts, its interdisciplinary affiliations, strengths in Music Education

## Stage 1 Review for New Degree Proposals

	and its Combined Program with Computer Science, and its recent sound studies in music.
<b>B. Consultation</b>	
To what extent has the institution consulted other institutions in British Columbia offering similar programs and responded to their feedback?	UVic has consulted with Simon Fraser University, UBC, Kwantlen Polytechnic University, Douglas College, Camosun College and the Victoria Conservatory of Music. More extensive consultation with institutions across Canada will proceed alongside ministry consideration.
<b>C. Rationale for Duplication</b>	
If programs with similar learning objectives are currently available in the region or online within the province, what is the rationale for establishing another program?	UVic continues to rank among the strongest performance programs in Canada and maintains strength as a graduate program in Musicology through the PhD level; it also has strong and unique ties to local institutions and collaborative relationships with local higher education programs. The proposed program would provide a unique student experience, especially at the regional level, for students interested in a mid-sized but internationally-ranked program with strong opportunities for co-op opportunities and experiential learning in a degree that combines strength in both the practical and applied musical arts.
<b>D. Collaboration</b>	
To what extent has the institution explored appropriate ways to collaborate and/or share resources with other institutions offering related programs?	UVic maintains strong collaborative efforts and resource sharing with local institutions on several levels (especially the Royal Conservatory and Camosun and Pacific Opera Victoria), and it is expected this will only increase with the proposed program.

### STUDENT DEMAND AND OUTCOMES

**STANDARD:** *The institution must demonstrate that the proposed degree program will have sufficient ongoing student interest and provide benefit to students.*

CRITERIA:	COMMENTS:
<b>A. Student Demand</b>	
How robust is the demonstrated potential student demand to sustain the proposed program?	Demonstrated potential is strong. The most comparable program at the School – the only other music program to not require an audition – has an acceptance rate of approximately 20%, due to the abundance of applications. We estimate that the BA Major program will welcome up to 40 students over 4 years; we also see the BA as a means for enrolment retention for students seeking an alternative to our BMus programs.
<b>B. Benefit to Students</b>	

## Stage 1 Review for New Degree Proposals

To what extent will students be able to transfer to and from other post-secondary institutions in the province?	The proposed program allows for seamless transfers from other post-secondary institutions.
What opportunities are available to program graduates for further study in the field or in professional fields?	There are hundreds of precedents for the effectiveness of the proposed program leading to advanced study in music; as the proposed degree is a BA, it is typical that students would also find success applying to graduate programs in the humanities, social sciences, and education as well.
What added value will the proposed program offer graduates in terms of employment opportunities?	Critical thinking, writing, and reading skills are essential for many employment positions. The proposal provides significant reinforcement in these areas to give graduates of the proposed program a distinct advantage in terms of employment opportunities.

## Stage 1 Review for New Degree Proposals

### Submission Guidelines

The submission guidelines detail suggested evidence the institution may provide to demonstrate the program meets each criterion.

### SUMMARY DESCRIPTION OF DEGREE PROGRAM

- One page maximum executive summary description of the proposed degree program. Include number of program credits, expected time to completion, program concentrations, delivery methods, targeted students, learning outcomes, and employment prospects.

### INSTITUTIONAL MANDATE / CAPACITY

**STANDARD:** *The institution must establish that it has the mandate and capacity to offer the proposed degree program.*

#### Submission Guidelines

- Describe how this program fits within the mandate of the institution.
- Indicate how the program supports the current academic and strategic plan of the institution.
- Describe whether the institution has had successful past performance in related program areas over the past three years and provide supporting evidence, such as student outcome surveys or other relevant information that demonstrate satisfaction of students, employers, graduates and receiving institutions.
- Describe the possible impact the program may have on existing programs, resources, services and capacity at the institution. Identify plans for reallocating internal resources.
- Provide an enrolment plan for the program, identifying the projected number of students (full-time and part-time), minimum viable enrolment, and anticipated number of credentials awarded each year.
- Provide the timeframe required to implement the program and the anticipated launch date.

### SOCIAL AND ECONOMIC BENEFIT

**STANDARD:** *The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians.*

#### Submission Guidelines

- Prioritize whether the degree primarily provides social benefits or economic benefits.
- Describe the potential social, cultural, regional, community, environmental, institutional and intellectual benefits of the program. Provide references to documents that support these statements. If the program advances one or more social goals, policies and/or government priorities, provide details.
- Describe the direct and indirect economic or industrial benefits of the proposed degree program to the student, the community, region or province. If the program advances one or more economic goals, policies and/or government priorities, provide details.
- Provide evidence of consultation with applicable community groups, employer groups and professional organizations as well as the findings resulting from such consultations.
- Provide evidence that potential employers require a degree to gain employment in the field.
- Describe the labour market demand for the credential. Provide supportable evidence, such as relevant statistical/census employment data relevant to the field, dated employment ads, current employer letters of support, labour force projections from government, industry and professional associations, and employer surveys.
  - Labour market analyses should use the National Occupational Classification (NOC) codes of Human Resources and Skills Development Canada whenever possible to specify relevant occupation

## Stage 1 Review for New Degree Proposals

destinations of program graduates. Please identify no more than the top five occupation destinations for graduates of the program.

- If the main employer is the provincial or federal government, provide evidence of the relevant ministry's or department's support for the program.
- Describe the potential earnings for graduates and provide evidence such as student outcome surveys.
- Indicate whether the proposed degree is preparatory to work in a regulated field. If this is a regulated field, state whether the proposed degree represents a change in the "entry to Practice" standard and provide evidence of consultation with and support from pertinent regulatory/licensing bodies.

### SYSTEM COORDINATION / PROGRAM DUPLICATION

**STANDARD:** *The institution must establish whether the proposed program fills a need within the post-secondary system and that there is no unnecessary duplication with existing programs.*

#### **Submission Guidelines**

- Identify degree programs with similar learning objectives offered by other post-secondary institutions in British Columbia and briefly explain how or whether this degree will differ from the others.
- Describe the consultation that has occurred with other institutions in British Columbia offering similar programs.
- If there are programs with similar learning objectives or outcomes available in the province, explain why an apparent duplication in programming is warranted (e.g.: demand for graduates exceeds system capacity; the program is unavailable online or within reasonable commuting distance; etc.).
- Outline any plans for collaboration and/or sharing resources and identify the prospective collaborating institutions/organizations.
- Provide documentary evidence such as letters of support.

### STUDENT DEMAND AND OUTCOMES

**STANDARD:** *The institution must demonstrate that the proposed degree program will have sufficient ongoing student interest and provide benefit to students.*

#### **Submission Guidelines**

- Provide evidence of student demand for the program, such as:
  - The results of a survey indicating current student demand for the program. If a survey is used, describe the survey instrument used and questions posed.
  - Student waitlists of comparable programs offered in British Columbia.
- Describe what plans and/or arrangements are in place to establish articulation agreements with other post-secondary institutions in the province. Provide a website link to the institution policy on admissions and transfer.
- If relevant, provide anticipated enrolment figures from other institutions that may have students wishing to articulate into the proposed program.
- Describe the opportunities that graduates of the program have for progression to further study in this field or in professional fields. Provide evidence of consultation with graduate/professional post-secondary programs.
- If non-degree and/or degree programs in the same field are offered at this institution, explain:
  - The expected added value for students taking this proposed degree program (e.g., promotion or employment opportunities) and provide evidence that these anticipated benefits are justified.
  -



**University of Victoria School of Music  
BA in Music Proposal**

Dear Dr. Steven J. Capaldo,

Thanks for sharing your new Bachelor of Arts in Music program for the School of Music in the Faculty of Fine Arts at the University of Victoria.

The addition of this degree is strategic and a logical step within the existing course offerings and a compliment to the BA degrees in Art History and Visual Studies. As you state in your proposal, the creation of the BA will also serve to increase enrollment, has potential for experiential learning through studio courses and co-op placement and opportunities to work with other institutions, transfer credit and online options. As a faculty member in an interdisciplinary arts program, I also commend the ability for students to cross different disciplines within their course structure. Without the entrance audition, you will also have a greater range of student interest and eligibility.

One note that may be worth exploring is the focus on the history of music in Western culture as one of the core courses for the BA. It wasn't clear if this was part of MUS111 or 116- or a separate course. While I noted that your mention of the incorporation of world and Indigenous music training in one of the required introductory music appreciation courses,

I wonder about options for students interested in other histories and approaches to the context and history of music –how they might be able to select among a few other offerings. At the upper level you have a few courses that could be potentially be offered at the 1-200 level including 317 Indigenous Peoples and Music, 320 Topics in World Music, 391 Cross-Cultural and Historical Topics in Music. In general, being able to offer non-western context to music at the lower division would enhance the breadth of your offerings. While I make this suggestion, I realize offering new courses is always a struggle between loading and funding. I also note that one of the strengths of your proposal is no additional new courses are required to serve the degree.

Outside of this suggestion, the proposal and degree look strong. Thanks for the opportunity to review your proposal for the BA in Music.

Sincerely,



**Rob Kitsos**  
**Professor, Dance**  
**Associate Director, School for the Contemporary Arts**  
**Simon Fraser University**

November 30, 2020

Dear Dr. Capaldo:

Thank you for allowing me the opportunity to contribute feedback on this proposed program. This Bachelor of Arts in Music degree, as outlined in the program template, could be a valuable complement to the University of Victoria's existing Bachelor of Music degree. It features tremendous potential to enrich the post-secondary study of music, encourages collaborative and interdisciplinary discourse across several subdisciplines, and could have particular strategic enrolment value because of how it addresses fill rates in existing music and fine arts courses.

To start, there may be a need to clarify the program's curricular requirements associated with the completion of music courses. The "Program Rules" section on pages 7 and 8 of the program template suggests that 18 units of music courses are required to complete the BA (i.e., 3.0 units of lower-level music courses and 15.0 units of upper-level music courses), but the description of program requirements in the "Curriculum Design" area states only 16.5 units of music courses are required.

The integration and progression of Bachelor of Arts students in music courses designed, in many cases, for Bachelor of Music students strikes me as the primary challenge of this and many other BA programs. It is a challenge with which many post-secondary institutions grapple, and the university where I teach is certainly no stranger to it.

Given that BA students could have different background knowledge and expertise in the language, context, creation, and performance of music, could they be as successful as UVic's Bachelor of Music students when completing the program's required lower- and upper-level music courses? I do not question if BA students could make meaningful, rich contributions to these courses, but whether or not they would feel as engaged and successful when assessed, side-by-side, with Bachelor of Music students. Related to this, in an effort to meet strategic enrolment objectives, is there a risk the Bachelor of Arts in Music program might not adequately support the success of its students across its full range of elective course options?

From the information presented in the program template, I agree this proposed program provides excellent opportunities for experiential learning. Opportunities abound to combine theory and practice, and all students, whether BA or BMus, may benefit from field research, co-op placements, and study abroad programs. The Bachelor of Arts in Music's interdisciplinary profile is also particularly valuable. These appear to be some of the program's greatest strengths.

I would be interested to learn more about how this program plans to present a decolonized perspective. This section of the template does well to outline how the program, in general, embraces multiple ways of knowing through an absence of audition or interview requirements and the diverse pathways made possible by the program's range of elective

courses. However, the proposal could be strengthened with more detail about existing or planned pedagogical innovations and how they support decolonization. For example, how do the delivery and design of this program's courses, their learning outcomes, content and assessments, enable student agency and affirm multiple ways of knowing and multiple ways of demonstrating knowledge? In addition, while the program's breadth of elective options certainly supports interdisciplinary pathways, would requiring the completion of a greater number of courses with Indigenous, multicultural, and global perspectives not communicate a stronger commitment to decolonization?

There are many strengths to this proposal, and I give it my endorsement because of the potential it has to enrich, support, and complement UVic's existing Bachelor of Music degree. All the best to you and your colleagues as you continue to develop this Bachelor of Arts in Music program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Daniel Tones', with a stylized, flowing script.

Dr. Daniel Tones, DMA  
Chair, Music Department  
Kwantlen Polytechnic University

# Bachelor of Arts – Music Degrees in Canada

## UBC

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**The B.A. in Music is a four-year program offered in the Faculty of Arts for students interested in music but not intending to pursue music performance professionally or who do not meet the special admission requirements for the School of Music's Bachelor of Music degree.**

The Bachelor of Arts (B.A.) degree with a major, minor, or honours in music includes core music courses similar to the Bachelor of Music degree, but does not include private instrumental or vocal instruction. All UBC students are eligible to audition for student ensembles.

### How to apply

To enrol in any Major within the UBC B.A degree, students must meet the academic admission requirements of the Faculty of Arts. Majors are declared at the end of second year, although coursework usually commences in the first year. There are no performance requirements for entrance into the Music Major.

Entrance to the Music Major is through the course Music 100: Principles of Musical Form. B.A. students cannot register themselves for this course, but they may receive permission to take it by passing the Music 100 Placement Test (sample test and answer key).

### Foundation Courses

- 24 credits of foundation courses in music theory and history, normally taken in the first two years of the B.A.:
  - 12 credits of theory: (MUSC 100, 101, 200, and 201) or (MUSC 110, 111, and 210)
  - 12 credits of history: 120, 121, 220, and 221.
  - at least one small **OR** large ensemble (any of MUSC 150-165)
- These courses should all be taken in the first two years, except for MUSC 201

### Upper-level Music courses

- MAJOR IN MUSIC: 30 credits of 300- or 400-level music courses.
- HONOURS IN MUSIC: 48 credits of 300- or 400-level music courses.
- Any 300- or 400-level course in music history, music theory, ethnomusicology, or music composition, as well as MUSC 107 and 207, counts toward this requirement, along with up to twelve credits of ensemble. Even though the ensemble courses have 100 numbers, they will count as 300- or 400-level courses when taken in the third or fourth years, and hence as part of the requirements for the major, honours, or minor in music. At most twelve credits of ensemble may be counted toward the bachelor of arts.

### Overall upper-level courses

- MAJOR IN MUSIC: In the third and fourth years, students must take at least 48 credits of 300- and 400-level courses, including the upper-level Music courses mentioned above.

- **HONOURS IN MUSIC:** In the third and fourth years, students must take at least 54 credits of 300- and 400-level courses, including the upper-level Music courses mentioned above.

### **Ensembles**

Students who wish to register for ensembles must audition. Towards the B.A. degree with a major in music, a total of eight ensemble credits may count, comprised of:

- lower level or transfer credits: up to 6 credits of lower level or transfer ensemble credit may count towards the music major.
- upper level: 8 credits minus any lower level or transfer credits used, may count.

### **Frequently Asked Questions**

*Can I play or sing in ensembles for credit?*

Yes! You may take up to 12 credits of music ensemble in the B.A. Ensemble courses may be repeated for credit. There are many ensembles in which you may participate.

*Can I take private music lessons?*

No, not as a course for credit. You must be registered in the Bachelor of Music (B.Mus.) degree program to take lessons for credit. You may, however, take non-credit private lessons from available faculty & students. Please see our private lessons list.

## **McGILL**

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**Offered by:** Music    **Degree:** Bachelor of Arts

### **Program Requirements**

This Major Concentration studies music as a vital art form in contemporary society and in the history of Western civilization. Its central purpose emphasizes music within broader intellectual and cultural contexts; the Major concentration's premise is that, as a product of culture, music must be considered in relation to the other humanistic disciplines. This program could be an excellent preparation for graduate work in music (musicology, music theory, music librarianship, music journalism, arts administration) or for professional studies in other fields.

Students in the Music Major Concentration must consult the Music Adviser prior to registration. Questions regarding the general requirements of the B.A. program and especially elective courses should be addressed to the Office of Advising and Student Information Services (OASIS) at the Faculty of Arts.

Completion of the diagnostic placement exams for music theory and musicianship is mandatory. Students should refer to the placement exam website for more details: <https://www.mcgill.ca/music/student-resources/undergraduates/new-student...>

### **Prerequisite Courses**

Students must complete the diagnostic placement exams for music theory and musicianship. Depending on the results, they may be asked to register for one or more of

the prerequisite courses listed below. These prerequisite courses cannot be counted toward the 36 credits of the program requirements.

- [MUHL 186 Western Musical Traditions \(3 credits\)](#)
- [MUSP 140 Musicianship Training 1 \(2 credits\)](#)
- [MUSP 141 Musicianship Training 2 \(2 credits\)](#)
- [MUSP 170 Musicianship \(Keyboard\) 1 \(1 credit\)](#)
- [MUSP 171 Musicianship \(Keyboard\) 2 \(1 credit\)](#)
- [MUTH 100 Music Theory Fundamentals \(3 credits\)](#)
- [MUTH 150 Theory and Analysis 1 \(3 credits\)](#)
- [MUTH 151 Theory and Analysis 2 \(3 credits\)](#)

### ***Required Courses (13 credits)***

Prior to registering for each required course, students must either have completed the prerequisite course or have successfully the diagnostic placement exam.

- [MUHL 286 Critical Thinking About Music \(3 credits\)](#)
- [MUSP 240 Musicianship Training 3 \(2 credits\)](#)
- [MUSP 241 Musicianship Training 4 \(2 credits\)](#)
- [MUTH 250 Theory and Analysis 3 \(3 credits\)](#)
- [MUTH 251 Theory and Analysis 4 \(3 credits\)](#)

### ***Complementary Courses (23 credits)***

Students select from courses offered by the Schulich School of Music except for courses with a MUAR subject code. Students must include 3 credits from a MUHL or MUPP subject code at the 300 level or higher.

## **CALGARY**

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Music also offers four-year programs leading to **Bachelor of Arts (Music)** and **Honours Bachelor of Arts (Music)** degrees for the student who wishes to pursue a general liberal arts education with an emphasis on Music. It is an ideal degree for students who are interested in music but may wish to pursue careers in law, medicine, arts administration, media studies, elementary education, digital arts, and so on. In addition to music courses, BA (Music) students have the flexibility to take a large number of courses outside of the field of Music, allowing them to create degree plans that cater to their individual interests and needs.

## **UWATERLOO**

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First-year courses

Listed below are required first-year courses. You'll choose additional classes so that you have a total of 5 courses per term (or 6 if you include a music ensemble).

### **September to December**

Choose 2 of:

- [MUSIC 110](#) - Music in Cultural Contexts
- [MUSIC 226](#) - Music Studio (taken with MUSIC 116)
- [MUSIC 270](#) - Music Theory 1

Arts First requirement 1\*  
2 elective courses

### January to April

Choose 2 of:

- MUSIC 110 - Music in Cultural Contexts (if not taken in fall)
- MUSIC 226 - Music Studio (if not taken in fall) or MUSIC 227 (taken with MUSIC 116)
- MUSIC 271 - Music Theory 1 (or MUSIC 270 if not taken in fall)

Arts First requirement 2\*  
2 elective courses

\*The Arts First requirement consists of 2 first-year courses that are capped at 25 students: ARTS 130 - Inquiry and Communication and ARTS 140 - Information and Analysis. Instead of listening to a lecture and trying to capture notes, Arts First courses will have you and your classmates working together to respond to a challenge posed by the instructor.

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### After first year

About 40% of the classes you'll take will be Music courses. With your remaining classes, you can choose electives from many of the 100 subject areas at Waterloo.

Sample upper-year courses

MUSIC 232 – Music as a Global Phenomenon

MUSIC 246 – Soundtracks: Music in Film

MUSIC 275 – Music and Technology

MUSIC 332 – Aesthetics of Music

Customize your Bachelor of Arts in Honours Music degree

As a Music major, you can add a specialization in Music and Peace, Music in a Global Context, or Church Music and Worship.

You can also add additional interests and expertise by including a minor (or minors) as part of your degree.

Gain relevant work experience through co-op

By alternating school terms and paid co-op work terms throughout your degree, you can explore new career areas and types of employers as your career interests evolve. Co-op is available if you study Music through Honours Arts and Business.

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## CARLETON

### Program Summary

Do you have a desire to learn more about the history of Music from Medieval music to modern day Pop? Then the Bachelor of Arts in Music is for you. This program will allow you to study a wide range of topics from the history of Western art music (Medieval, Renaissance, Classical, Romantic, etc.) to Canadian and Indigenous Music and Culture, to Jazz, Pop and Rock, to Music of the World's Peoples.

The degree consists of an intensive study of non-performance based courses in music and culture: from the historical past to the present-day music industry, from musicology to

ethnomusicology. It allows a wide choice of options in subjects and will leave you with a solid understanding of Music and how it has impacted our everyday lives.

Note that the BA in Music is not a performance degree and does not require an audition. Individual instruction in performance is not part of this program. Theory and ear training are not requirements of the program nor is recital or ensemble work

In the Bachelor of Arts in Music, you may take an Honours, Combined Honours or General program. A Bachelor of Music and a minor in Music are also available. Only the Bachelor of Music (Honours) is performance based and requires an audition.

## **U of Toronto**

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### **Bachelor of Arts-Music; Music and Culture; or Music with Ensemble Option Introduction**

In the Faculty of Arts and Science, Music is approached as one of the liberal arts and taught as cultural history. This humanistic emphasis aims at a high degree of correlation with other disciplines such as Fine Art, Cultural Anthropology, Languages and Literatures, History, and Philosophy. Note that unlike students in the Mus.Bac. program at the Faculty of Music, students in the Specialist and Major programs are not given individual applied music instruction (e.g. piano or voice lessons). They are, however, offered a thorough grounding in musicology, and strong training in both ethnomusicology and music theory, with the option of increasing their exposure to the latter two disciplines via their upper-year option courses.

The courses with the prefix MUS are open to any student of the University. Even students with a strong music background should find them stimulating explorations of the world of music.

Students wishing to enter the Specialist or Major Program should examine the courses listed under HMU History of Music and TMU Theory of Music in the Faculty of Music Calendar. First-year specialist/major courses are available to a small number of students, who are admitted to them by audition and interview during Registration week. Those interested in ethnomusicology and the study of world music may audition on the basis of their comparable accomplishments in a non-Western instrumental or vocal performing tradition. All students are required to have completed Level 8 Theory and Level 9 Harmony from the Royal Conservatory of Music or equivalent as prerequisite, prior to the audition-interview. Knowledge of Western music history and theory ensures that students are not disadvantaged when facing the curricular requirements of the program. In this program the humanistic and historical approach is supported by courses in music theory which provide craft and analytical tools. The Specialist Program provides excellent preparation for a variety of professional activities including music criticism, library science, positions in the publishing, broadcasting, and recording industries, as well as for graduate studies in musicology, ethnomusicology, and music theory, leading to careers in university teaching. The program leads to the degree of Bachelor of Arts (honours). For programs leading to the degree of Bachelor of Music, the student should consult the Calendar of the Faculty of Music.



**Enrolment Requirements:**

Enrolment in HMU and TMU courses, and, therefore, in the Specialist and Major programs, is limited to students who pass the audition-interview, held annually in September. Students are required to complete and submit the Student Profile available on-line, normally prior to mid-August each year. Detailed information is available on the [Faculty of Music website](#). Hard copies are available from the Faculty of Music Registrar's Office. You will then be assigned an audition time. Prospective candidates must perform at the Royal Conservatory of Music Grade Eight level, and demonstrate that they have RCM Level 8 Theory (or equivalent) and RCM Level 9 Harmony (or equivalent). Students who do not meet the Level 9 Harmony requirement (or equivalent) will be required to attend an additional hour of tutorial during the fall term of [TMU140Y1](#). (Note: No audition is required for the Music Minor program, see below.)

**Completion Requirements:**

(7 full courses or equivalent)

*First Year:*

[HMU111H1](#), [HMU126H1](#), [TMU115H1](#), [TMU140Y1](#) (2.5 FCE)

*Higher Years:*

1. [HMU225H1](#), [TMU240Y1](#) (1.5 FCE)
2. 2.0 FCE in music history (HMU), including at least one half-course at the 300+ level and one half-course at the 400-level (2.0 FCE)
3. 1.0 FCE at the 300+ level in music history (HMU) or music theory (TMU) (1.0 FCE)

**UOTTAWA**

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**Bachelor of Arts-Music (Hons)****U of ALBERTA**

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**Bachelor of Arts - Major or Minor in Music**

The Bachelor of Arts is a four-year program that allows for greater flexibility for enrollment in courses across the faculty of Arts while pursuing some focus on music. Completing a Major or Minor in Music allows the student to obtain a broad-based musical education that can be complemented with other arts disciplines or combined with parallel studies such as our [World Sound Arts Certificate](#) program.

**Major in Music**

A major in Music requires a minimum of ★30 to a maximum of ★48 at the senior level and must include a minimum of ★6 at the 400-level. The major must include at least ★3 in each of:

**Music theory and composition (chosen from)**

- [MUSIC 255 - Music Theory III](#)
- [MUSIC 256 - Music Theory IV](#)
- [MUSIC 259 - Introduction to Composition](#)
- [MUSIC 260 - Composition](#)
- [MUSIC 455 - Music Theory V](#)

- MUSIC 456
- MUSIC 470 - Composition
- MUSIC 471 - Composition
- MUSIC 555 - Issues in Theory and Analysis
- MUSIC 556 - Seminar in Music Theory

### **Music history (chosen from)**

- MUSIC 413 - Studies in the History of Jazz
- MUSIC 480 - Survey of Contemporary Repertoire
- MUSIC 481 - Studies in Avant-Garde Music
- MUSIC 482 - Studies in Music and Gender
- MUSIC 483 - Studies in Musical Genre
- MUSIC 484 - Studies in Music and Society
- MUSIC 485 - Composer Studies
- MUSIC 487 - Period Studies
- MUSIC 501 - Music History Seminar I
- MUSIC 502
- MUSIC 505 - Bibliography and Methods of Research
- MUSIC 508 - Seminar on Music in Canada

### **Ethnomusicology (chosen from)**

- MUSIC 365 - Topics in Ethnomusicology
- MUSIC 464 - Topics in Ethnomusicology: Music and Religion
- MUSIC 465 - Area Studies in Ethnomusicology
- MUSIC 466 - Topics in Ethnomusicology
- MUSIC 467 - Area Studies in Ethnomusicology: India and South Asia
- MUSIC 468 - Area Studies in Ethnomusicology: The Arab World
- MUSIC 469 - Area Studies in Ethnomusicology: Music and Islam

### **Note:**

MUSIC 201 may not be counted toward the major, and no more than ★9 from MUSIC X24, X25, X26, X27, X40, and X41 may be counted toward the major.

Because many senior courses in Music have MUSIC 155 and MUSIC 156 as prerequisites, students considering majoring in Music are strongly urged to take these courses as soon as possible and to consult with the Department BA Advisor in planning their programs. The following course has been approved as a Music option: CH RTP 381.

## **ACADIA**

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### **Bachelor of Arts-Music**

The Bachelor of Arts in Music degree provides a well-rounded degree path for students interested in pursuing the academic study of music within a Liberal Arts framework. It can be used to launch a number of different careers including; music journalism, criticism, broadcasting, jobs in the cultural sector and acts as a great preparatory degree for law school or medical school.

The Bachelor of Arts in Music (BAM) is offered as a non-performance based program and may be taken as a double major with any other university subject. The honours option of this degree is designed for students who wish to pursue a more vigorous research option within the academic study of musicology without applied music or performance requirements.

- Honours degree option
- No audition required
- Liberal Arts approach to music education
- Courses in music theory, history and culture, composition, education, and music therapy can be applied to the program
- Graduates are prepared for graduate programs, professional school programs, and music industry professions

## **LAURIER**

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### **Bachelor of Arts in Music and Cultural History**

The Music and Cultural History Option provides students with an opportunity to deepen their knowledge about music's connection to the field of cultural history. The option is designed both for Music majors interested in contextualizing their studies in history and theory and for non-Music students seeking to enhance their musical appreciation and understanding.

The Music and Cultural History Option consists of 4.0 credits, taken from the list of recommended courses. Students with a minimum overall GPA of 7.0 at the end of Years 1 to Year 3 are eligible to apply for the option. A cumulative GPA of 7.00 in the courses specific to the Music and Cultural History Option is required to graduate. At least 3.0 of the required 4.0 credits in the option must be completed at Wilfrid Laurier University. Completion of the option requirements will result in a "Music and Cultural History Option" designation on the student transcript. The option is open to all students.

Music majors shall be permitted to apply MU121 and MU274 toward completion of this option; music majors may not count any other MU courses towards completion of this option.

Bachelor of Arts students are required to take a minimum of 1.0 credit of MU courses to complete this option. Note that some of these courses may have prerequisites that must be fulfilled before the course can be taken.

A minimum of 0.5 credits must be taken from the list of visual culture courses (HI234, HI260, HI308).

### **Recommended Courses**

- HI234: Canadian Art
- HI251: Show Business: An American History
- HI260: History on Film
- HI308: Renaissance Art
- HI342: Culture and Ideas in the Modern World: Descartes to Darwin
- HI343: Culture and Ideas in the Modern World: Marxism to Post-modernism
- HI387: American Protest Music

- HI380: American Culture and Society, 1890-1950
- HI381: American Culture and Society since the Second World War
- MU121: History of Rock Music
- MU122: Music Appreciation: Baroque and Classical
- MU224: Music of the 19th and 20th Centuries
- MU274: Women and Music
- MU275: Music of the World (offered as an online course)
- MU377: Contemporary Music Since 1975
- MU379: (currently being revised to be an online course)
- MU471: Medieval Culture in Pop or Art Music
- MU472: Cross-Cultural Intersections
- MU473: Music in Popular Culture
- MU474: Music, Culture and Technology
- MU475: Studies in Music Aesthetics and Criticism

### **MUN (MEMORIAL)**

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### **Bachelor of Arts-Music (Minor in Music History or Music and Culture)**

**From:** "Carrabre, T. Patrick" <[tcarrabr@mail.ubc.ca](mailto:tcarrabr@mail.ubc.ca)>

**Date:** Monday, November 23, 2020 at 9:28 AM

**To:** Music Director <[musicdirector@uvic.ca](mailto:musicdirector@uvic.ca)>

**Subject:** RE: Support for New UVic Bachelor of Arts in Music degree program

Hi Steven,

I enjoyed reading through this proposal. It does represent a step forward in re-thinking how students can pursue their goals in music. The flexibility is very progressive.

As for decolonialization, I think this represents a positive step.

I am happy to support this proposal.

Best,

Pat

T. Patrick Carrabré, Ph.D. (He, Him, His)  
Director and Professor  
School of Music & Chan Centre for the Performing Arts  
University of British Columbia  
(604) 822-5436

Thank you to the xʷməθkʷəy̓əm (Musqueam) people for their patience, ongoing hospitality and support for students, as UBC operates on their ancestral, unceded territory.

**From:** Music Director <[musicdirector@uvic.ca](mailto:musicdirector@uvic.ca)>

**Sent:** Thursday, November 12, 2020 11:13 AM

**To:** Carrabre, T. Patrick <[tcarrabr@mail.ubc.ca](mailto:tcarrabr@mail.ubc.ca)>

**Subject:** Support for New UVic Bachelor of Arts in Music degree program

[CAUTION: Non-UBC Email]

Professor T. Patrick Carrabré – UBC Director of Music

Dear Dr. Carrabré,

I'm writing to send to you our new proposed Bachelor of Arts in Music program for the School of Music in the Faculty of Fine Arts at the University of Victoria. As part of the consultation process, I've attached the formal program proposal and we are hoping to receive any feedback you may have on the proposal for us to consider towards implementation commencing September 2021.

We would welcome your response by Tuesday December 1, 2020 and we appreciate you taking the time to provide feedback.

Regards,

Steven  
(he, him)

**Dr. Steven J. Capaldo**

D.M.A., M.Perf., B.Ed.(Mus.), A.Mus.A.(Distinction)

Acting Director, School of Music

Associate Professor of Music Education and Conducting

Head of Music Education

Conductor, University of Victoria Wind Symphony

School of Music | Faculty of Fine Arts | University of Victoria

PO Box 1700 STN CSC | Victoria BC V8W 2Y2

Office: MAC B103 T: 250-721-7903 | E: [musicdirector@uvic.ca](mailto:musicdirector@uvic.ca) | W: [Faculty Profile](#)

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*The School of Music, University of Victoria is proud to be recognized as Canada's first All-Steinway school.*

.....

**From:** David Visentin <[Visentin@vcm.bc.ca](mailto:Visentin@vcm.bc.ca)>  
**Date:** Monday, November 30, 2020 at 3:51 PM  
**To:** Music Director <[musicdirector@uvic.ca](mailto:musicdirector@uvic.ca)>  
**Subject:** Re: Support for New UVic Bachelor of Arts in Music degree program

Dear Steven,

Please forgive the lateness in my response.

The program looks excellent as far as breadth and diversity of subject matter and, most importantly, flexibility with regard to student options for various self-defined learning pathways. What particularly interests me is the potential for transferability from the VCM/Camosun's new Certificate in Music Creativity and Performance Foundations, as well as the long-standing Diploma in Music Performance. I look forward to guiding student appropriately in this direction as they build starting foundations, particularly, in our new one-year certificate.

Congratulations and best wishes on the start of the new program.

All best regard,

*David*

**David Visentin | Director of the Department of Postsecondary Studies**  
**Victoria Conservatory of Music - Chair Camosun College Music**  
**T: 250.386.5311 ext. 5000 | F: 250.386.6602 | E: [Visentin@vcm.bc.ca](mailto:Visentin@vcm.bc.ca)**  
**A: 900 Johnson Street, Victoria, BC V8V 3N4 Canada**

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**From:** Music Director <[musicdirector@uvic.ca](mailto:musicdirector@uvic.ca)>

**Sent:** Thursday, November 12, 2020 10:30 AM

**To:** David Visentin <[Visentin@vcm.bc.ca](mailto:Visentin@vcm.bc.ca)>; POSTSECONDARY <[Secondary@vcm.bc.ca](mailto:Secondary@vcm.bc.ca)>

**Subject:** Support for New UVic Bachelor of Arts in Music degree program

Mr. David Visentin – Camosun College Chair of Music & VCM Director Post-Secondary Studies  
Dr. Rosabel Choi – VCM Assistant Program Director

Dear Mr. Visentin and Dr. Choi,

I'm writing to send to you our new proposed Bachelor of Arts in Music program for the School of Music in the Faculty of Fine Arts at the University of Victoria. As part of the consultation process, I've attached the formal program proposal and we are hoping to receive any feedback you may have on the proposal for us to consider towards implementation commencing September 2021.

We would welcome your response by Tuesday December 1, 2020 and we appreciate you taking the time to provide feedback.

Regards,

Steven  
(he, him)

**Dr. Steven J. Capaldo**

D.M.A., M.Perf., B.Ed.(Mus.), A.Mus.A.(Distinction)

Acting Director, School of Music

Associate Professor of Music Education and Conducting

Head of Music Education

Conductor, University of Victoria Wind Symphony

School of Music | Faculty of Fine Arts | University of Victoria

PO Box 1700 STN CSC | Victoria BC V8W 2Y2

Office: MAC B103 T: 250-721-7903 | E: [musicdirector@uvic.ca](mailto:musicdirector@uvic.ca) | W: [Faculty Profile](#)

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.....

**From:** "Palmer, Jim" <[palmerj@douglascollege.ca](mailto:palmerj@douglascollege.ca)>  
**Date:** Wednesday, December 2, 2020 at 1:10 PM  
**To:** Music Director <[musicdirector@uvic.ca](mailto:musicdirector@uvic.ca)>  
**Subject:** Re: Support for New UVic Bachelor of Arts in Music degree program

Hi Steven,

Sorry for the delay.

I'm afraid I don't really have any suggestions or criticisms to offer. The new program looks like a strong addition to your current music offerings at UVic. It makes good sense to me!

Best,  
Jim

James Palmer, PhD  
Music Coordinator | [Douglas College](https://www.douglascollege.ca)  
New Westminster BC  
Office: N3201 | 604-527-5469  
[palmerj@douglascollege.ca](mailto:palmerj@douglascollege.ca)

---

**From:** Music Director <[musicdirector@uvic.ca](mailto:musicdirector@uvic.ca)>  
**Sent:** Wednesday, November 25, 2020 5:32 PM  
**To:** Palmer, Jim <[palmerj@douglascollege.ca](mailto:palmerj@douglascollege.ca)>  
**Subject:** Re: Support for New UVic Bachelor of Arts in Music degree program

\*\*\* This email appears to originate outside of Douglas College. \*\*\*

Hi Jim,

Thanks for your reply.

The request really is for broad consultation as part of developing and implementing new degrees in BC to meet university and BC Ministry requirements.

We do appreciate any thoughts you can provide on the program proposal (as attached).



Regards,

Steven  
(*he, him*)

**Dr. Steven J. Capaldo**

D.M.A., M.Perf., B.Ed.(Mus.), A.Mus.A.(Distinction)

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*The School of Music, University of Victoria is proud to be recognized as Canada's first All-Steinway school.*

**University of Victoria School of Music  
BA in Music Proposal**

Dear Dr. Steven J. Capaldo,

Thanks for sharing your new Bachelor of Arts in Music program for the School of Music in the Faculty of Fine Arts at the University of Victoria.

The addition of this degree is strategic and a logical step within the existing course offerings and a compliment to the BA degrees in Art History and Visual Studies. As you state in your proposal, the creation of the BA will also serve to increase enrollment, has potential for experiential learning through studio courses and co-op placement and opportunities to work with other institutions, transfer credit and online options. As a faculty member in an interdisciplinary arts program, I also commend the ability for students to cross different disciplines within their course structure. Without the entrance audition, you will also have a greater range of student interest and eligibility.

One note that may be worth exploring is the focus on the history of music in Western culture as one of the core courses for the BA. It wasn't clear if this was part of MUS111 or 116- or a separate course. While I noted that your mention of the incorporation of world and Indigenous music training in one of the required introductory music appreciation courses,

I wonder about options for students interested in other histories and approaches to the context and history of music –how they might be able to select among a few other offerings. At the upper level you have a few courses that could be potentially be offered at the 1-200 level including 317 Indigenous Peoples and Music, 320 Topics in World Music, 391 Cross-Cultural and Historical Topics in Music. In general, being able to offer non-western context to music at the lower division would enhance the breadth of your offerings. While I make this suggestion, I realize offering new courses is always a struggle between loading and funding. I also note that one of the strengths of your proposal is no additional new courses are required to serve the degree.

Outside of this suggestion, the proposal and degree look strong. Thanks for the opportunity to review your proposal for the BA in Music.

Sincerely,



**Rob Kitsos**  
**Professor, Dance**  
**Associate Director, School for the Contemporary Arts**  
**Simon Fraser University**

November 30, 2020

Dear Dr. Capaldo:

Thank you for allowing me the opportunity to contribute feedback on this proposed program. This Bachelor of Arts in Music degree, as outlined in the program template, could be a valuable complement to the University of Victoria's existing Bachelor of Music degree. It features tremendous potential to enrich the post-secondary study of music, encourages collaborative and interdisciplinary discourse across several subdisciplines, and could have particular strategic enrolment value because of how it addresses fill rates in existing music and fine arts courses.

To start, there may be a need to clarify the program's curricular requirements associated with the completion of music courses. The "Program Rules" section on pages 7 and 8 of the program template suggests that 18 units of music courses are required to complete the BA (i.e., 3.0 units of lower-level music courses and 15.0 units of upper-level music courses), but the description of program requirements in the "Curriculum Design" area states only 16.5 units of music courses are required.

The integration and progression of Bachelor of Arts students in music courses designed, in many cases, for Bachelor of Music students strikes me as the primary challenge of this and many other BA programs. It is a challenge with which many post-secondary institutions grapple, and the university where I teach is certainly no stranger to it.

Given that BA students could have different background knowledge and expertise in the language, context, creation, and performance of music, could they be as successful as UVic's Bachelor of Music students when completing the program's required lower- and upper- level music courses? I do not question if BA students could make meaningful, rich contributions to these courses, but whether or not they would feel as engaged and successful when assessed, side-by-side, with Bachelor of Music students. Related to this, in an effort to meet strategic enrolment objectives, is there a risk the Bachelor of Arts in Music program might not adequately support the success of its students across its full range of elective course options?

From the information presented in the program template, I agree this proposed program provides excellent opportunities for experiential learning. Opportunities abound to combine theory and practice, and all students, whether BA or BMus, may benefit from field research, co-op placements, and study abroad programs. The Bachelor of Arts in Music's interdisciplinary profile is also particularly valuable. These appear to be some of the program's greatest strengths.

I would be interested to learn more about how this program plans to present a decolonized perspective. This section of the template does well to outline how the program, in general, embraces multiple ways of knowing through an absence of audition or interview requirements and the diverse pathways made possible by the program's range of elective

courses. However, the proposal could be strengthened with more detail about existing or planned pedagogical innovations and how they support decolonization. For example, how do the delivery and design of this program's courses, their learning outcomes, content and assessments, enable student agency and affirm multiple ways of knowing and multiple ways of demonstrating knowledge? In addition, while the program's breadth of elective options certainly supports interdisciplinary pathways, would requiring the completion of a greater number of courses with Indigenous, multicultural, and global perspectives not communicate a stronger commitment to decolonization?

There are many strengths to this proposal, and I give it my endorsement because of the potential it has to enrich, support, and complement UVic's existing Bachelor of Music degree. All the best to you and your colleagues as you continue to develop this Bachelor of Arts in Music program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Daniel Tones', with a stylized, flowing script.

Dr. Daniel Tones, DMA  
Chair, Music Department  
Kwantlen Polytechnic University

**Subject:** RE: BA-Music Proposal Consultation  
**Date:** Wednesday, September 30, 2020 at 4:15:09 PM Pacific Daylight Time  
**From:** Susan Lewis – AVP Academic Planning  
**To:** Joseph Salem, Steven Capaldo, Director of the Music School  
**CC:** Sandra Duggan – Administrative Assistant to the Associate VP Academic Planning  
**Attachments:** image001.jpg

Dear Joe, Benjamin and Steven,

Thanks so much for sharing the BA in Music proposal and for all of your efforts and consultations around its development. I think the breadth and range of options within the degree are a real asset. In reviewing the draft documents, there are a few areas that I'd like to suggest as follow-up:

1. How will the Faculty/School address the resourcing constraints it identifies?
2. How will the School ensure access to groups that have traditionally faced barriers?
3. How will the School ensure access to those with affordability challenges?
4. Are there letters of support from employers we could use? (for evidence of labour market demand, economic and/or social benefits?)

I'll mention to Robin Hicks as he comes into the Acting AVPAP role that this proposal is in the works. Of course, happy to help out at any point.

All best,  
Susan

---

**From:** Sandra Duggan – Administrative Assistant to the Associate VP Academic Planning <apasst@uvic.ca>  
**Sent:** September 17, 2020 9:55 AM  
**To:** Susan Lewis – AVP Academic Planning <avpap@uvic.ca>  
**Subject:** FW: BA-Music Proposal Consultation

Please see the email below from Joseph Salem.



Sandra Duggan  
Assistant to the Associate Vice President  
Academic Planning  
Office of the Vice President Academic &  
Provost  
[University of Victoria](http://www.uvic.ca)  
T 250-853-3761

<http://www.uvic.ca>

---

**From:** Joseph Salem <[salemjr@uvic.ca](mailto:salemjr@uvic.ca)>  
**Sent:** September 16, 2020 3:58 PM  
**To:** Sandra Duggan – Administrative Assistant to the Associate VP Academic Planning <[apasst@uvic.ca](mailto:apasst@uvic.ca)>

**Cc:** Steven Capaldo <[capaldo@uvic.ca](mailto:capaldo@uvic.ca)>; Director of the Music School <[musdir@uvic.ca](mailto:musdir@uvic.ca)>

**Subject:** BA-Music Proposal Consultation

Dear Susan,

Hope this finds you well. Attached are documents related to a proposal for a BA in Music. Prior documents were passed at the School level, these documents have since been vetted at the Faculty level by the Dean of Fine Arts and minor revisions have been implemented. During their creation, we also consulted individual members from Curriculum and Calendar, including several consultations with academic advising consultant Joyce Gutensohn.

Following the calendar for new program initiatives, Steven and I would like to consult with you on the attached documents. From what we understand, it is your role to consult on the program individually (pre-submission) before it goes to any Senate committee on planning (post its submission and approval at the Fine Arts level).

We believe the draft documents speak for themselves, but we would be happy to meet with you to discuss the proposal and any questions you may have—just let us know.

Best wishes,  
Joe and Steven

**Subject:** Re: BA-Music Documents  
**Date:** Friday, September 11, 2020 at 7:39:55 PM Pacific Daylight Time  
**From:** Fine Arts Dean  
**To:** Steven Capaldo  
**Attachments:** image001.png, image002.png, BA-Mus Consultation Response Final (All Edits) (1).pdf, Capado-BA-Music Draft Prog (v1.6).pdf, Salem—Ministry Stage 1 Template.pdf, Salem—UVic New Program Template.pdf

Dear Steven,

Many apologies! The proposal fell off my radar, so thank you for your gentle reminder.

I have added a few thoughts using the comment function. Please let me know if you have any difficulty opening/reading the comments.

I mostly suggest the addition of more details and query the resource implications.

That said, I think the proposal is very good and the BA option is exciting. I strongly support this initiative.

Thanks to you and your colleagues for your hard work to move this idea forward.

Please let me know if you would like to chat. I am happy to do so at any time.

Best wishes,  
Allana

--

uvic.ca

Dr. Allana C. Lindgren  
Acting Dean  
Faculty of Fine Arts  
[University of Victoria](https://www.uvic.ca)  
T 250-721-7755  
[finedean@uvic.ca](mailto:finedean@uvic.ca)  
<https://uvic.ca/finearts>

---

**From:** Steven Capaldo  
**Sent:** September 11, 2020 2:07 PM  
**To:** Fine Arts Dean  
**Subject:** Re: BA-Music Documents

Hi Allana,

Just checking on the feedback for the BA proposal so we can be ready for the Cycle 1 deadline if need be.

Regards,

Steven  
(he/him)



**Dr. Steven J. Capaldo**

D.M.A., M.Perf., B.Ed.(Mus.), A.Mus.A.(Distinction)

Associate Professor of Music Education and Conducting

Associate Director, School of Music

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---

**From:** Fine Arts Dean <[finedean@uvic.ca](mailto:finedean@uvic.ca)>

**Date:** Wednesday, July 8, 2020 at 2:50 PM

**To:** Steven Capaldo <[capaldo@uvic.ca](mailto:capaldo@uvic.ca)>

**Subject:** Re: BA-Music Documents

Dear Steven,

Received with thanks.

I will respond with comment by July 22.

Best wishes,  
Allana

*Check out the weekly [Fine Arts Connector](#) for unique & entertaining online content during the current health crisis.*

--

[uvic.ca](mailto:finedean@uvic.ca)

Dr. Allana C. Lindgren  
Acting Dean  
Faculty of Fine Arts  
[University of Victoria](#)  
T 250-721-7755  
[finedean@uvic.ca](mailto:finedean@uvic.ca)  
<https://uvic.ca/finearts>



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**From:** Steven Capaldo  
**Sent:** July 6, 2020 12:44 PM  
**To:** Fine Arts Dean  
**Subject:** BA-Music Documents

Dear Allana,

Following-on from our meeting this morning, please find the attached docs for the proposal of the BA-Music:

1. BA-Music Program Grid
2. BA-Music Consultation Report
3. Ministry Template
4. UVic New Program Template

Regards,

Steven



**Dr. Steven J. Capaldo**

D.M.A., M.Perf., B.Ed.(Mus.), A.Mus.A.(Distinction)

Associate Professor of Music Education and Conducting

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**Consultation messages have also been sent to UVic units through Kuali:**

Cultural, Social and Political Thought

Department of Art History and Visual Studies, Film Studies program, Department of Writing, Department of Theatre,  
Department of Visual Arts

Faculty of Education

Faculty of Humanities, Department of French, Department of English, Department of Germanic and Slavic Studies,

Department of Hispanic and Italian Studies, Department of Philosophy, Department of History, Department of Gender  
Studies, Department of Linguistics

Department of Anthropology, School of Environmental Studies, Department of Psychology, Department of Sociology

# Bachelor of Arts-Music CONSULTATION REPORT

developed by Steven Capaldo and Joe Salem

There were 13 people who attended the consultation sessions and/or submitted written feedback. The feedback received has been analysed and three main themes emerged overall. The responses below are intended to provide information rather than definitive answers.

As well as the areas addressed in this report, there was a great deal of positive feedback received that supported the development of the BA-Music program for its diversity and flexibility in enabling students across campus to engage in courses, and with students and instructors, in the School of Music.

THEME 1: RESOURCES AND RESOURCE MANAGEMENT	
Theme	Response
How many students are we expecting to see come into the program?	5-10 in the first year. This will be capped in the first year and monitored closely. The intake number can be adjusted by the School as necessary.
Existing courses will feel pressure of increased enrolments	There will be some upward pressure on enrolments, though this is the purpose of the program (to increase our student contingent). Not all BA Music students will take the same courses in their elective options, so there will be some dilution of these students across courses. For the two compulsory courses and other courses that will see a rise in enrolments and student demand, there are a number of solutions that have been considered to address this including: <ul style="list-style-type: none"> <li>- More T/A support for these courses</li> <li>- Offering multiple sections of courses</li> <li>- Restricting certain sections for BMusic students (or giving these students priority enrolment)</li> <li>- Using Summer Session for targeted courses</li> <li>- Examining potential for online, flexible/flipped or blended delivery</li> </ul>
Physical resources will feel pressure	This is a growing concern across the School. The School has had more students than current numbers suggesting we have capacity to see an increase in numbers over the next 3 years. This will also give us the evidence to demonstrate new growth with strong demand to create a strong case for an examination into resource renewal, refresh and development.
Academic Review didn't recommend a BA	This was largely due to the BA-Music concept not being approved by the School as a whole. Discussions of a BA in Music were strongly supported by the review committee during their visit, but without a current design or plan, the Academic Review Committee was limited in its ability to address the issue.
THEME 2: PROGRAM AND COURSE IMPLICATIONS	
Theme	Response
Entrance Requirements	These are stated at the Faculty level and will be consistent and comparable to the other current BA programs in Fine Arts.
Issues encountered by other BA Programs	We've examined and followed BA programs at other institutions in an attempt to understand their successes and challenges as best as we can and respond appropriately in the design.
No theory or history requirements	3.0 units of compulsory study is comparable and consistent with other UVic BA programs. Making any specialist area compulsory moves away from the core intentional of a BA in providing flexibility and choice for students. As well, where some students may not excel in specialist areas, the BA offers these students an opportunity to create a pathway of success for themselves. Finally, not having a compulsory theory/history requirement is a strong point of difference to other BA programs in student marketing/recruitment.
Course pre-requisites	Course pre-requisites are already part of the School calendar and are implemented at the course level, not by major or degree. New pre-requisites will be analysed and developed at the course level as needed and according to the instructor or unit involved. Pre-requisites will need to be enforced and monitored to ensure they are working as needed.
Prior knowledge or content	All students need to demonstrate competency in first-year courses regardless of program enrolment. Those students in the BA-Music program who do not meet the minimum course requirements in any first-year course will not be able to progress to higher-level courses in that area. Students who cannot meet minimum program requirements will then need to meet with a Faculty Advisor to discuss options of finding a new major program outside of Music.
Pressure on instructors with more students	There is a need for more T/A support overall, especially in courses that present with a need for greater instructional support based on large enrolments. The BA-Music degree will facilitate updates in this area.

### THEME 3: STUDENTS

Theme	Response
Who are the students	Our potential students come from a range of backgrounds and experiences. We expect most will be students who are attracted to studying music as a subject and practice from the perspective of a broader liberal arts framework.
Student success in our courses	First-year courses serve as gate-keeper experiences for all students, and progressing further in any degree requires satisfactory progress toward the major (including passing grades).
What do they have to take?	The only <u>course</u> requirements of the BA-Music in first year would be 3.0 units comprised of MUS 111 and MUS 116. All other requirements are <u>unit</u> requirements in music or elective areas.
Do they have to take lessons?	No, for all students (except those interested in pursuing Music Education) lessons can be taken under these two options: 1. They may apply and audition to take lessons at UVic (upon approval by the instructor); or 2. They may take lessons at the Victoria Conservatory or Camosun and have this applied as 100- or 200-level MUS credit (not stated as lessons) toward the degree. Music Education students will need to take 2 years of lessons (within either option above) as part of their program.
Do they have to take ensembles?	No, ensembles are elective options for students that remain regulated by course pre-requisites. They can and will be encouraged to participate in ensembles such as Don Wright Symphonic Winds and University Chorus. If they wish to participate in one of the auditioned ensembles then they also must audition to be considered.



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR DECISION**

May 16, 2022

**To:** Operations and Facilities Committee

**From:** Susan Lewis  
Acting, Vice-President Academic and Provost

A handwritten signature in blue ink, likely belonging to Susan Lewis.

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Proposal to establish a Master of Science in Chemistry Accelerated Option

**Basis for Jurisdiction:** Senate Committee on Planning meeting March 2, 2022  
Senate meeting April 2, 2022

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**Strategic Relevance**

The proposal to establish a Master of Science in Chemistry Accelerated Option aligns with UVic's Strategic Framework Strategy 2 to advance research excellence and impact, as well as with UVic's Strategic Enrolment Management Plan Goal 5 Strategy 6 Tactic 1 – Work to identify and implement, where appropriate, pathways from honours/undergrad to graduate programs.

## Recommendation

*THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to establish a Master of Science in Chemistry Accelerated Option, as described in the document “MSc in Chemistry – Accelerated Option”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval.*

## Background

The existing Master of Science in Chemistry program is a research-based Master’s program that has been in place since the early days of UVic. Like most other Master of Science in Chemistry programs in Canada, the principal output is a research thesis describing experiments, computations or theory, and their interpretation at a standard comparable to published research.

The purpose of the proposed Accelerated Option for the Chemistry MSc program is to attract academically strong UVic students into the graduate program. Specifically, students who have graduated with UVic Chemistry Honours degrees can enter the MSc program and complete it in four terms. These students can build on their significant undergraduate research experience to extend their work and bring it to a publishable standard in a shorter time than regular entry students, especially if they continue with the same research supervisor. Although this is a continuation of existing work, the MSc work must stand on its own as a research achievement.

Graduates of the Accelerated Option for the Chemistry MSc program have the same research skills and academic qualifications as those in the regular program. In the existing MSc program, past students have been successful in proceeding to PhD, or working in the private sector. Aside from the intrinsic benefits of achieving the same credential in a shorter time, a short MSc that leads to publications improves the chances of acceptance into competitive and prestigious PhD programs.

**Attachment:** March, 2022 Senate docket to establish a Master of Science in Chemistry Accelerated Option.



**Date:** March 16, 2022

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to establish a Master of Science in Chemistry Accelerated Option**

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At its meeting on March 2, 2022, the Senate Committee on Planning considered the proposal to establish a Master of Science in Chemistry Accelerated Option.

The proposed Accelerated Option for the Chemistry Master of Science program will attract academically strong UVic students into the graduate program. Specifically, students who have graduated with UVic Chemistry Honours degrees can enter the Master of Science program and complete it in four terms.

These students can build on their significant undergraduate research experience to extend their work and bring it to a publishable standard in a shorter time than regular entry students. Although this is a continuation of existing work, the Master of Science work must stand on its own as a research achievement.

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish a Master of Science in Chemistry Accelerated Option, as described in the document "MSc in Chemistry – Accelerated Option", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair  
Dr. Evanthis Baboula  
Dr. Rustom Bhiladvala  
Dr. Jo-Anne Clarke  
Dr. Adam Con  
Ms. Andrea Giles  
Dr. Rishi Gupta  
Ms. Nicole Greengoe  
Dr. Robin Hicks  
Dr. Cindy Holder  
Dr. Lisa Kalynchuk  
Ms. Sandra Duggan (Secretary)

Dr. Matthew Koch  
Dr. Valerie S. Kuehne  
Dr. Michelle Lawrence  
Dr. Graham McDonough  
Dr. Cynthia Milton  
Dr. Abdul Roudsari  
Dr. Nilanjana Roy  
Ms. Ada Saab  
Dr. Ralf St. Clair  
Ms. Christine Todd  
Dr. Jie Zhang



UNIVERSITY OF VICTORIA

STANDARD TEMPLATE FOR PROGRAM CHANGE – GRADUATE

# *MSc in Chemistry - Accelerated Option*

Submitted by:	Name and title	Email
Contact person	David Harrington, Grad Advisor, Chemistry	<a href="mailto:dharr@uvic.ca">dharr@uvic.ca</a>
Dean or designate	Peter Loock, Dean of Science	<a href="mailto:sciedean@uvic.ca">sciedean@uvic.ca</a>

***Please provide dates of all approvals***

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	3 Nov 2021
Pre-consultation with Faculty of Graduate Studies – please contact <a href="mailto:fgscirc@uvic.ca">fgscirc@uvic.ca</a>	1 Oct 2021 and others.
Departmental approval	28 Sep 2021
Faculty Council* approval <i>*or equivalent Faculty voting body</i>	17 Nov 2021
Graduate Executive Committee approval	10 Jan 2022
FGS Council approval	17 Jan 2022
Senate Committee on Planning approval	2 Mar 2022

***Please complete all rows with date or N/A***

Consultations (as applicable; see notes below) *supporting documentation required for all consultations	Date (or N/A)
Libraries	N/A
Executive Director, Co-operative Education and Career Services	N/A
Office of the Registrar – please submit consult request to <a href="mailto:OREGSCPConsultation@uvic.ca">OREGSCPConsultation@uvic.ca</a>	N/A
Indigenous Academic and Community Engagement	N/A

***Other relevant information***

	(Yes* or N/A)
Proposed program change involves non-standard tuition	Yes
*If you answered Yes, complete the UVic Non-Standard Tuition Template	



## Proposal for a New Stream within an Existing Graduate Program

### PROPOSAL (up to 4,000 words plus appendices)

#### **A. Identification of new stream**

Name, Location, Academic units (Faculties, departments, or schools) offering the new Master's degree	MSc in Chemistry – Accelerated Option, Main Campus, Chemistry Department, Faculty of Science.
Anticipated stream start date	September 2022.
Name, title, phone number and e-mail address of contact person	David Harrington, Professor, Grad Advisor, Chemistry, <a href="mailto:dharr@uvic.ca">dharr@uvic.ca</a> , 250-721-7166

#### **B. History and context of the program indicating value of new stream**

*Describe the history of your own program and of others in similar areas. Explain how the need for the new stream has arisen and is not addressed by existing offerings. What differentiates the proposed stream from similar offerings and what are the anticipated contributions to UVic and the academic unit's strategic plans?*

The proposal is for an *Accelerated Option for the Chemistry MSc program*, to attract academically strong UVic students into our graduate program. Specifically, students who have graduated with UVic Chemistry Honours degrees can enter our MSc program and complete it in four terms. These students can build on their significant undergraduate research experience (Chem 499A&B, two terms) to extend their work and bring it to a publishable standard in a shorter time than regular entry students, especially if they continue with the same research supervisor. These students have already taken, as part of their undergraduate program, 1.5 units of cross-listed 4<sup>th</sup>-year/graduate lecture credits and a professionalism module (part of Chem 405), which are the same or equivalent to those required in the standard MSc program. Exempting them from these requirements provides an additional means for them to capitalize on their UVic undergraduate experience, allows for more focus on research, and enables earlier completion.

The existing *MSc in Chemistry* program is a research-based MSc that has been in place since the early days of UVic. Like most other MSc Chemistry programs in Canada, the principal output is a research thesis describing experiments, computations or theory, and their interpretation at a standard comparable to published research, i.e., "It provides evidence of some new contribution to the field of existing knowledge or a new perspective on existing knowledge. [Graduate Calendar]." Most such work ends up in whole or part in the peer-reviewed literature, and expeditious publication of that work contributes to success in job applications in research-based positions, e.g., in the pharmaceutical or other industries, in scholarships and awards, and in applications for PhD level programs at prestigious institutions. Bringing work to a publishable stage involves a significant amount of training in multiple techniques and experience with interpretation, which often determines the length of the degree. Our Honours students spend two terms on a research project, which involves significant time on safety training and gaining experience with modern research instruments and techniques, but often is insufficient to bring the work to a publishable stage. This *Accelerated MSc* stream will allow them



to focus on this objective, with less coursework, to facilitate a faster degree completion.

Although this is a continuation of existing work, the MSc work must stand on its own as a research achievement. An example might be an Honours student who prepares a new class of molecules projected to have important catalytic properties. The Honours project might prepare six new molecules in this class, with characterization of each to prove that they are the intended molecules. The MSc work might then be testing that these molecules work as catalysts, e.g., testing them under 144 different reaction conditions and doing other experiments that prove the mechanism of catalysis, writing the MSc thesis about the catalysis, and publishing a paper that combines the Honours and MSc parts of the work. (In this real example, the work was done by two students: the MSc student was first author on the paper and the Honours student was relegated to second author. The supervisor estimates the MSc component for an incoming honours student could have been done in 4 terms.)

In the second MSc phase of the work, the UVic students have the unique advantage that they have already completed much of the UVic-specific safety and instrument training. For example, every student using compressed gases must attend a safety course, and then the supervisor is required to do hands-on testing of the student. Likewise all major instruments have training that the student must undergo, with sign-off by a department technologist or supervisor before they can use the instrument alone.

The chemistry department offers cross-listed undergraduate fourth year / graduate courses, and these comprise the main way of satisfying the 1.5 unit “graduate lecture requirement” of the MSc program (Three smaller 0.5 unit graduate modules can also be used to satisfy this requirement, but the timetabling of these can be sporadic.) Our honours students are required to take 6 units of these courses (their choice), and cannot take the same course again at the graduate level. This means that when they enter the MSc program they almost certainly have already taken the courses that are most relevant to their sub-discipline, e.g., organic chemistry, and which are most relevant to their research. They are then forced to take MSc coursework that is less relevant to their research. They are uniquely disadvantaged in this respect, since students from other institutions who may have completed undergraduate courses that are similar are nonetheless permitted to take UVic graduate (cross-listed) versions of these courses. Students in the accelerated option will be exempt the 1.5 unit lecture coursework.

UVic Honours students also take the 1.5 unit undergraduate CHEM 405 course on Professional Development and Societal Engagement. Approximately one third of this course are lectures that focus on professional development. There is no grading associated with this component of the course. Currently, at MSc level they will have to take, again, CHEM 505 (0.5 units credit with COM/F/N grading), which contains similar content. This content is new (Chem 405 started in 2020) and unusual in science programs so most incoming students will not have been exposed to it. We believe it is important enough that all students should take it, which has the unfortunate consequence that current UVic students entering the regular MSc need to take it again. In order to facilitate four-term completion of the research project for the accelerated students, they will be exempt from repeating attendance at these lectures.

The accelerated MSc students will graduate with a different number of credits in their degree than the regular MSc students, but will reach the same final standard of research thesis. This principle is well accepted for PhD programs, where students entering with an MSc may have different requirements from those entering with BSc degrees, e.g., in three of the science departments at UVic. The focus is on building the quality of the researcher to the level required by the credential, and coursework plays a secondary role.

There may be honours students from other institutions who have research and fourth-year course experience equivalent to UVic honours students, and deserve a similar course exemption. Such students who believe that their honours research is directly relevant to their proposed UVic research may make their case to the department, and may be admitted to the program.

Students who complete their honours programs at the usual time at the end of a spring term may enter the *Accelerated MSc Option* in the summer term immediately after graduation, and then complete the program at the end of the following summer term. These students will apply for the program in the fall term prior to completing their honours degree.

Students in the *Accelerated Option* will normally be required to complete the MSc degree in four terms. Students who fail

to complete in this time may continue in the regular MSc program but will normally be required to take the exempted courses. Such students who take the regular sequence will find courses available in their fifth (fall) term.

Students who wish to transfer to the PhD program may do so under the existing rules, and will then need to meet the same requirements as other PhD students.

This program is aligned with UVic's desire to "advance research excellence and impact", and the general thrust within the Faculty of Science to increase the number of graduate students and reduce their time to degree completion. The "Graduate Recruitment, Retention and Success Implementation Committee" (GRRIC), as part of UVic's Strategic Enrolment Management plan considered "Tactic 5.6.1: Work to identify and implement, where appropriate, pathways from honours/undergrad to graduate programs. This tactic is designed to explore a strategy practiced by several of our competitors, whereby they offer a clear pathway to graduate studies to their 4th-year Honours and Majors student" [Email, John Dower to Science Grad Advisors, 2020-06-18]. The department's 2017 Strategic plan (currently being updated) has two relevant initiatives: (1) Enhancing recruiting activities at the graduate level, both nationally and internationally, and (5) To promote and facilitate the completion of a BSc degree in Chemistry within 4 years, an MSc degree within 2 years and a PhD degree within 4 years.

**C. *Labour market, student demand and employment opportunities.***

Graduates of the *Accelerated Option for the Chemistry MSc program* have the same research skills and academic qualifications as those in the regular program. In our existing MSc program, past students have been successful in proceeding to PhD, or working in the private sector. Aside from the intrinsic benefits of achieving the same credential in a shorter time, a short MSc that leads to publications improves the chances of acceptance into competitive and prestigious PhD programs.

**D. *Areas of research & teaching specialization and evidence of adequate faculty complement to support the new stream.***

The areas of research are the same as for the regular MSc, and we expect that the students in the accelerated stream will work in same research groups as current MSc students. Accelerating the progress of students enables more students to graduate in the same time period, within the existing research capacity of the research groups.

From a teaching perspective, this is a reduction in student numbers taught, and so does not require additional teaching capacity.

**E. *Does the stream result in any change to current policies (admissions, student evaluation, supervision, oral examinations)? If yes, provide details.***

Yes. The permission of the department will be required for admission to the program, to ensure that the student-supervisor combination has reasonable chance of success in the reduced timeframe. That is, admission is not automatic for all honours students. The other admission requirements are the same as for the regular program, which are the standard admission requirements for the Faculty of Graduate Studies. Our Honours students would typically meet the FGS admission requirements (and must do so to enter the program). The endpoint thesis and research methods are the same

***F. Curriculum design (Include draft curriculum as Appendix)***

Indicate the stream requirements and design, including core and elective courses and total program units. Identify which courses already exist at UVic and any new courses required for the stream.

**Regular**

0.5 units CHEM 505 – Research methods and professional development.

1.0 units – CHEM 509 seminar

1.5 units lecture credits

1.5 units discussion course (CHEM 670 or 680)

14.5 units MSc thesis (CHEM 599)

**Accelerated**

1.0 units – CHEM 509 seminar

1.5 units discussion course (CHEM 670 or 680)

14.5 units MSc thesis (CHEM 599)

All courses presently exist. Current version of Quali submission is attached.

*Does the stream include opportunities for experiential learning or other forms of community engagement or research-enriched learning.*

- *Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit's plans and support to develop placement opportunities.*
- *Opportunities for community engaged and research-enriched learning*

Since the intent is rapid graduation, students will likely not take Co-op work terms. However, as in the regular program, Co-op work terms are an option. In such a case, the existing procedure for extending the degree time limit applies, that is, the 4-term time limit is extended to account for the co-op work terms, up to 3 extra terms [Graduate Calendar].

*Does the stream design include plans for distance education delivery? If yes, provide details.*

No.

*Identify the program learning outcomes.*

Unchanged from the regular stream, as described in the MSc thesis program requirements section of the graduate calendar.

*Provide anticipated times to completion.*

Four terms. (That is, completion of all requirements by the end of the fourth term, with the option of the one-month extension allowed under the Completion Postponement Fee Adjustment scheme.) Students who fail to complete in four terms will normally be required to complete in the regular program and take the exempted courses.

*Describe any plans for international or indigenous opportunities or perspectives.*

This is for UVic Honours students, and so is not applicable for international applicants. Opportunities for indigenous students or perspectives may be present in some research areas, as for the regular program.

*Plans for integration of teaching and research.*

No difference from the regular stream; no specific plans in this area.

**G. Anticipated enrolment and student financial support plan**

This is anticipated to attract 2-3 students per year in the first instance. Already, one student who has just been offered a position in our MSc has (together with their supervisor) expressed an interest in this program.

The overall capacity of the Department to take on graduate students does not depend on whether they are enrolled in the *Accelerated Option*, the regular MSc, or the PhD. As the *Accelerated Option* becomes more popular and enrolment increases, additional resources may be needed and will be sought through existing funding mechanisms, e.g., NSERC and CIHR funding. The program should lead to higher research impact, which will facilitate increased success in these competitions.

All Chemistry graduate students receive a guaranteed stipend (currently \$25,550, coming from TAs, the supervisor's research grants and graduate awards from FGS).

Since the program has completion in four terms, and 5 terms' fees are assessed in the regular program, we are requesting a non-standard tuition fee in which students pay only for 4 terms. (At SFU, students in both the regular and accelerated streams who complete in less than the standard 6 terms of program fees are charged only for terms in which they are present <https://www.sfu.ca/students/calendar/2019/fall/fees-and-regulations/tuition-fees/graduate.html#master>)

**H. Resource requirements. Indicate any resources required (faculty & staff appointments, space, library)**

This program involves the same research activities as the regular stream, and reduced teaching requirements, so does not require additional resources from UVic.

**I. Indicate related Master's programs/streams in other British Columbia post-secondary institutions.**

The program will only take UVic students and so does not directly compete with other programs.

In terms of precedents, it is interesting that none of the Chemistry Department websites at the research intensive universities in BC (UBC Vancouver, Okanagan; SFU; UNBC) advertise such a program. However, SFU does have an accelerated masters program (<https://www.sfu.ca/gradstudies/apply/programs/accelerated-masters.html>) in which students take graduate courses during their undergraduate degree, which count toward both their BSc and MSc.

There are also varieties of accelerated programs at least at Waterloo, Queens, Ottawa, Western and Trent. Accelerated programs work in different ways, e.g., starting the grad program before the undergraduate program is complete, taking grad courses during undergraduate (sometimes with duplicate credit and sometimes not), or just as an alternative name for a non-thesis masters.

**Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the new stream (emails/letters of support in an appendix).** SFU Chemistry Department support letter attached.



DEPARTMENT OF CHEMISTRY

**DR. VANCE WILLIAMS**

Professor and Chair  
TEL: 778.782.4884  
FAX: 778.782.5424  
chemchr@sfu.ca (admin.)  
vancew@sfu.ca (research)

**MAILING ADDRESS**

Department of Chemistry  
Simon Fraser University  
8888 University Drive  
Burnaby, BC, V5A 1S6  
Canada

January 11, 2022

Re: University Victoria Accelerated Chemistry M.Sc. Program

Dear. Professor Harrington,

I have reviewed the documentation that you supplied regarding the proposed Accelerated Chemistry M.Sc. Program at the University of Victoria. I am highly supportive of this program, which would allow students who have graduated with U. Vic. Chemistry Honours degrees enter a four-term M.Sc. program. This proposal provides an elegant solution to a problem faced by Chemistry undergraduates and their supervisors at many Canadian universities, including Simon Fraser University. Students often make significant progress on their Honours research projects but, due to time constraints, are unable to bring this work to a point where it is publishable. This proposal would facilitate students advancing their projects and getting publications, which positions them for future successes. For example, SFU Chemistry is much more likely to accept a U. Victoria student directly into the Ph.D. program with this M.Sc. degree than with just an Honours B.Sc.

Speaking from my experiences as a member of the Chemical Institute of Canada (CIC) Accreditation committee, I strongly believe that the option of the M.Sc. program makes the U. Vic. Honours degree much more attractive to prospective undergraduates considering studies at your university.

Sincerely,

Original signed by Vance Williams

Vance Williams,  
Professor and Chair

# MSC-CHEM Chemistry

InWorkflow | September 2022

## Proposal Information

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### Workflow Status

> Curriculum and Calendar > Curriculum and Calendar

Sara Henderson - Review

Asia Longphee - Review

Brianna Bock - Review

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### Proposer

✓ **David Harrington (Submitter)**

Submitted 11-11-2021

✓ **David Harrington**

Submitted 1-18-2022

Proposal template attachment updated.

"Normally" added re length of program and exemptions

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### Academic Unit (Department of Chemistry) \\ Librarian

✓ **Monique Grenier**

Acknowledged 11-15-2021

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### Academic Unit (Department of Chemistry) \\ GR Curriculum committee attendee

✓ **Dave Berg**

Acknowledged 11-11-2021

✓ **David Harrington**

Acknowledged 2-4-2022

Have not yet got feedback from Senate

Planning - apparently proposal was tabled

— Dave Leitch

— Jeremy Wulff

✓ **Cathy Stacey**

Acknowledged 11-16-2021

CS

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### Academic Unit (Department of Chemistry) \\ GR Curriculum committee administrator

— Irina Paci

✓ **David Harrington**

Approved 11-11-2021

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*Academic Unit (Department of Chemistry) \\ Academic unit chair*

---

*Academic Unit (Faculty of Science) \\ Consultee*

- ✓ **Valeria Bazan**  
Acknowledged 11-17-2021
  - ✓ **Adam Monahan**  
Acknowledged 11-17-2021
- 

*Faculty (Faculty of Science) \\ Pre-FCC reviewer*

---

*Faculty (Faculty of Science) \\ Faculty librarian*

- ✓ **Kathleen Matthews**  
Acknowledged 11-12-2021
- 

*Faculty (Faculty of Science) \\ GR Records Officer*

- Bettina Mueller-Browne
- 

*Faculty (Faculty of Science) \\ GR Faculty Curriculum Committee Member*

- Chris Nelson
  - Irina Paci
  - Ed Nissen
  - Adam Ritz
  - Marcelo Laca
  - ✓ **David Harrington**  
Acknowledged 11-11-2021
  - ✓ **Rana El-Sabaawi**  
Acknowledged 11-15-2021
- 

*Faculty (Faculty of Science) \\ GR Faculty Curriculum Committee Chair*

- ✓ **Laura Cowen**  
Approved 11-12-2021

Approved in October 2021 by the Faculty Curriculum Committee

- Valeria Bazan
- 

*Faculty (Faculty of Science) \\ FGS Coordinator*



- ✓ **Yvonne Rondeau**  
Approved 1-28-2022

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*(Curriculum and Calendar) \\ Curriculum and Calendar*

- Sara Henderson
- Asia Longphee
- Brianna Bock

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*Faculty (Faculty of Science) \\ FCC Chair and FGS Coordinator*

- ✓ **Laura Cowen**  
Approved 2-4-2022
- ✓ **Yvonne Rondeau**  
Approved 2-8-2022

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*(Curriculum and Calendar) \\ Curriculum and Calendar*

Sara Henderson

Asia Longphee

Brianna Bock

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*(Curriculum and Calendar) \\ SCC Chair*

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#### Changes

- Catalog Activation Date
- Program Rules
- Effective Term
- Additional program requirements
- academicUnitUseOnlyRtf

Show All ▼

## Rationale

#### Proposal Rationale ⓘ

The Chemistry Department will implement an Accelerated M.Sc Option for Chemistry honours students. These students may have the opportunity to continue their research work by completing an accelerated masters degree in 4 terms. For a normal undergraduate degree completing in April, the masters degree can start in the summer term and complete at the end of the

following summer term. Students will be exempt CHEM 505 and the 1.5 unit lecture course requirement of the masters degree, provided they complete and defend their work within 4 terms.

## Effective Date of Change

Proposed

**Effective Term**

September 2022

Existing

**Effective Term**

January 2020

## Type(s) of Program Change(s)

See Guide for Curriculum and Calendar Changes

Proposed <b>Creation</b> ?	<b>Change in name of program or credential</b> ?	Proposed <b>Change of the required courses for a program</b> ?
Existing <b>Creation</b> ?	Proposed <b>A modification that significantly changes a program or credential's focus, content, structure, or requirements</b> ?	Yes
<b>Reinstatement</b> ?	Yes	Existing <b>Change of the required courses for a program</b> ?
<b>Discontinuance</b> ?	Existing <b>A modification that significantly changes a program or credential's focus, content, structure, or requirements</b> ?	<b>Change in a listing of eligible or elective courses that can be used to meet program or credential requirements</b> ?
	<b>Suspension of admission, re-admission, or declaration in a program</b> ?	<b>Change in the description of a program or credential not involving any change in program or credential requirements</b> ?
	<b>Date Submitted to SCP</b>	<b>Other</b> ?
	Proposed <b>Date Approved by SCP</b>	
	2022/03/02	
	Existing	

Date Approved by SCP

## Consultation

### Consultation ⓘ

Yes

### Select academic units to consult

Faculty of Science

### Supporting Consultation Documentation

New Stream Template attached, and email confirming consultation with AVPAP

- AVPAP approval email.pdf
- ChemMSc-2022-01-18 with support letter.pdf
- ChemMSc-2022-03-02 with support letter.pdf

## Program Information

### Program Title ⓘ

Chemistry

### Program Level

Graduate

### Academic Unit(s) ⓘ

Department of Chemistry

### Credential Type

Master of Science

### Faculty ⓘ

Faculty of Science

### General Information

This graduate program is offered by the Department of Chemistry. Contact information, faculty members and their areas of research and financial support information can be obtained from the Department of Chemistry calendar entry.

## Requirements

### Admission Requirements ⓘ

### Admission requirements

The Chemistry department offers programs of study leading to the degrees of MSc and PhD. Complete admission requirements are supplied as part of the application package. Students accepted for admission are provided with a detailed outline of current policy and procedures for graduate study in the department. Based on past experience and performance, students may be permitted to enter either the MSc or PhD degree. For further information contact either the Graduate Admissions and Records Office or the Chemistry department at: [chemgsec@uvic.ca](mailto:chemgsec@uvic.ca).

Applications are accepted from students who have completed a baccalaureate degree in chemistry or its equivalent. In addition, students completing a baccalaureate degree at a non-Canadian institution may be required to submit Graduate Record Examination (GRE) General test scores; see the Department's website for details.

Some international applicants may be exempt from the English language test requirement. International applicants should review the international applicant (language proficiency) area of the graduate admissions website. Students admitted to Chemistry may still be required to complete additional English language courses in addition to their other course work.

1. Normally, students with a BSc in chemistry who achieved a minimum grade point of 5.0 during their last two years of upper-level courses will be eligible for admission to the MSc program. Admission decisions also consider other factors, such as reference letters, appropriate background in chemistry, and, when required, demonstration of English language proficiency.
2. Applicants who already hold a Master's degree in chemistry must have their application reviewed by the Department of Chemistry and the Faculty of Graduate Studies before being considered for the MSc program. Normally, applicants already holding an MSc in chemistry will only be considered for admission to the PhD program.

## Application deadlines

Students are admitted to the MSc program in September, January, and May.

The application deadlines for **domestic students** are:

- September entry point: June 15
- January entry point: October 15
- May entry point: February 15

The application deadlines for **international students** are:

- September entry point: May 1
- January entry point: September 1
- May entry point: January 1

### Admission Rules ⓘ

No Rules

### Inherit From ⓘ

### Inherited Description

No Parent Selected

### Inherited Rules

No Parent Selected

### Inherited Notes

No Parent Selected

### Academic Regulations

## Program Requirements ⓘ

### Program requirements

Candidates for the MSc degree are required to complete at least 3 units of graduate courses in Chemistry. Substitution of appropriate courses from other departments may be made with the permission of the Chair, Supervisor, Graduate Adviser and Faculty of Graduate Studies. In addition to the course work completed early in the program, candidates are required to complete an MSc Thesis (CHEM 599). The normal course structure for an MSc program is:

### Program Rules ⓘ

- Complete all of the following
  - Complete all of:
    - CHEM505 - Research Methods and Professional Development in Chemistry (0.5)
    - CHEM509 - Seminar (1.0)
  - Complete 1 of:
    - CHEM670 - Property-Directed Synthesis Discussion (1.5)
    - CHEM680 - Reactivity, Dynamics and Spectroscopy Discussion (1.5)
  - Complete 1.5 units of:  
graduate lecture courses. Substitution of an equivalent unit value course from another department or institution may be permitted with the permission of Chair, Supervisor, Graduate Adviser and Faculty of Graduate Studies.
  - Complete all of:
    - CHEM599 - MSc Thesis (14.5)

### Notes

- Students are required to register in CHEM 509 and 599 throughout their degree.
- A graduate lecture course may be substituted for CHEM 670 or 680 when the latter are not offered.
- **Undergraduate University of Victoria Chemistry Honours students have the opportunity to continue their research work by completing an accelerated MSc degree in 4 terms. For a normal honours undergraduate degree completing in April, the MSc degree can start in the summer term and complete at the end of the following summer term. UVic Honours students will be exempt CHEM 505 and the 1.5 unit lecture course requirement of the MSc degree, provided they complete and defend their work within 4 terms. Students interested in this possibility should discuss this with their honours project supervisor in the fall before their undergraduate degree completion. Permission of the Department is required. Students from other institutions who have completed honours research projects directly related to their proposed research, and have equivalent fourth-year coursework may also be admitted to the program, at the discretion of the Department.**

### Total units

### Changes

### Additional program requirements

### Research

As part of the admissions process, graduate students will be matched with a research supervisor by mutual agreement prior to the beginning of their studies. The program must be mutually agreed upon between the professor offering a placement and the student accepting that placement.

## Supervisory committee

The research supervisor must name a Supervisory Committee as soon as a choice of project has been made. For the MSc degree, the Supervisory Committee shall consist of two or three chemistry department members including the supervisor.

## Assessment of progress

The research progress of all graduate students is reviewed every term by their supervisor. In the event that the student's progress is deemed unsatisfactory, a meeting with the student's supervisory committee will be held at which the reasons for the unsatisfactory rating will be discussed. The expectation document for the next term should be written in consultation with the committee and should directly address the issues which were unsatisfactory in the previous term.

Once every year, a supervisory committee meeting will take place, where the student discusses their degree progress with the committee. A progress evaluation form is created as a result of the annual committee meeting.

## Transfer from MSc to PhD

Graduate students in a Master's program who wish to transfer from the MSc to PhD program should first reach mutual agreement with their supervisor toward the end of their first year of study, after their first year's grades are available. Students who do not transfer within 16 months of first registering will normally be expected to complete a Master's degree.

The transfer decision is normally addressed as a part of the MSc student's first annual committee meeting.

If the Supervisory Committee decides in favour of transfer, it will advise the Graduate Adviser who will recommend to the Faculty of Graduate Studies that the transfer take place. The transfer takes effect from the start of the next academic term.

## Program length

Normally, completion of an MSc degree in chemistry requires 24 to 30 months. **Normally, students enrolled in the Accelerated MSc Option must finish in 16 months otherwise the requirement waivers will be revoked.**

### Additional Program Rules ⓘ

No Rules

### Program Notes

### Concentrations ⓘ

Code

Title

### Inherited Course list

No Parent Selected

### Other requirements ⓘ

**Academic Advice** ⓘ**Co-op Requirements** ⓘ**Co-op requirements**

Participation in the Co-operative Education program - which enables students to acquire knowledge, practical skills for employment, and workplace experience - is optional for Master's students. Master's students complete two work terms (a work term consists of four months of full-time, paid employment). Students require permission from their academic adviser and graduate adviser, as well as the Co-op co-ordinator, to participate in the Co-op program. Interested students should contact the Chemistry Co-op office early in their first term. Students are also referred to General Regulations: Graduate Co-op.

**Practicum/Work** ⓘ**Academic Unit Use Only**

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## Changes

~~Validation~~ This complete is - the Carolyn same as the previous Kuali proposal, approved up to and including Faculty of Science Grad Advisory Committee. Earlier version was out of workflow and unfortunately the approvals need to be redone.

~~CHEM~~ 18-Jan - added "normally" and updated attachment to reflect version approved via email FGS /C&C council 17 January.



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR DECISION**

May 16, 2022

**To:** Operations and Facilities Committee

**From:** Susan Lewis  
Acting, Vice-President Academic and Provost

A handwritten signature in blue ink, appearing to read "Susan Lewis".

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Proposal to grant School status to the Indigenous Governance Program

**Basis for Jurisdiction:** Senate Committee on Planning meeting April 6, 2022  
Senate meeting May 7, 2022

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**Strategic Relevance**

The proposal to grant School status to the Indigenous Governance Program aligns with UVic's Strategic Framework Strategy 4 – Foster Respect and Reconciliation: The University of Victoria will be a global leader in creating better opportunities for Indigenous students, entering respectful educational and research partnerships with Indigenous communities, and advancing respect, reconciliation and mutual understanding.



## Recommendation

*THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to grant School status to the Indigenous Governance Program, as described in the document “School of Indigenous Governance Proposal”.*

## Background

For 22 years Indigenous Governance (IGOV) has been identified as a program. The evolution of the program into a school will provide the infrastructure for IGOV to further expand and broaden its objectives and mandates that reflect the University’s priorities in the Strategic Framework, Indigenous Plan, International Plan, Strategic Enrollment Plan, and Research Strategic Plan.

IGOV is a dynamic scholarly community of students, faculty, community members and staff dedicated to teaching, practicing, and honoring Indigenous ways of relational governing. The program has a long historical tradition of offering a critical and rigorous intellectual home for Indigenous and non-Indigenous scholars from the local and international context. IGOV is a unique program because it focuses on supporting Indigenous good governance by drawing inspiration and guidance from the scholarship of Indigenous resurgence and Indigenous feminisms.

The future benefits of securing school status will include the moving of the Indigenous Nationhood Graduate Certificate program from a Human and Social Development level program into IGOV; develop and launch a formal PhD program; increase student enrolment in MA, PhD and IN programs; and reinstate the international exchange program and Indigenous Leadership Forum (ILF).

**Attachment:** April, 2022 Senate docket to grant School status to the Indigenous Governance Program.



**Date:** April 20, 2022

**To:** Senate

**From:** Senate Committee on Planning

**Re: Proposal to grant School status to the Indigenous Governance Program**

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At its meeting on April 6, 2022, the Senate Committee on Planning considered the proposal to grant School status to the Indigenous Governance Program.

The evolution of the Indigenous Governance Program into the School of Indigenous Governance will provide the infrastructure to further expand and broaden its objectives and mandates that reflect the strategic direction of the university. Obtaining School status is necessary for moving the Indigenous Nationhood Graduate Certificate program from a Human and Social Development level program into IGOV; developing and launching a formal PhD program; increasing student enrolment in MA, PhD and IN programs; and reinstating the international exchange program and Indigenous Leadership Forum (ILF).

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to grant School status to the Indigenous Governance Program, as described in the document "School of Indigenous Governance Proposal".

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair

Dr. Evanthia Baboula

Dr. Rustom Bhiladvala

Dr. Jo-Anne Clarke

Dr. Adam Con

Ms. Andrea Giles

Dr. Rishi Gupta

Ms. Nicole Greengoe

Dr. Robin Hicks

Dr. Cindy Holder

Dr. Lisa Kalynchuk

Dr. Matthew Koch

Dr. Michelle Lawrence

Dr. Graham McDonough

Dr. Cynthia Milton

Dr. Abdul Roudsari

Dr. Nilanjana Roy

Ms. Ada Saab

Dr. Ralf St. Clair

Ms. Christine Todd

Dr. Jie Zhang

Ms. Sandra Duggan (Secretary)

UNIVERSITY OF VICTORIA

STANDARD TEMPLATE FOR PROGRAM CHANGE – GRADUATE

*School of Indigenous Governance Proposal*

Submitted by:	Name and title	Email
Contact person	Shawna McNabb	igovao@uvic.ca
Dean or designate	Maureen Ryan	hsdasdn@uvic.ca

***Please provide dates of all approvals***

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	June 9, 2021
Pre-consultation with Faculty of Graduate Studies – please contact <a href="mailto:fgscirc@uvic.ca">fgscirc@uvic.ca</a>	Dec 3, 2021
Departmental approval	Aug 15, 2021
Faculty Council* approval <i>*or equivalent Faculty voting body</i>	Dec 2, 2021
Graduate Executive Committee approval	N/A
FGS Council approval	N/A
Senate Committee on Planning approval	

***Please complete all rows with date or N/A***

Consultations (as applicable; see notes below) *supporting documentation required for all consultations	Date (or N/A)
Libraries	N/A
Executive Director, Co-operative Education and Career Services	N/A
Office of the Registrar – please submit consult request to <a href="mailto:OREGSCPConsultation@uvic.ca">OREGSCPConsultation@uvic.ca</a>	Mar 28, 2022
Indigenous Academic and Community Engagement	Summer 2021

***Other relevant information***

	(Yes* or N/A)
Proposed program change involves non-standard tuition	N/A
*If you answered Yes, complete the UVic Non-Standard Tuition Template	-



# School of Indigenous Governance Proposal

Please complete all sections or indicate N/A

## PROPOSAL (up to 4,000 words plus appendices)

### A. Identification of the change

Name, Location, Academic units (Faculties, departments, or schools)	Indigenous Governance Faculty of Human and Social Development
Anticipated implementation date of change	September 1, 2022
Name, title, phone number and e-mail address of contact person	Shawna McNabb, Academic Administrative Officer Local 6436, igovao@uvic.ca

### B. History and context of the program indicating value and impact of the program change.

The Indigenous Governance Program (IGOV) is submitting a proposal to move from a program to a school. The growth of the program into a school will provide the infrastructure for IGOV to further expand and broaden its objectives and mandates that reflect the University's priorities in the Strategic Framework, Indigenous Plan, International Plan, Strategic Enrolment Plan, and Research Strategic Plan. The future benefits of securing school status will include the moving of the Indigenous Nationhood Graduate Certificate program from Human and Social Development level program into IGOV; develop and launch a formal PhD program; increase student enrolment in MA, PhD and IN programs; and reinstate the international exchange program and Indigenous Leadership Forum (ILF).

At this time, we are not seeking a name change for IGOV. The name will remain the same and the only addition will be school status and will read **"School of Indigenous Governance"**.

IGOV is a dynamic scholarly community of students, faculty, community members and staff dedicated to teaching, practicing, and honoring Indigenous ways of relational governing. The program has a long historical tradition of offering a critical and rigorous intellectual home for Indigenous and non-Indigenous scholars from the local and international context. IGOV is a unique program because it focuses on supporting Indigenous good governance by drawing inspiration and guidance from the scholarship of Indigenous resurgence and Indigenous feminisms.

For 22 years IGOV has been identified as a program. The evolution of the program into a school will provide the infrastructure for IGOV to further expand and broaden its objectives and mandates that reflect the University's priorities in the Strategic Framework, Indigenous Plan, International Plan, Strategic Enrollment Plan, and Research Strategic Plan. Currently, IGOV has tenured and tenure-track faculty and functions as a school for promotion and tenure decisions, provides and reports on academic resource planning, manages an operational budget for staff and faculty recruitment costs, and receives annual Faculty of Graduate Studies student funding allocations.

The Indigenous Governance Program has always focused on creating Indigenous leaders and non-Indigenous allies to address Indigenous futurities beyond the impacts of colonization that continue to threaten Indigenous governance. The last two academic program reviews included consultations with our alumni and students as well as extensive consultation with local and international Indigenous communities and Elders, with whom IGOV has worked. Those extensive consultations led to the following recommendations:

- Growth of the program to be more inclusive of diverse practices of Indigenous governance.
- Reconfiguring the SPARR PhD into a formal program. The focus of the formal PhD would be to produce leaders and scholars that centre Indigenous governance in a changing global context. Housing a formal PhD program requires school status.
- All the recommendations clearly highlighted the need for moving the program into a place of permanency within the Faculty of Human and Social Development (HSD). School status will allow IGOV to house new programs such as a formal PhD program and the Indigenous Nationhood Certificate.

### ***C. Indicators of labour market and student demand.***

With no marketing and advertising, IGOV and the Faculty of Graduate Studies have together received 37 inquiries about a date for the IGOV MA to re-open, and 16 inquiries about an IGOV PhD over the past 12 months, for a total of 48 inquiries as of summer 2021.

Current work on developing a formal PhD program is contingent on IGOV holding school status.

Within HSD and across the university, a program cannot be housed within another existing program. This means a program must be housed within a Faculty, department, or school. Moving the IGOV program to school status provides an institutional foundation to build capacity in the development of a formal Indigenous PhD program and embed the Indigenous Nationhood Certificate within the IGOV school. This will ensure there is capacity to develop programming at the intersection of power, gender, race, social justice, and equity for all Indigenous peoples.

***D. Areas of research & teaching specialization and evidence of adequate faculty complement.***

There are five full-time research stream faculty to support the growth of IGOV. The recent recruitment of new faculty from the local, national, and global context has expanded IGOV's research and scholarship in the following areas:

- Indigenous feminist and gender perspectives;
- Indigenous health and wellness;
- critiques of power production and use;
- strong connections with local community, languages and the land;
- deeper engagement with land-based curriculum, community governance projects and theses;
- enhanced academic cultural supports for students to navigate being good visitors in this territory; and
- engaging Indigenous governance from the perspective of sustainable development and water security during an era of climate change.

IGOV's faculty research agenda aligns well with strategic research plan in advancing IGOV's research impact, partnership development and deepening connections with community in the 'local' (Island and BC) and global context.

**IGOV Faculty Areas of Research:**

Hōkūlani K. Aikau is Kanaka 'Ōiwi (Native Hawaiian).

Dr. Aikau is an interdisciplinary scholar with training in American Studies and Sociology and teaching experience in Political Science, Indigenous Politics, Native Hawaiian Politics, and Pacific Islands Studies. Her research focus is contemporary Native Hawaiian Identity and Politics; Indigenous Resurgence and Climate Change in the Pacific; Indigenous Environmental Justice; Native Feminist Theory; American Race Relations; and Indigenous Food Sovereignty.

Devi Dee Mucina is an Indigenous Ubuntu from the Ngoni, Chewa, and Shona people of southern Africa. He received his PhD from the Ontario Institute for Studies in Education, department of Sociology and Equity Studies, University of Toronto. His academic interests are Indigenous African philosophies, decolonizing Indigenous masculinities, Indigenous fathering and other-fathering, and using Ubuntu oralities and disability studies to understand the social memory of Indigenous children.

Dawn Smith is Nuuchah-nulth from Ehattesaht, but grew up in W̱SÁNEĆ (Tsawout). She received her EdD in Educational Leadership and Policy from the Faculty of Education and the University of British Columbia. Her research focus is in Nuuchah-nulth self-determination, feminism, strict laws of nature and medicines and decolonization. Dr. Smith has the forthcoming publication "Decolonising our futures: Neo-colonial Criminal Injustice and the Mass Imprisonment of Indigenous Women". She is also the author of "Indigenous Communities in Canada: Nuuchah-nulth, Beech Street Books"; "Narratives of Memory, Migration, and Xenophobia" in the European Union and Canada; Chapter 2 "I-witness Holocaust Field School Experiences, Indigenous Peoples, and Reconciliation in Canada"; and co-authored "Building Transdisciplinary Relationship through Multidirectional Memory Work and Education."

Gina Starblanket is Cree and Saulteaux and a member of the Star Blanket Cree Nation in Treaty 4 territory. She is principal investigator of the SSHRC-funded Prairie Relationality Network, co-author of *Storying Violence: Unravelling Colonial Narratives in the Stanley Trial* (ARP: 2020), and co-editor of *Visions of the Heart: Issues Involving Indigenous Peoples in Canada* (OUP: 2019). Gina's research focuses on Indigenous political life and takes up questions relating to decolonization, gender, Indigenous feminism, treaty implementation, and relationality.

Heidi Kiiwetinepinesiik Stark (Turtle Mountain Ojibwe) received her PhD in American Studies from the University of Minnesota, Twin Cities, in 2008. Her doctoral research focused on Anishinaabe treaty-making with the United States and Canada and serves as the foundation for her manuscript, *Unsettled: Anishinaabe Treaty-Relations and U.S./Canada State-Formation* (in progress, University of Minnesota Press, First Peoples Series). Her primary areas of research and teaching are Indigenous law and treaty practices, Aboriginal and Treaty rights, Indigenous politics in the United States and Canada, Indigenous feminism and gender violence, and ethnohistorical research methods. Her research background includes

collaborative work with Indigenous communities in the United States and Canada.

***E. Does the proposed change have an impact on current policies (admissions, student evaluation, supervision, oral examinations)? If yes, provide details.***

**No**

***F. Curriculum design (Include draft curriculum, if applicable, as Appendix)***

Indicate the requirements and design, including core and elective courses and total program units. Identify which courses already exist at UVic and any new courses required.

IGOV is not putting forward curriculum design changes as part of the proposal for school status. A PhD program proposal will be submitted separately in Cycle 1 of the calendar and curriculum change process.

Does the program change include opportunities for experiential learning or other forms of community engagement or research-enriched learning?

- Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit's plans and support to develop placement opportunities. Obtain line authority signature for any resource commitments.
- Opportunities for community engaged and research-enriched learning

Does the program design include plans for distance education delivery? If yes, provide details. No

Does the program change include opportunities for experiential learning or other forms of community engagement or research-enriched learning?

- Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit's plans and support to develop placement opportunities. Obtain line authority signature for any resource commitments.
- Opportunities for community engaged and research-enriched learning

Does the program design include plans for distance education delivery? If yes, provide details.

Identify the program learning outcomes.

Provide anticipated times to completion.

Describe any plans for international or indigenous opportunities or perspectives.

Plans for integration of teaching and research.



**G. Anticipated enrolment and student financial support plan.**

**H. Resource requirements. Indicate any resources required or impacted (faculty & staff appointments, space, library).**

No additional resourcing is requested at this time.

**I. Indicate related graduate programs in other British Columbia post-secondary institutions.**

There are no other Schools for Indigenous Governance in British Columbia.

**Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the program change (emails/letters of support in an appendix).**

The Director of IGOV consulted with and received guidance from local Elders and Knowledge Holders throughout the revitalization process of IGOV. Respecting Indigenous protocols of consultation which involve meeting in person, sharing a meal, and seeking guidance about how to proceed with relaunching IGOV. This process values building relationship in the context of in person engagement, which was witnessed by Shawna McNabb and Marla Sampson.

Below are Elders and Knowledge Keepers we visited to seek support for the IGOV status change from a program to a school. Since 2019 to present IGOV has been in consultation with the following Elders and Knowledge Keepers.

July 1, 2019 to present - Lorna Williams July 1, 2019 to present - Skip Dick  
July 1, 2019 to present - Gerry Ambers  
July 1, 2019 to present - Chaw-win-nis  
July 1, 2019 to present - Glenn Patterson  
July 1, 2019 to present - Lisa Hall  
July 1, 2019 to present - Temosen (Charles Elliott)



April 7, 2022

Aloha e Dr. Mucina,

I write this letter to confirm my strong support for the application that Indigenous Governance has submitted for school status.

I write as a long-time affiliate and partner of the Indigenous Governance program, particularly in my capacity as a Professor of Indigenous Politics within the Department of Political Science at the University of Hawai'i at Mānoa and as a co-convenor of the Hui 'Āina Pilipili, Native Hawaiian initiative of the UHM College of Social Sciences. Our programs have been partners with IGOV since 2006. In fact, my very first experience as a new faculty hire in 2007 was not on the UHM campus but was actually a two-week intensive seminar at UVIC with IGOV. Over the years, this partnership has been incredibly fruitful, resulting in the successful, collaborative mentorship of dozens of MA and PhD students. The partnership has influenced our scholarship in exciting ways, as we have all benefited from comparative and immersive study of Indigenous political issues across various nations and geographies. Our faculty and students have even produced an edited volume together, *Everyday Acts of Resurgence*.

I am so encouraged to see the ways that IGOV has refreshed and grown in the last couple of years. Just before the pandemic hit, we had met with you in Honolulu to discuss ways to extend the partnership between UVIC and UHM, as well as to finalize a formal MOU between our institutions. With this letter, I lend my support to the continued evolution of IGOV and its ability to better serve Indigenous communities and students.

As I have learned from you, for 22 years IGOV has functioned as a school, in terms of its institutional operational status, even though it has been formally called a program. Securing formal status as a school ensures the Indigenous Governance Program has the necessary infrastructure to nurture and build relationships with students, alumni, community members, and Indigenous scholars from other territories. This transition would be consistent with the recommendations made from previous academic program reviews. With school status, IGOV can house a formal PhD program and the Indigenous Nationhood Graduate Certificate program. IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, and it furthers UVIC's commitment to building reciprocal relationships with Indigenous nations.

2500 Campus Road, Hawai'i Hall 209  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8447  
Fax: (808) 956-7115



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Office of the Vice Provost for Academic Excellence

For these reasons I support awarding IGOV school status within your university. Please feel free to reach out to me at [goodyear@hawaii.edu](mailto:goodyear@hawaii.edu) or at +01-808-221-4220, if I can be of further assistance. I look forward to the continued growth of our educational partnership and endeavors.

Na‘u me ka ‘o ia ‘i‘o,

Original signed by Noelani Goodyear-Ka'opua

Noelani Goodyear-Ka'ōpua  
Interim Assistant Vice Provost for Faculty Excellence  
Professor of Political Science, Indigenous and Native Hawaiian Politics

2500 Campus Road, Hawai'i Hall 209  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8447  
Fax: (808) 956-7115

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TEL 778.782.3363  
FAX 778.782.5907  
[www.sfu.ca/sca](http://www.sfu.ca/sca)

Thursday April 7<sup>th</sup> 2022

Dear Dr. Mucina,

I write this letter to confirm the support of Dr Henry Daniel, SFU Distinguished Professor and Professor of Dance, Performance Studies, and New Media Technologies in the School for the Contemporary Arts at Simon Fraser University for the application that Indigenous Governance has submitted for school status.

For 22 years, IGOV has been identified as a program, however within the Faculty of Human and Social Development and the university at large, it has functioned as a school, in terms of its institutional operational status. Securing school status ensures the Indigenous Governance Program has the necessary infrastructure to address feedback (that it has consistently received over the years) through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. This feedback is consistent with the recommendations made from previous academic program reviews.

With school status, IGOV will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program. IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, centring the Calls to Action of the TRC, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations. Moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty.

Original signed by Henry Daniel

---

Henry Daniel, PhD - Artistic Director & Choreographer: Full Performing Bodies  
Distinguished SFU Professor | Professor - Dance, Performance Studies, New Media Technologies | School  
for the Contemporary Arts | Goldcorp Centre for the Arts |  
149 West Hastings Street, Vancouver, BC. V6B 1H4 | C: +1 778 994 3897 | Office: +1 778  
782 3897 | [hdaniel@sfu.ca](mailto:hdaniel@sfu.ca) | [www.henrydaniel.ca](http://www.henrydaniel.ca)





## COLLEGE of SOCIAL AND APPLIED HUMAN SCIENCES

DEPARTMENT OF FAMILY RELATIONS  
AND APPLIED NUTRITION

April 8, 2022

Dr. Devi Mucina  
Director, Indigenous Governance Program  
Faculty of Human & Social Development  
University of Victoria  
Victoria, BC  
V8P 5C2

Dear Dr. Mucina,

I am writing this letter in wholehearted support of the Indigenous Governance Program achieving school status. I understand that while IGOV has been identified as a program for the past 22 years, within the Faculty of Human and Social Development and the university at large it has functioned as a school in terms of its institutional operational status. I see the value of securing school status as it will ensure the IGOV Program has the necessary infrastructure to address feedback from academic program reviews and through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. It is wonderful to hear that IGOV can now achieve school status, and that it will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program.

As you know, in the fall of 2019, I was able to spend a week with you and the staff of the IGOV program as a visiting scholar. We had good discussions as you began to transition to new approaches, and I am delighted to see the direction it has taken since that time. The new faculty are stellar, offering local, national, and international approaches, and involving community engagement and land based experiences. I particularly value the Indigenous feminist and resurgent approaches, which we discussed during my visit.

As universities move forward with Indigenous strategies, it is important to consider that IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, centring the Calls to Action of the TRC, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations. Governance issues are key, and moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty.

If you require anything further from me in support, please let me know.

Yours Truly,

Original signed by Kim Anderson

Dr. Kim Anderson  
Associate Professor  
Canada Research Chair in Indigenous Relationships  
[kimberle@uoguelph.ca](mailto:kimberle@uoguelph.ca)

**Department of Family Relations and Applied Nutrition**  
Macdonald Institute - 50 Stone Road East  
Guelph, Ontario, Canada N1G 2W1  
519-824-4120 x 56321  
[frandept@uoguelph.ca](mailto:frandept@uoguelph.ca)  
[uoguelph.ca/family](http://uoguelph.ca/family)

**IMPROVE LIFE**

**Professor Brendan Hokowhitu  
Professor of Indigenous Research  
University of Queensland**

12 April 2022

Tēnā koe Dr. Mucina,

I write this letter to confirm my support for the application that Indigenous Governance has submitted for school status. Although I can not write on behalf of my university, I do write my support as a current Professor of Indigenous Research at the University of Queensland. My support comes from a unique position of having been a Dean of two of the only Indigenous Faculties in the world, at the University of Alberta (Faculty of Native Studies) and the University of Waikato (Faculty of Māori and Indigenous Studies). It is extremely important that Indigenous academic units are given as much academic autonomy as possible so that key notions within the truth and reconciliation process can be upheld by the University, including giving support to Indigenous ways of knowing, pedagogies and praxis, and to processes of Indigenous academic self-determination.

For 22 years, IGOV has been identified as a program, however within the Faculty of Human and Social Development and the university at large, it has functioned as a school, in terms of its institutional operational status. Securing school status ensures the Indigenous Governance Program has the necessary infrastructure to address feedback (that it has consistently received over the years) through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. This feedback is consistent with the recommendations made from previous academic program reviews. With school status, IGOV will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program.

IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, centring the Calls to Action of the TRC, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations.

Moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty.

Professor Brendan Hokowhitu

Original signed by Brendan Hokowhitu



**DALHOUSIE  
UNIVERSITY**

SCHULICH SCHOOL OF LAW

April 11, 2022

Devi Mucina, PhD  
Director, Indigenous Governance Program  
Faculty of Human & Social Development  
University of Victoria

Dear Dr. Mucina,

As a Tier 2 Canada Research Chair in Indigenous Governance in the faculties of Law and Management at Dalhousie University, and Honorary District Chief for the Confederacy of Mainland Mi'kmaq, please accept this letter in my support of the application that Indigenous Governance has submitted for school status at the University of Victoria.

For 22 years, IGOV has been identified as a program, however within the Faculty of Human and Social Development (HSD) and the university at large, it has functioned as a school, in terms of its institutional operational status. Securing school status ensures the Indigenous Governance Program has the necessary infrastructure to address feedback (that it has consistently received over the years) through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. This feedback is consistent with the recommendations made from previous academic program reviews and aligns with the Truth and Reconciliation Commission Calls to Action (CTA) and with many of the recommendations in the Missing and Murdered Indigenous and Girls Final Inquiry Calls to Justice (CTJ). With school status, IGOV will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program.

IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, centring both the CTA and CTJ, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations.

Moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty.

M'sit No'kmaq (All My Relations)

Sherry Pictou, PhD. (she/her)  
Honorary District Chief, Confederacy of Mainland Mi'kmaq  
Tier 2 Canada Research Chair: Indigenous Governance  
Assistant Professor, Faculties of Law & Management

April 7, 2022

Dr. Devi Dee Mucina  
Director, Indigenous Governance Program

Dear Dr. Mucina,

I write this letter to affirm my support for the application that Indigenous Governance has submitted for school status. I write as a faculty member of the Indigenous Politics specialization within the Department of Political Science. Our programs have been partners in a series of exchanges since 2006 and our faculty have produced an edited volume together, *Everyday Acts of Resurgence*. I am happy about the recent revitalization of IGOV and want to lend my support to its continued growth and ability to serve its Indigenous communities and students from around the world.

You have informed me of the following: that for 22 years, IGOV has been identified as a program, however within the Faculty of Human and Social Development and the university at large, it has functioned as a school, in terms of its institutional operational status. Securing school status ensures the Indigenous Governance Program has the necessary infrastructure to address feedback (that it has consistently received over the years) through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. This feedback is consistent with the recommendations made from previous academic program reviews. With school status, IGOV will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program. IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, centring the Calls to Action of the TRC, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations. Moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty.

It is for the above reasons that I support your application to award IGOV school status within your university.

Na'ū nō me ka 'ōia'ī'o,

Original signed by Noenoe Silva

Noenoe K. Silva  
Professor, Native Hawaiian and Indigenous Politics





UNIVERSITY  
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College of Social Sciences  
Department of Ethnic Studies

Dr. Devi Mucina  
Director, Indigenous Governance Program  
University of Victoria

April 7, 2022

Dear Dr. Mucina,

I write this letter to confirm the support of the Department of Ethnic Studies at the University of Hawai'i at Mānoa (UHM) for the application that Indigenous Governance has submitted for school status.

For 22 years, IGOV has been identified as a program, however within the Faculty of Human and Social Development and the university at large, it has functioned as a school, in terms of its institutional operational status. Securing school status ensures the Indigenous Governance Program has the necessary infrastructure to address feedback (that it has consistently received over the years) through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. This feedback is consistent with the recommendations made from previous academic program reviews. With school status, IGOV will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program.

IGOV's mission and mandate aligns with the university's strategic plan for increased Indigenous research and student enrolment, centring the Calls to Action of the TRC, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations.

Moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty. Such an alignment will help to facilitate student exchanges with our Department of Ethnic Studies and other units that are a part of our Hui 'Āina Pilipili Native Hawaiian Initiative in the UHM College of Social Sciences. We thus lend our fullest support to IGOV.

Me ka 'oia'i'o (Sincerely),

Original signed by Ty Kawika Tengan

Ty P. Kāwika Tengan  
Associate Professor and Chair, Department of Ethnic Studies  
Associate Professor, Department of Anthropology

2560 Campus Road, George Hall 301  
Honolulu, Hawai'i 96822-2287  
Telephone: (808) 956-8086  
Fax: (808) 956-9494  
[ethnicstudies.manoa.hawaii.edu](http://ethnicstudies.manoa.hawaii.edu)

April 11, 2022

Dear Dr. Mucina,

I write this letter to confirm the support of the Indigenous Governance School, Faculty of Human and Social Development for the application that Indigenous Governance has submitted for school status.

For 22 years, IGOV has been identified as a program. However, within the Faculty of Human and Social Development and the university at large, it has functioned as a school, in terms of its institutional operational status. Securing school status ensures the Indigenous Governance Program has the necessary infrastructure to address feedback (that it has consistently received over the years) through extensive consultations with students, alumni, Elders, community members, and Indigenous scholars from the local, national and global contexts. This feedback is consistent with the recommendations made from previous academic program reviews. With school status, IGOV will be in a position to house a formal PhD program and the Indigenous Nationhood Graduate Certificate program.

IGOV's mission and mandate align with the university's strategic plan for increased Indigenous research and student enrolment, centring the Calls to Action of the TRC, enhancing Indigenous governance and self-determination, and working towards building reciprocal relationships with Indigenous communities and nations.

Moving the program into status of school will align IGOV with the permanent governing structure of the HSD Faculty.

Yours Sincerely,

Original signed by Njoki Wane

Dr Njoki Wane, PhD  
Professor & Chair  
Department of Social Justice Education  
Ontario Institute for Studies in Education  
University of Toronto  
Carnegie & African Diaspora Scholar  
Member of Presidents' Teaching Academy  
252 Bloor St West  
Toronto, ON M5S 1V6



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR DECISION**

**May 16, 2022**

**To:** Operations and Facilities Committee

**From:** Susan Lewis, Acting Vice-President Academic and Provost



**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Motion to Suspend the Russian Embassy in Canada Book Prize

**Basis for Jurisdiction:** University Act, 27 (2)(k)  
Senate  
University Policy AC1130

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**Previous Consultation:** The Senate Committee on Awards met on April 13, 2022 to discuss concerns raised by the Chair of the Department of Germanic and Slavic Studies about the Russian Embassy in Canada Book Prize. At their May 6, 2022 meeting, Senate approved the temporary suspension of the award and recommended to the Board of Governors that it also approve the suspension of the award.

**Recommendation:**

*THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors suspend the Russian Embassy in Canada Book Prize for the 2022/23 academic year.*

**Planned Further Action:** Senate recommends that UVic policy be developed in response to matters of social responsibility as they relate to existing awards.

**Attachments:** Memorandum to Senate dated April 20, 2022.



**Date:** April 20, 2022

**To:** Senate

**From:** Senate Committee on Awards

**Re:** **Motion to Suspend the Russian Embassy in Canada Book Prize**

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The Senate Committee on Awards met on April 13, 2022 and reviewed the attached memo from the Office of the University Secretary. A member of the university has submitted a request regarding concerns raised about the Russian Embassy in Canada Book Prize.

The approved terms of reference for the book prize read as follows:

*Russian Embassy in Canada Book Prize*

*The book prizes are a gift of the Federal Agency "Rossotrudnichestvo" under the Embassy of Russia in Canada and are awarded to top students in Russian language and culture courses in each undergraduate year.*

*Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Germanic and Slavic Studies.*

University Policy AC1130 – Student Awards includes a clause that speaks to social responsibility.

**6.00 Social Responsibility**

*A member of the university community who has a concern about a particular proposed award on the basis of social responsibility may submit a written statement of concern to the Secretary of Senate.*

**6.01 The Senate Committee on Awards will consider, on behalf of Senate, matters of social responsibility regarding proposed student awards in accordance with its procedural guidelines and will make a final recommendation to Senate.**

While policy AC1130 refers to concerns raised about a proposed award, it does not indicate how the Senate Committee on Awards would address matters of social responsibility as they relate to an existing award. Committee members carefully considered the concern raised and recommends the following motions.

**Recommended Motion 1:**

That Senate approve, and recommend to the Board of Governors that it also approve, that the University of Victoria suspend the Russian Embassy in Canada Book Prize for the 2022-2023 academic year.

**Recommended Motion 2:**

The Senate Committee on Awards further recommends that UVic policy be developed in response to matters of social responsibility as they relate to existing awards.

Respectfully submitted,

**2021/2022 Senate Committee on Awards**

Charlotte Schallié (Chair), Faculty of Humanities

Daniel Davenport, Student Senator

John Dower, Faculty of Graduate Studies

Nicole Greengoe, Registrar

Lori Nolt, Student Awards and Financial Aid

Donja Roberts, Faculty of Graduate Studies

Nahid Safari, GSS Representative

Brock Smith, Peter B. Gustavson School of Business

Linda Welling, Faculty of Social Sciences

Alyssa Manankil-Lakusta, Alumni Association Representative

Maureen Ryan, Human and Social Development

Leslee Francis Pelton, Faculty of Graduate Studies

Alexis Ramsdale (Secretary), Student Awards and Financial Aid



**Date:** March 14, 2022  
**To:** Senate Committee on Awards  
**From:** Ada Saab, Associate University Secretary  
**Re:** **Russian Embassy in Canada Book Prize**

---

As committee members are aware, the [Senate Committee on Awards Terms of Reference](#), specifies that the committee shall "consider, on behalf of Senate, matters of social responsibility regarding student awards in accordance with university policy and the committee's procedural guidelines and advise Senate with respect to any concerns relating to a particular student award."

In addition, section 6.00 of the [Student Awards Policy AC1130](#) outlines the following:

**Social Responsibility**

6.00 A member of the university community who has a concern about a particular proposed award on the basis of social responsibility may submit a written statement of concern to the Secretary of Senate.

6.01 The Senate Committee on Awards will consider, on behalf of Senate, matters of social responsibility regarding proposed student awards in accordance with its procedural guidelines and will make a final recommendation to Senate.

The University Secretary's Office has received the attached written statement of concern regarding the Russian Embassy in Canada Book Prize.

- **Russian Embassy in Canada Book Prize** - The book prizes are a gift of the Federal Agency "Rossotrudnichestvo" under the Embassy of Russian in Canada and are awarded to top students in Russian language and culture courses in each undergraduate year. Recipients will be nominated by the Department of Germanic and Slavic Studies.

This award is now presented for the committee's consideration at its upcoming meeting.

**From:** [Charlotte Schallie - Chair of Germanic and Slavic Studies](#)  
**To:** [Kathy MacDonald - Administrative Assistant and Senate Coordinator](#)  
**Cc:** [Lori Nolt, Director, Student Awards and Financial Aid](#); [Lisa Surridge - Humanities Associate Dean, Academic](#); [Jennifer Sauter - Germanic and Slavic Studies](#); [Ada Saab – Associate University Secretary](#); [Carrie Andersen - University Secretary](#)  
**Subject:** Re: Russian Embassy in Canada Book Prize  
**Date:** March 10, 2022 11:19:10 AM  
**Attachments:** [Screen Shot 2022-03-10 at 11.10.32 AM.png](#)  
[Screen Shot 2022-03-10 at 11.11.22 AM.png](#)  
[Screen Shot 2022-03-10 at 11.11.37 AM.png](#)  
[Screen Shot 2022-03-10 at 11.09.59 AM.png](#)

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Dear Kathy,

Thank you so much for your quick reply. I hope that we can discontinue this award—and our relationship with the Russian Embassy—as soon as possible.

The Russian Embassy in Ottawa (@RussianEmbassyC) is engaged in distributing propaganda material on social media and is thus further escalating the conflict. Please see the attached screenshots.

Sincerely,  
Charlotte

Charlotte Schallié (she/her)  
Chair | Department of Germanic and Slavic Studies  
Professor of Germanic Studies  
University of Victoria  
T 250-721-7321

I acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

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**From:** Kathy MacDonald - Administrative Assistant and Senate Coordinator <usec2@uvic.ca>  
**Date:** Wednesday, March 9, 2022 at 3:01 PM  
**To:** Charlotte Schallie - Chair of Germanic and Slavic Studies <geruchair@uvic.ca>  
**Cc:** "Lori Nolt, Director, Student Awards and Financial Aid" <safadirector@uvic.ca>, "Lisa Surridge - Humanities Associate Dean, Academic" <humsada@uvic.ca>, Jennifer Sauter - Germanic and Slavic Studies <geru@uvic.ca>, Ada Saab – Associate University Secretary <aus@uvic.ca>, Carrie Andersen - University Secretary <univsecretary@uvic.ca>  
**Subject:** RE: Russian Embassy in Canada Book Prize

Charlotte,  
As Ada is away this week, I wanted to let you know that your email has been received and someone in our office will get back to you.  
Sincerely,  
Kathy

---

**From:** Charlotte Schallie - Chair of Germanic and Slavic Studies <geruchair@uvic.ca>  
**Sent:** March 9, 2022 2:57 PM



**To:** Ada Saab – Associate University Secretary <aus@uvic.ca>

**Cc:** Lori Nolt, Director, Student Awards and Financial Aid <safadirector@uvic.ca>; Lisa Surridge - Humanities Associate Dean, Academic <humsada@uvic.ca>; Jennifer Sauter - Germanic and Slavic Studies <geru@uvic.ca>

**Subject:** Russian Embassy in Canada Book Prize

**Importance:** High

Dear Ada,

In accordance with Student Awards Policy AC1130, I am requesting that the **Russian Embassy in Canada Book Prize** will be discontinued.

Given the fact that the Russian Federation is committing war crimes in Ukraine, we—the Department of Germanic and Slavic Studies—can no longer accept book prizes from a Russian government body.

Some of the books prizes have already been distributed to students prior to the onset of the war, and we are seeking guidance on how/whether we can ask our students to return these books.

Sincerely,  
Charlotte

Cc to Lori Nolt and Lisa Surridge

Charlotte Schallié (she/her)  
Chair | Department of Germanic and Slavic Studies  
Professor of Germanic Studies  
University of Victoria  
T 250-721-7321

I acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

↻ Russia in Canada Retweeted



**Dean O'Brien** @DeanoBeano1 · 6h

...

⚡ Residents of Kharkiv outraged at Ukrainian military for deliberately positioning their units and weapons in residential areas — multiple videos like this from around Ukraine where the population directly approaches the military and tells them to leave from their area.



*and what? and what? you want to leak coordinates of our positions?*

0:06 16K views



↻ 337

♡ 452



↶↷ Russia in Canada Retweeted



**MFA Russia**   @mfa\_russia · 7h

...

 Russia government organization

 Maria [#Zakharova](#): We call on [#EU](#) & [#NATO](#) countries to stop the thoughtless flooding of the unviable [#Kiev](#) regime with the latest weapons systems in order to avoid enormous risk to intl civilian aviation & other means of transport in Europe & beyond.

 [is.gd/XUC3uG](https://is.gd/XUC3uG)



Department of State and 9 others

↻ Russia in Canada Retweeted




**Russia in Israel**  @israel\_mid\_ru · Mar 9

...

✗ @kann\_news, @haaretzcom and other media: The truth is that the maternity hospital has not worked since the beginning of Russia's special operation in Ukraine. The doctors were dispersed by militants of the Azov nationalist battalion.

[#StopFakeNews](#)

האווירית על בית החולים לילדים במריופול, זו מתקפה מכוונת של הכוחות הרוסים  
@mayarachlin @RamEliBrandts  
[twitter.com/markito0171/st...](https://twitter.com/markito0171/status/1500000000000000000)

 **C4H10FO2P** @markito0171 · 2h

[Show this thread](#)



said.

[trib.al/NQLXFQj](https://trib.al/NQLXFQj)

 Sky 501, Virgin 602, Freeview 233  
and YouTube



MFA Russia  and 3 others

 421

 287

 351






↻ Russia in Canada Retweeted



**Russian Embassy, UK**  @RussianEmbassy · 23h

...

🚩 Russia government organization

[#Konashenkov](#):  nationalists delivered about 80 tons of ammonia to Zolochiv settlement near [#Kharkov](#). Residents from there say nationalists taught them how to act in a [#chemical](#) attack. Nationalists planning a provocation with toxins to accuse [#Russia](#) of using chemical weapons.



Минобороны России and 9 others

💬 3,051

↻ 1,328

❤️ 1,360





University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**May 16, 2022**

**FOR INFORMATION**

**To: OPERATIONS AND FACILITIES COMMITTEE**

**From: Kristi Simpson**  
**Acting Vice-President Finance & Operations**

A handwritten signature in black ink, appearing to read 'Kristi Simpson'.

**cc: President and Vice-Chancellor**

**Meeting Date: May 31, 2022**

**Subject: Status Report on Capital Projects**

**Basis for Jurisdiction: Committee's Terms of Reference**

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**Strategic Relevance:**

*1.5 Increase the vibrancy of campus life by enhancing the natural and built environment to create more opportunities for interaction and collaboration; and develop infrastructure and programmatic initiatives, including additional student housing and increased opportunities for recreation, cultural activities and social interaction.*

**Previous Consultation:**

Report provided to Board of Governors Operations and Facilities Committee at each meeting.

**Background:**

Attached please find the regular Board reports on the status of capital projects for current approved capital projects.

**Attachment(s):**

VPFO/FMGT Project Updates: May 01, 2022

1. Student Housing & Dining
2. National Centre for Indigenous Law
3. Engineering Expansion

<b>PROJECT:</b>	<b>STUDENT HOUSING &amp; DINING</b>
-----------------	-------------------------------------

Project No: 16-02265  
Project Consultants: Perkins + Will Architects  
Construction Manager: EllisDon-Kinetic

<b>BUDGET STATUS:</b>	<b>Approved Budget April 2020 (in millions)</b>	<b>Known Costs April 2022 (in millions)</b>
Consulting – C1	\$21.1	\$22.2
Construction – C2	\$194.3	\$199.1
Completion – C3	\$5.7	\$5.8
Contingency – C4	\$4.0	\$0.0
<b>Sub-Total</b>	<b>\$225.1</b>	<b>\$227.1</b>
GST (1.65%)	<u>\$3.7</u>	<u>\$3.7</u>
<b>TOTAL PROJECT COST</b>	<b>\$228.8</b>	<b>\$230.8</b>

- Total commitments to date are \$223.7M or 97.7%.

<b>SCHEDULE STATUS:</b>	<b>Original Schedule January 2019</b>	<b>Actual / Forecasted April 2022</b>
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**Tender Package 02 – Modular Food Services Facility**

Decommission October 2022 *December 2022*

**Tender Package 04 – Construction Building One (SH1 - 398 beds, Dining)**

Construction – Building Envelope May 2022 *June 2022*

Construction – Commissioning June 2022 *August 2022*

Construction – Interiors May 2022 *July 2022*

Construction – Operations August 2022 *August 2022*

**Tender Package 04 - Building Two (SH2 - 385 Beds, Conference, Classrooms)**

Construction - Structure December 2021 *May 2022*

Construction – Building Envelope January 2023 *December 2022*

Construction – Interiors October 2022 *January 2023*

Construction – Commissioning January 2023 *January 2023*

Construction – Operations February 2023 *April 2023*

**Major Risks:**

- Schedule risk associated with the opening date of Building One for fall academic calendar increases critical path tasks and focuses decision making on schedule. Any impacts such as labour shortages, procurement and material lead times, site coordination, design coordination, and occupancy related changes have potential to impact Building One's opening date of August 31, 2022. For Building Two, the construction manager has indicated a potential 3.5-month delay to current building handover date. The team is working to assess the reasons and determine if there are any options to mitigate the delay.

<b>PROJECT:</b>	<b>NATIONAL CENTRE FOR INDIGENOUS LAWS</b>
-----------------	--

Project No: 19-04343  
Project Consultants: Two Row Architect  
Construction Manager: TBD

<b>BUDGET STATUS:</b>	<b>Approved Budget April 2020 (in millions)</b>	<b>Forecasted Costs April 2022 (in millions)</b>
Consulting – C1	\$2.76	\$2.76
Construction – C2	\$26.60	\$26.60
Completion – C3	\$3.16	\$3.16
Contingency – C4	\$1.58	\$1.58
<b>Sub-Total</b>	<b>\$33.10</b>	<b>\$33.10</b>
GST (1.65%)	\$0.55	\$0.55
Escalation	\$0 <sup>1</sup>	\$0 <sup>2</sup>
<b>TOTAL PROJECT COSTS</b>	<b>\$34.65</b>	<b>\$34.65</b>

- A \$7.5 million budget increase was approved at the March 2022 board meeting.
- Construction Manager is now in place.
- Renovation and Renewals to the existing building, funded through the Ministry's Major Maintenance and Rehabilitation Program, are not included in this Board report. Funding of \$1.0M has been approved for planning and design of this work in 2021/22.
- Total commitment on the National Centre for Indigenous Laws addition is \$1.82M.

<b>SCHEDULE STATUS:</b>	<b>Original Schedule February 2020</b>	<b>Actual / Forecasted March 2022</b>
<b>Consultant Selection</b>	May 2020	June 2020
<b>Schematic Design</b>	October 2020	February 2021
<b>Design Development</b>	March 2021	September 2021
<b>Construction Documents</b>	September 2021	June 2022
<b>Tender</b>	November 2021	July 2022
<b>Construction Phase</b>	March 2023	July 2022
<b>Commissioning and Warranty</b>	May 2023	May 2024
<b>Fit-up and Move In</b>	July 2023	July 2024
<b>Operation</b>	August 2023	August 2024

#### Major Risks:

- Building Renewals scope has been defined and impacts to budget and schedule to be determined.
- COVID-19 may have impacts on schedule.
- Current market supply and demand challenges may impact schedule and cost.

<sup>1</sup> Escalation is included in the C4 forecast



<b>PROJECT:</b>	<b>ENGINEERING EXPANSION PROJECT</b>
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Project No: 19-04507

Project Consultants: Dialog  
Architecture/Engineering

General Contractor: TBD

<b>BUDGET STATUS:</b>	<b>Approved Budget November 2019 (in millions)</b>	<b>Forecasted Costs April 2022 (in millions)</b>
Consulting – C1	\$6.6	\$7.5
Construction – C2	\$69.0	\$70.9
Completion – C3	\$8.4	\$5.7
Contingency – C4	<u>\$4.2</u>	<u>\$4.1</u>
<b>Sub-Total</b>	<b>\$88.2</b>	<b>\$88.2</b>
GST (1.65%)	<u>\$1.4</u>	<u>\$1.4</u>
<b>TOTAL PROJECT COSTS</b>	<b>\$89.6</b>	<b>\$89.6</b>

- Currently at 95% Construction Document (CD) phase for ECSE and for HBRSL.
- Prioritized cost savings elements identified to bring construction back on budget.
- Provincial Commitment of \$64.8M; UVic to provide \$24.8M through internal/fundraising.

<b>SCHEDULE STATUS:</b>	<b>Original Schedule November 2019</b>	<b>Actual / Forecasted April 2022</b>
<b>Consultant Selection</b>	October 2019	November 2019
<b>Schematic Design</b>	May 2020	June 2020
<b>Design Development</b>	September 2020	May 2021
<b>Construction Documents</b>	May 2021	March 2022
<b>Tender Complete</b>	July 2021	June 2022
<b>Construction Complete (Substantial)*</b>	December 2023	August 2024
<b>Commissioning</b>	December 2023	August 2024
<b>Fit-up and Move In</b>	December 2023	September 2024
<b>Operation</b>	January 2024	October 2024

NOTE: \* Substantial Performance as defined in the BC Builders Lien Act

### Major Risks:

- Academic year: impact of construction on teaching and research.
- Construction cost volatility.
- Current market supply and demand challenges are being compounded by the Russian military attacks in Ukraine and may impact schedule and cost.



University  
of Victoria

May 18, 2022

**FOR DECISION**

**To:** Audit Committee

**From:** Kristi Simpson  
Acting Vice-President Finance and Operations

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Enterprise Risk Management Policy Update

A handwritten signature in black ink, likely belonging to Kristi Simpson.

---

**Previous Consultation:**

Risk Management Steering Committee  
Vice President Finance & Operations Direct Reports Meeting  
Associate Vice Presidents Enterprise Risk Management Meeting

**Recommendation:**

*THAT the Audit Committee recommend to the Board of Governors that the Board of Governors approve the updated Enterprise Risk Management Policy (GV0225), effective immediately.*

**Background:**

The Risk Management Policy (GV0225) was last revised in March 2007. This policy set the parameters under which the risk management program has been operating since its inception in 2004.

The revised policy reflects the day-to-day practices that were occurring, but not codified in policy, including the roles and accountabilities of the various stakeholder groups. The policy also reinforces that each member of our community plays an important role in recognizing and managing risk in alignment with our risk appetite statements. Similar to the original policy, the revised policy aligns with the enterprise risk management policies of other Canadian universities and is based on practices that are embedded in industry standards including ANSI, ISO and COSO.

There was also a revision to the policy to remove the Vice President Finance & Operations due diligence reporting since it is a regulatory requirement and so not necessary to reflect in this policy.

### **Attachments**

Enterprise Risk Management Policy (revised)

Enterprise Risk Management Policy (revised, with track changes)



## Enterprise Risk Management Policy

**University Policy No.:** GV0225  
**Classification:** Governance  
**Approving Authority:** Board of Governors  
**Effective Date:** January 2022  
**Supersedes:** March 2007  
**Last Editorial Change:**  
**Mandated Review:** January 2029

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### Purpose

- 1.00 The purpose of this policy is to establish a coordinated approach for Members of the University Community to communicate and identify, analyze, evaluate, and manage operational and strategic university Risks.

### Definitions

- 2.00 For the purposes of this policy, the following definitions apply:

**“Audit Committee”** means the audit committee of the Board of Governors.

**“Enterprise Risk Management”** is a logical and systematic methodology that will enable an organization to understand risks in order to maximize opportunities and minimize losses.

**“Integrated Planning Committee”** means the committee that the sets annual institutional planning priorities to ensure resource allocation across the university is consistent with the strategic objectives of the university.

**“Members of the University Community”** means:

- (a) all University of Victoria faculty, librarians, and staff;
- (b) anyone with a university appointment;
- (c) post-doctoral fellows;
- (d) all persons who are employed under contracts with university faculty members as the employer and who provides research or administrative services directly supporting faculty members’ research activities;
- (e) visiting researchers;
- (f) anyone contractually required to abide by university policies;
- (g) anyone volunteering with a university program or activity; and

- (h) members of the Board of Governors or Senate, while such individuals are acting in a capacity related to their role at the university whether or not it is on university property.

**“Risk”** means the chance of something happening, either positive or negative, that will have a significant impact on university operations and/or fulfillment of its strategic objectives.

**“Risk Appetite”** means the amount and type of risk that the university is ordinarily prepared to take in order to meet its objectives.

**“Risk Management Steering Committee”** means the committee comprised of cross campus stakeholders whose purpose is to provide guidance on matters relating to Enterprise Risk Management.

**“Risk Owner”** means the vice-president identified to oversee the management of a Risk.

**“Risk Strategy Lead”** means the operational leader designated by the Risk Owner and Integrated Planning to analyze, evaluate, and manage a Risk.

**“Risk Treatment”** means the management action that avoids, accepts, transfers, or reduces various Risks.

### **Policy**

3.00 The university has adopted a university-wide Enterprise Risk Management program to:

- (a) integrate risk management into university culture;
- (b) support effective university governance;
- (c) understand key Risks, which could impact the university in pursuing its objectives;
- (d) understand Risk Appetites;
- (e) establish common language and direction related to risk management; and
- (f) inform the university’s strategic decision-making in support of its objectives.

3.01 Enterprise Risk Management is a shared responsibility which is carried out at all levels of the university in order to:

- (a) enhance the university community’s safety;
- (b) protect the university’s reputation;
- (c) improve the protection of university assets; and
- (d) ensure the continuity of operations.

- 3.02 The Audit Committee will:
- (a) monitor each identified institutional Risk in light of the approved Risk Appetite Statements;
  - (b) receive, and communicate to the Board of Governors, the results of the Enterprise Risk Management activities; and
  - (c) delegate responsibility to Integrated Planning for assigning identified institutional Risks to Risk Owners for analysis, management, and mitigation.
- 3.03 The Vice-President Finance and Operations (or delegate) will:
- (a) oversee the development and administrative practices, systems, and controls for the Enterprise Risk Management program;
  - (b) monitor compliance with the Enterprise Risk Management program; and
  - (c) report to the Audit Committee on the Enterprise Risk Management activities, including Integrated Planning Committee's annual ranking of the institutional level Risks.
- 3.04 The Integrated Planning Committee will:
- (a) assign identified institutional Risks to Risk Owners and Risk Strategy Leads for analysis, management, and mitigation;
  - (b) annually score, rank, and review Risk Treatment options for the institutional level Risks and consider alignment with the Risk Appetite; and
  - (c) review the Risk Appetite (every two years) and UVic Impact and Likelihood Tables (every five years).
- 3.05 Risk Owners or their delegated Risk Strategy Lead will:
- (a) manage and mitigate assigned Risks by developing and implementing practices, systems, and controls to address the Risks. This may include developing comprehensive programs to manage and communicate their Risks with oversight from an appropriate committee; and
  - (b) prepare reports and present Risk reports to appropriate Risk committees.
- 3.06 The Risk Management Steering Committee will report regularly, conduct analysis, and make recommendations to Integrated Planning on the management and mitigation of identified institutional Risks.
- 3.07 The Treasury and Risk Management Office will:
- (a) develop institutional Enterprise Risk Management standards, processes, and best practices;

- (b) develop and maintain Enterprise Risk Management tools and templates;
- (c) create and maintain a register of identified institutional Risks;
- (d) provide training and advice on Enterprise Risk Management to Risk Owners and others involved in Enterprise Risk Management activities; and
- (e) prepare reports for review by the Audit Committee, Integrated Planning, and the Risk Management Steering Committee, as needed.

3.08 Members of the University Community will:

- (a) support the Enterprise Risk Management program by assisting in identifying, analyzing, evaluating, and treating potential Risks; and
- (b) familiarize themselves with the Enterprise Risk Management program to ensure that Risks arising from strategic or operational decisions are appropriately managed and align with the Enterprise Risk Management program and Risk Appetite Statements.

**Authorities and Officers**

4.00 The authorities and officers for this policy are:

- (a) Approving Authority: Board of Governors
- (b) Designated Executive Officer: Vice-President Finance and Operations
- (c) Procedural Authority: President
- (d) Procedural Officer: Vice-President Finance and Operations

**Related Policies and Documents:**

[Environmental Health and Safety \(SS9200\)](#)  
[Information Security \(IM7800\)](#)  
[Internal Audit \(GV0220\)](#)  
[Liability Insurance \(FM5300\)](#)  
[Off-Campus Activity Risk Management \(AD2210\)](#)  
[Protection of Privacy \(GV0235\)](#)  
[Research Policy \(RH8100\)](#)  
[Response to At-Risk Behaviour \(SS9125\)](#)  
[Signing Authority \(FM5100\)](#)  
Impact and Likelihood Table {[Link](#)}  
Risk Appetite Statements {[Link](#)}  
Business Continuity Management {[Link](#)}

## RISK MANAGEMENT POLICY

University Policy No.: GV0225  
Classification: Governance  
Approving Authority: Board of Governors  
Effective Date: March/07  
Supersedes: April/04  
Last Editorial Change:  
Mandated Review:



University  
of Victoria

University Policy No.: GV0225  
Classification: Governance  
Approving Authority: Board of Governors  
Effective Date: January 2022  
Supersedes: March 2007  
Last Editorial Change:  
Mandated Review: January 2029

### Enterprise Risk Management Policy

#### Purpose

- 1.00 The main purpose of this policy is to provide direction to the members of the university community on establish a coordinated approach to for Members of the University Community to communicate and identify, analyze, evaluate, and treat potential manage operational and strategic university Risks. A second purpose of this policy is to encourage communication of Risk issues within the university.

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#### Definitions

- 2.00 2.00—For the purposes of this policy, the following definitions apply:

“**Audit Committee**” means the audit committee of the Board of Governors.

“**Enterprise Risk Management**” is a logical and systematic methodology that will enable an organization to understand risks in order to maximize opportunities and minimize losses.

“**Integrated Planning Committee**” means the committee that the sets annual institutional planning priorities to ensure resource allocation across the university is consistent with the strategic objectives of the university.

“**Members of the University Community**” means:

- (a) all University of Victoria faculty, librarians, and staff;

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(b) anyone with a university appointment;

(c) post-doctoral fellows;

(d) all persons who are employed under contracts with university faculty members as the employer and who provides research or administrative services directly supporting faculty members' research activities;

(e) visiting researchers;

(f) anyone contractually required to abide by university policies;

(g) anyone volunteering with a university program or activity; and

(h) members of the Board of Governors or Senate, while such individuals are acting in a capacity related to their role at the university whether or not it is on university property.

**“Risk”** means the chance of something happening, either positive or negative, that will have a significant impact on university operations and/or fulfillment of its strategic objectives.

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~~3.00~~ **Risk Management:** a logical and systematic method that will enable an organization to maximize opportunities and minimize losses

4.00 **“Risk Appetite”** means the amount and type of risk that the university is ordinarily prepared to take in order to meet its objectives.

**“Risk Management Steering Committee”** means the committee comprised of cross campus stakeholders whose purpose is to provide guidance on matters relating to Enterprise Risk Management.

**“Risk Owner”** means the vice-president identified to oversee the management of a Risk.

**“Risk Strategy Lead”** means the operational leader designated by the Risk Owner and Integrated Planning to analyze, evaluate, and manage a Risk.

**“Risk Treatment”** means the management action that avoids, accepts, transfers, or reduces various Risks.

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## Policy

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~~5.00~~ The university ~~will adopt~~ has adopted a university-wide Risk Management Approach to policy, procedures, protocols standards and guidelines that will:

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- ~~—identify responsibilities both corporate and individual~~
- ~~—enhances the safety of the members of the university community~~
- ~~—ensures the continuity of operations~~

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- ~~—supports effective governance of the university~~
- ~~—improve communication within the university about new initiatives and potential risks and benefits~~
- ~~—enhances efficiency and effectiveness of operations~~
- ~~—protects the reputation of the university~~
- ~~—improve the protection of our assets~~

3.00 ~~6.00~~ ~~The Vice President Finance and Operations is responsible for the development and maintenance of university-wide Enterprise Risk Management Approach, which may include procedures, protocols, standards and guidelines. program to:~~

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~~7.00 The Vice Presidents may develop, for approval by the President, policies and procedures to give effect to this policy within their areas of responsibility.~~

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~~7.01 Policies and Procedures developed by the Vice Presidents shall be consistent with this policy and the~~

- ~~(a) integrate risk management into university culture;~~
- ~~(b) support effective university governance;~~
- ~~(c) understand key Risks, which could impact the university in pursuing its objectives;~~
- ~~(d) understand Risk Appetites;~~
- ~~(e) establish common language and direction related to risk management; and~~
- ~~(f) inform the university's strategic decision-making in support of its objectives.~~

~~Enterprise Risk Management Approach.~~

~~3.01 8.00 The Executive Officers is a shared responsibility which is carried out at all levels of the university are responsible for the implementation of this policy, The Risk Management Approach, and associated policies and procedures within their areas of responsibility. They shall: in order to:~~

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~~-delegate responsibilities to the appropriate program or unit and program officer; and  
-require program units to prepare Risk Management plans and reports consistent with the requirements of the Risk Management Approach.~~

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## Reporting

- ~~(a) 9.00 The Vice President Finance and Operations will co-ordinate regular due diligence reporting enhance the university community's safety;~~
- ~~(b) protect the university's reputation;~~
- ~~(c) improve the protection of university assets; and~~
- ~~(d) ensure the continuity of operations.~~

3.02 The Audit Committee will:

- (a) monitor each identified institutional Risk in light of the approved Risk Appetite Statements;
- (b) receive, and communicate to the Board of Governors, the results of the Enterprise Risk Management activities; and
- (c) delegate responsibility to Integrated Planning for assigning identified institutional Risks to Risk Owners for analysis, management, and mitigation.

3.03 The Vice-President Finance and Operations (or delegate) will:

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- (a) oversee the development and administrative practices, systems, and controls for the Enterprise Risk Management program;
- (b) monitor compliance with the Enterprise Risk Management program; and
- (c) report to the Audit Committee on the university-wide Enterprise Risk Management Approach, as well as on statutory requirements activities, including Integrated Planning Committee's annual ranking of the institutional level Risks.

3.04 The Integrated Planning Committee will:

- (a) assign identified institutional Risks to Risk Owners and Risk Strategy Leads for analysis, management, and mitigation;
- (b) annually score, rank, and review Risk Treatment options for the institutional level Risks and consider alignment with the Risk Appetite; and
- (c) review the Risk Appetite (every two years) and UVic Impact and on areas of significant risk. Likelihood Tables (every five years).

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3.05 9.01—Reports Risk Owners or their delegated Risk Strategy Lead will include information on policies;

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- (a) manage and procedures approved mitigate assigned Risks by developing and implementing practices, systems, and controls to address the President under this policy. Risks. This may include developing comprehensive programs to manage and communicate their Risks with oversight from an appropriate committee; and

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- (b) prepare reports and present Risk reports to appropriate Risk committees.

3.06 The Risk Management Steering Committee will report regularly, conduct analysis, and make recommendations to Integrated Planning on the management and mitigation of identified institutional Risks.

3.07 The Treasury and Risk Management Office will:

- (a) develop institutional Enterprise Risk Management standards, processes, and best practices;
- (b) develop and maintain Enterprise Risk Management tools and templates;
- (c) create and maintain a register of identified institutional Risks;
- (d) provide training and advice on Enterprise Risk Management to Risk Owners and others involved in Enterprise Risk Management activities; and
- (e) prepare reports for review by the Audit Committee, Integrated Planning, and the Risk Management Steering Committee, as needed.

3.08 Members of the University Community will:

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- (a) support the Enterprise Risk Management program by assisting in identifying, analyzing, evaluating, and treating potential Risks; and
- (b) familiarize themselves with the Enterprise Risk Management program to ensure that Risks arising from strategic or operational decisions are appropriately managed and align with the Enterprise Risk Management program and Risk Appetite Statements.

#### Authorities and Officers

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4.00 ~~11.00~~ The authorities and officers for this policy are:

- (a) ~~10.01~~ Approving Authority: Board of Governors
- (b) ~~10.02~~ Designated Executive Officer: Vice ~~President~~ Finance and Operations
- (c) ~~10.03~~ Procedural Authority: President
- (d) ~~10.04~~ Procedural Officer: Vice ~~Presidents~~ President Finance and Operations

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#### Related Policies and Documents:

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- ~~# 1002 Signing Authority~~
- ~~# 5770 Liability Insurance~~
- ~~# 1125 Violence and Threatening Behaviour~~
- ~~# 1135 Emergency Response Policy~~
- ~~# 3250 Occupational Health and Safety Policy~~
- ~~# 3255 SARS—Severe Acute Respiratory Syndrome~~
- ~~# 3260 Program/Service Interruptions, UVIC Public Communications~~
- ~~# 3600 Bomb Threats~~
- ~~# 4400 Policy Regarding Access to Student Records~~
- ~~# 5700 Automobile Insurance~~
- ~~# 5750 Property Insurance~~
- ~~# 6030 Responsible Use of Information Technology~~
- ~~# 6105 Prevention of Violence in the Work Place~~
- ~~# 6110 Critical Incident Response~~
- ~~# 6410 Building Usage~~

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~~–# 6435 Use of Hallways~~  
~~–# 6485 Waste Management~~  
~~–# 6510 Student Residences~~  
~~–# 6540 Death of a Student Member of the University~~  
~~–# 6735 Keys~~Environmental Health and Safety (SS9200)  
[Information Security \(IM7800\)](#)  
[Internal Audit \(GV0220\)](#)  
[Liability Insurance \(FM5300\)](#)  
[Off-Campus Activity Risk Management \(AD2210\)](#)  
[Protection of Privacy \(GV0235\)](#)  
[Research Policy \(RH8100\)](#)  
[Response to At-Risk Behaviour \(SS9125\)](#)  
[Signing Authority \(FM5100\)](#)  
[Impact and Loss Likelihood Table {Link}](#)  
~~–University Calendar~~  
~~–Individual unit operating procedures~~[Risk Appetite Statements {Link}](#)  
[Business Continuity Management {Link}](#)

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University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR DECISION**

May 16, 2022

**To:** Finance Committee

**From:** Lisa Kalynchuk, Vice-President Research and Innovation

Kristi Simpson, Acting Vice-President Finance and Operations

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Revisions to Schedule A of the Signing Authority Policy (FM5100), and to the Research Funding Management and Financial Accountability Policy (FM5405)

**Basis for Jurisdiction:** *University Act s. 27(1)*  
Board Procedures s. 7.1  
Strategic Framework 1.3

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**Strategic Relevance:** Strategy 1.3: Advance service excellence and collaboration by updating systems, spaces, processes and policies so they fully underpin research and teaching, maximize efficiency, and ensure our accountability and responsibility to our people, partners and society as a whole.

**Previous Consultation:** Office of Research Services; VP Research and Innovation; Financial Services

**Recommendation:**

*THAT the Finance Committee recommend to the Board of Governors that the Board of Governors approve the Revisions to Schedule A of the Signing Authority Policy (FM5100) effective immediately.*

AND

*THAT the Finance Committee recommend to the Board of Governors that the Board of Governors approve the Revisions to the Research Funding Management and Financial Accountability Policy (FM5405) effective immediately.*

**Background:**

As Board members may be aware, the position of Associate Vice-President Research Operations has been retired from use and its responsibilities have been distributed between the Associate Vice-President Research and the newly created position of Executive Director Research Services.

This organizational change requires updating policies to remove references to the AVP Research Operations and substitute the AVP Research, the ED Research Services or the ED Research Partnerships, depending on organizational needs and the desired level of authority. Some of these revisions can be carried out as editorial changes; however, when a change in the level of authority is involved (e.g. from AVP to Executive Director), then the policy's approving authority must authorize the change.

The Board of Governors is the approving authority for the Signing Authority Policy (FM5100) and the Research Funding Management and Financial Accountability Policy (FM5405). For both of these policies, we are proposing to shift the authority from the AVPRO to the Executive Director level.

In the Signing Authority policy Schedule A, under Research Funding Agreements, we propose that:

- (a) the ED Research Partnerships replace the AVPRO as one of the three commitment authorities for agreements up to \$250,000;
- (b) the AVPRO be removed from the \$1 million approval threshold;
- (c) the AVPRO be removed as an approver for "Material transfer, non-disclosure and intellectual property agreements"; and
- (d) the "Director, Research Partnerships and Knowledge Mobilization"'s title be corrected to read "Executive Director, Research Partnerships".

For the Research Funding Management and Financial Accountability Policy, we propose replacing the AVPRO with the Executive Director, Research Services as the Procedural Officer.



**Planned Further Action:**

Other policy changes required to align position titles with the VPRI organizational changes will be brought forward for approval as required.

**Attachment(s):**

- Signing Authority Policy (FM5100) with proposed changes tracked
- Research Funding Management and Financial Accountability Policy (FM5405) with proposed changes tracked



## SIGNING AUTHORITY POLICY

**University Policy No:** FM5100

**Classification:** Financial Management

**Approving Authority:** Board of Governors

**Effective date:** ~~January 2018~~ May 2022

**Supersedes:** ~~December 2016~~ January 2018

**Last Editorial Change:** ~~March 2021~~

**Mandated review:** December 2023

### **Associated Procedures**

[Contract Review Procedures](#)

[Signing Authority Approval Procedures](#)

[Signing Authority Delegation Procedures](#)

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### **PURPOSE**

- 1.00 The main purposes of this policy are to provide direction to the members of the university through a consistent framework that ensures that:
- a) Authorities are clearly assigned, properly approved and that delegation instruments are regularly updated;
  - b) The responsibilities and duties of those with signing authority are clearly communicated and understood;
  - c) Transactions and commitments are only entered into with appropriate authority; and
  - d) The university's activities are conducted in a manner that provides sound financial accountability and control of public funds entrusted to the university in accordance with appropriate policies, laws and regulations.

### **SCOPE**

- 2.00 This policy applies to all contracts, commitments or obligations to which the university is a party and to all funds administered by the university.
- 3.00 Nothing in this policy limits the authority of the Senate. Persons exercising signing authority must ensure that all requisite approvals from the Senate have been obtained prior to execution, or that execution is expressly subject to obtaining the necessary Senate approvals. Signing authorities cannot bind the Senate to make any particular decision.

### **DEFINITIONS**

- 4.00 For the purposes of this policy:

**"account holder"** means the primary person responsible for a budget or restricted fund within the university's financial system.

**"approval authority"** means the authority to expend uncommitted funds against a budget or other available funding, to which a person has a direct or delegated authority

up to the limit of the available funding in compliance with relevant policies and directives.

**“commitment authority”** means the authority to commit the university to legally binding contracts with external parties.

**“contract”** means a legally binding promise or agreement between two or more parties for consideration that is enforceable by law.

**“one-over-one approval”** means approval authority provided by an individual’s supervisor attesting to the validity of the expenditure where there may be a potential or perceived conflict of interest so that no one is placed in a position where they authorize a payment to themselves or to their benefit.

**“signing authority”** means legal authority delegated to specific positions within the university. This encompasses various types of authority including commitment and approval authority.

## **POLICY**

### COMMITMENT AUTHORITY

- 5.00 The Board of Governors of the University of Victoria is responsible for the management of the university and its resources. The Board may delegate signing authority and responsibility for matters necessary for the management of day-to-day operations in accordance with the *University Act* to the President, Vice-Presidents and other employees of the university.
- 6.00 The level of authority required to enter into contracts and to bind the university to the terms of such shall depend on the dollar amount of such contracts as set out in [Schedule A](#) of this Policy. For clarity, the values of interdependent contracts that comprise a single obligation are deemed to be a single transaction for purposes of determining signing thresholds in Schedule A.
- 7.00 No person may sign any document that creates an obligation or undertaking on behalf of the university unless that individual has signing authority in accordance with this policy and the attached [Schedule A](#).
- 8.00 The delegated signing authority must ensure that contracts are reviewed and approved in accordance with the Contract Review Procedures prior to contract execution.
- 9.00 Signing authority delegated by the Board can be delegated in accordance with the Signing Authority Delegation Procedures.

### APPROVAL AUTHORITY

- 10.00 Approval of the university’s Budget Framework by the Board of Governors and the subsequent detailed budget approved by the President confers authority upon account holders to make expenditures within the amounts and scope of the accounts delegated to them in the budget, subject to:

- a) the dollar amount limits for single transactions as outlined in [Schedule B](#);
  - b) the Signing Authority Approval Procedures;
  - c) relevant University policies and procedures; and
  - d) external funding, including donor, terms and conditions, if applicable.
- 11.00 Account holders of restricted funds (e.g. sponsored research, endowment spending and other specific purpose funds) may approve expenditures within the amounts of the restricted funding available, subject to (a), (b) (c), and (d) in section 10.00 above.
- 12.00 Signing authority may be delegated in accordance with the Signing Authority Delegation Procedures. Account holders remain responsible to ensure that expenditures do not exceed the funding available, and in the case of restricted funds, are consistent with the restricted intent of the funding.

### **AUTHORITIES AND OFFICERS**

13.00 The following is a list of authorities and officers for this policy:

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice-President Finance and Operations
- iii) Procedural Authority: Vice-President Finance and Operations
- iv) Procedural Officer: Executive Director, Financial Services

### **RELEVANT LEGISLATION**

[University Act, RSBC 1996, c. 468](#)

### **RELATED POLICIES AND DOCUMENTS**

[Purchasing Services Policy \(FM5105\)](#)

[Determination of Employment Relationship \(HR6325\)](#)

[Fund Raising and Gift Acceptance Policy \(ER4105\)](#)

[External Research Funding Agreements \(RH8200\)](#)

[Research Funding Management and Financial Accountability Policy \(FM5405\)](#)

## **SCHEDULE A – Commitment Authority Table**

### **Corporate Seal**

<b>Commitment/Contract Type</b>	<b>Threshold (Single transaction)</b>	<b>Required Signatures</b>	
		<b>One of Signature 1</b>	<b>And One of Signature 2</b>
To affix the corporate seal on all deeds, transfers, mortgages, instruments or documents	Unlimited	President; VP Academic & Provost; VP Finance & Operations; VP Research & Innovation; University Secretary; Executive Director, Finance; Registrar	

### **Banking and Investments**

<b>Commitment/Contract Type</b>	<b>Threshold (Single transaction)</b>	<b>Required Signatures</b>	
		<b>One of Signature 1</b>	<b>And One of Signature 2</b>
Banking documents including line of credit up to \$10M and to authorize signatories to sign cheques and banking documents and sell, assign or transfer securities	Unlimited	President	University Secretary
Authority to sign cheques and banking documents	Unlimited	VP Finance & Operations; AVP Financial Planning; Treasurer; Director, Pensions	Executive Director, Finance; Director, Accounting Services; Manager, Financial Accounting; Manager, Treasury Services;
Authority to sell, assign or transfer securities	Unlimited	VP Finance & Operations; AVP Financial Planning; Treasurer; Director, Pensions	Executive Director, Finance; Director, Accounting Services; Manager, Financial Accounting; Manager, Treasury Services

## Research Funding Agreements

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures		
		One of Signature 1	And One of Signature 2	And One of Signature 3
Research Funding Agreements including grants, contracts, contribution agreements or other agreements providing funding for research purposes.	\$5,000,000 or more	Board of Governors (by motion)		
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance	
	Up to \$1,000,000	President; VP Academic & Provost; VP Research & Innovation; AVP Research; <a href="#">AVP Research Operations</a>	Dean	Chair; Director, Research Centre
	Up to \$250,000	VP Research & Innovation; AVP Research; <a href="#">Executive Director Research Partnerships</a> <a href="#">AVP Research Operations</a>	Dean; Director, Research Centre	
Research funding applications or proposals	Unlimited	See the <a href="#">Procedures for Approval of External Research Funding Agreements</a>		
Material transfer, non-disclosure and intellectual property agreements	Unlimited	VP Research & Innovation; AVP Research; <a href="#">AVP Research Operations</a> ; <a href="#">Executive Director, Research Partnerships</a> <del>and</del> <a href="#">Knowledge Mobilization</a>		

## Revenue Contracts

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
	\$5,000,000 or more	Board of Governors (by motion)	

Provide administrative, educational or professional services (not including goods for re-sale) to parties outside the university	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; AVP Academic Planning;	Executive Director or Director, Administrative department; University Librarian; Dean
	Up to \$250,000	Executive Director or Director, Administrative Unit; University Librarian; Dean	Manager of an Administrative Unit; Unit Head in Library; Chair or Director of Academic department
	Up to \$100,000	President; A VP; An AVP; Executive Director or Director of Administrative Unit; University Librarian; Dean	
	Up to 50,000	Manager of Administrative Unit; Chair or Director academic department; Unit Head in Library	

### Research, Training, Exchange, Cooperation and International Agreements

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Practicum agreements	Unlimited	University Secretary; Associate University Secretary	Dean
University level agreements	Unlimited	President; VP Academic & Provost VP Research & Innovation	Dean
Faculty or department level agreements	Unlimited	VP Academic & Provost; VP Research & Innovation; Associate VP Academic	Dean; Associate Dean; Assistant Dean

### Donations

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2

Gifts to be accepted by the university	See the <a href="#">Fundraising and Gift Acceptance Policy (ER4105)</a> and related procedures
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### **Purchase of Goods and Services subject to University Purchasing Policy**

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Purchase of Goods and Services subject to <a href="#">Purchasing Policy (FM5105)</a> and not included elsewhere in this Appendix	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; Executive Director, Finance; Director, Purchasing	President; VP Finance & Operations; VP Academic & Provost; Executive Director, Finance; Director, Purchasing
	Up to \$500,000	Executive Director, Finance; Director, Purchasing	Purchasing Officer in Purchasing Services
	Up to \$75,000	Director, Purchasing; Purchasing Officer in Purchasing Services	
	Up to \$15,000	Delegated individuals as per Purchasing Policy	
Purchase of goods or services required in the case of urgent and unforeseeable emergencies.	Up to \$500,000	VP Finance & Operations; AVP Financial Planning	
	Up to \$100,000	Executive Director, Facilities Management; Chief Information Officer; Director, Campus Security; Treasurer; Manager, Risk, Insurance and Continuity Planning	

### **Purchase of Goods and Services NOT subject to University Purchasing Policy**

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Purchase of Goods and Services NOT subject to university <a href="#">Purchasing Policy (FM5105)</a> and not	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost;	VP Finance & Operations; University Secretary;



included elsewhere in this Appendix.		VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	Executive Director, Finance
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; VP Research & Innovation	Executive Director or Director of Administrative Unit; Dean; Director, Research Centre
	Up to \$500,000	Executive Director or Director of Administrative Unit; Dean;	Manager of Administrative Unit; Chair or Director of Academic Unit
	Up to \$50,000	President; A VP; An AVP Executive Director or Director of Administrative department; Dean; Director, Research Centre	
	Up to \$25,000	Manager of Administrative Unit; Chair or Director of Academic Unit	

### Purchase of Academic Services

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Purchase of Academic Services – not including employment. Please see <a href="#">Contracting for Academic Services</a> page on VPAC website.	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance
	Up to \$1,000,000	President; VP Academic & Provost; AVP Academic Planning AVP Faculty Relations	Dean
	Up to \$100,000	President; A VP; An AVP; Dean;	
	Up to \$25,000	Chair or Director of Academic Unit	

### Purchase of Library Materials and Services

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Acquisition of Library materials and services.	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance
	Up to \$500,000	VP Academic & Provost; University Librarian;	Manager or Unit Head in Library
	Up to \$50,000	University Librarian; Manager or Unit Head in Library	

### Construction and Renovation Contracts (and related consultants)

Commitment/Contract Type	Threshold (Single project for construction contracts) (Single transaction for consultants)	Required Signatures	
		One of Signature 1	And One of Signature 2
Contracts relating to the construction and renovation of buildings, site development, landscaping and related capital planning and feasibility consultants, following the process outlined in section 1.5 of the university Purchasing Policy.	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance
	Up to \$1,000,000	President; VP Finance & Operations VP Academic & Provost; VP Research & Innovation	Executive Director, Facilities Management; Executive Director, Finance
	Up to \$500,000	Executive Director, Facilities Management; Director, Purchasing	Director in Facilities Management department
	Up to \$200,000	Executive Director, Facilities Management; Director, Purchasing	
	Up to \$75,000	Director in Facilities Management department	
	Up to \$25,000	Manager in Facilities Management department	

## Utilities

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Contracts for the purchase of utilities (electricity, gas, sewer, water)	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Finance
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; VP Research & Innovation	Executive Director or Director, Facilities Management
	Up to \$500,000	Executive Director or Director, Facilities Management	Energy Manager in Facilities Management
	Up to \$50,000	Executive Director or Director, Facilities, Management;	
	Up to \$25,000	Energy Manager in Facilities Management	

## Real Property Contracts

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Acquisition, disposal and long term lease of land 25 years or longer, including those requiring approval of the Minister under the University Act	Unlimited	Board of Governors (by motion)	
Short term lease of space under 25 years (acquire and provide)	Unlimited	VP Finance & Operations; AVP Financial Planning	User of leased space
Documents related to rights of way, easements, land title and licenses	Unlimited	VP Finance & Operations; Executive Director, Facilities Management	

### Purchases of Goods and Services using University Commercial Cards

Commitment/ Contract Type	Single Transaction Limit	Monthly Limit	Designated Individuals Within:	Card Limits Must be Approved by All of:
Authorization to acquire goods and services in accordance with university commercial card program subject to transaction limits and monthly limits	\$15,000	\$200,000	Purchasing Services	<ul style="list-style-type: none"> <li>• FAST account holder</li> <li>• One-over-one approver</li> <li>• Director, Purchasing Services</li> <li>• VPFO</li> </ul>
	\$15,000	\$100,000	Purchasing Services  Athletics & Recreational Services	<ul style="list-style-type: none"> <li>• FAST account holder</li> <li>• One-over-one approver</li> <li>• AVP</li> <li>• Director, Purchasing Services</li> <li>• Executive Director, Finance</li> </ul>
	\$15,000	\$50,000	Purchasing Services  Bookstore  Science Stores	<ul style="list-style-type: none"> <li>• FAST account holder</li> <li>• One-over-one approver</li> <li>• Dean or Director</li> <li>• Director, Purchasing Services</li> </ul>
	\$5,000	\$15,000	Departments with identified need	<ul style="list-style-type: none"> <li>• FAST account holder</li> <li>• One-over-one approver</li> <li>• Director, Purchasing Services</li> </ul>
	\$5,000	\$5,000	All UVic Departments	

Note: Exceptions to the categories above for business needs that require additional limits or purchasing items from the [C Card Prohibited Items](#) list require approval from the VPFO.

## **SCHEDULE B – Approval Authority Table**

The following persons are able to authorize expenditures for single transactions up to the limits below assuming sufficient funds are in the budget. Single transactions in excess of an individual's authority require "one-over-one" approval, except sponsored research funding where the principal investigator has authority to sign on expenditures contained within the grant budget and terms.

<b>Dollar Threshold</b>	<b>Position</b>
> 5,000,000	Board of Governors (by motion)
Up to \$5,000,000	President
Up to \$1,000,000	Vice-President
Up to \$500,000	Associate Vice-President
Up to \$250,000	Dean/Executive Director
Up to \$100,000	Chair/Director
Up to \$50,000	Manager/Account Holder



## **SIGNING AUTHORITY - CONTRACT REVIEW PROCEDURES**

**Procedural Authority:** Vice-President Finance & Operations

**Procedural Officer:** Executive Director, Financial Services

**Parent Policy:** [Signing Authority Policy \(FM5100\)](#)

**Effective Date:** December 2016

**Supersedes:** New

**Last Editorial Change:** New

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### **PURPOSE**

- 1.00 To outline the process by which university contracts and agreements are reviewed prior to their execution.

### **SCOPE**

- 2.00 These procedures apply to all agreements, contracts, commitments or obligations to which the university is a party.

### **DEFINITIONS**

- 3.00 The definitions contained in the university's [Signing Authority Policy \(FM5100\)](#) apply to these procedures.

### **PROCEDURES**

- 4.00 Individuals with signing authority must be assured that:
- a) The appropriate level of approval has been obtained as per [Schedule A](#) of the Signing Authority Policy;
  - b) The university is able to meet its obligations within the terms of the contract and that it is likely the other party can meet its obligations;
  - c) The contract is in accordance with any legislative or regulatory requirements, policies, guidelines, collective agreements, or other obligations of the university;
  - d) They are aware of the financial and other benefits that are expected to flow to the University as a result of the contract; and
  - e) The recovery towards indirect costs included in the contract are consistent with university policies.
- 5.00 In addition to the assurances outlined above, individuals with signing authority must also ensure that contracts receive all necessary reviews including:
- a) Legal, indemnity and liability review by the Office of the General Counsel
  - b) Insurance review by the Manager, Risk, Insurance and Continuity Planning
  - c) Privacy review by the Office of the Chief Privacy Officer
  - d) Faculty Relations review by the Office of the Vice-President Academic
  - e) Excluded employment contracts review by Associate Vice-President, Human Resources, or delegate.

### Legal Review

- 6.00 The General Counsel must review all contracts, regardless of value, where there is potential for significant or uncertain liability to the university. While contract signing authorities must use their own judgment in determining which contracts need to be reviewed by the General Counsel, some examples include:
- a) All contracts with a total annual financial value greater than \$50,000;
  - b) All contracts involving the lease, transfer, mortgage, acquisition or disposition of an interest in land, or licenses involving land, regardless of value;
  - c) All contracts with entities from a jurisdiction other than British Columbia, where the laws of that jurisdiction are the governing laws of the contract;
  - d) Contracts that could negatively impact the university's reputation; and
  - e) Contracts where there is the potential for injury to persons, property, or the environment.
- 7.00 If contract signing authorities are uncertain regarding any contract provision, they should seek legal advice from the General Counsel.

### Insurance and Indemnity Review

- 8.00 Contracts that contain insurance and/or indemnity provisions must be reviewed by the Manager, Risk, Insurance and Continuity Planning. This ensures that the university is not accepting an unreasonable degree of financial risk.

### Privacy Review

- 9.00 Contracts in which a third party may have access to personal information under the custody or control of the university must be reviewed by the Privacy Officer, unless the General Counsel is reviewing the contract and the two offices have determined that an additional review by the Privacy Officer is not required.
- 10.00 Anyone reviewing a contract should refer to the [\*Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 \(FIPPA\)\*](#), and the university's [\*Protection of Privacy Policy\*](#). The Protection of Privacy Policy requires the university to attach the Privacy Protection Schedule to any third party contract or agreement that requires the collection, use, or disclosure of personal information, to ensure that the third party treats personal information in accordance with FIPPA and university policies and procedures.

### Faculty Relations Review

- 11.00 All tenured and tenure-track faculty appointment contracts require review by Faculty Relations and approval of the Vice-President Academic and Provost prior to the conveyance of the written employment offer and/or appointment contract to the candidate. Deans may develop standard appointment contracts and hiring packages which are pre-cleared for use in routine hires.

#### Excluded Employment Contracts Review

- 12.00 All excluded employee appointment contracts, not including Deans or Associate Deans, require review by the Associate Vice-President, Human Resources, or designate, prior to the conveyance of the written employment offer and/or appointment contract to the candidate.

#### Exceptions

- 13.00 Legal, insurance and privacy reviews may not be required in situations where the signing authority has used template agreements that have been previously approved by the General Counsel or Chief Privacy Officer, with no alternations to legal or risk or privacy terms. Contract signing authorities must consult the General Counsel if they wish to amend a term or condition of such contracts.
- 14.00 Standard contracts or contractual terms adopted for one specific use must never be amended, or terms of one such contract transferred to a different contractual area, without the General Counsel's express agreement.
- 15.00 Contracts falling under the jurisdiction of Office of Research Services, Purchasing Services and Facilities Management are reviewed by each of these respective offices who have contract review procedures in place reflecting the unique nature of their contracts. These offices periodically consult with General Counsel, the Manager, Risk, Insurance and Continuity Planning and the Chief Privacy Officer as required.

#### High Risk Contracts

- 16.00 Contract signing authorities must bring contracts that:

- a) Have an unusually high risk factor;
- b) Bring the university's activities under public scrutiny; or
- c) Involve any controversial matter,

to the attention of the appropriate Vice-President prior to the contract being signed. The Vice-President may seek advice or approval from the Board of Governors as required.

#### **RELATED POLICIES AND DOCUMENTS**

[Signing Authority Policy \(FM5100\)](#)

[Purchasing Policy \(FM5105\)](#)

[Privacy Protection Schedule](#)





## SIGNING AUTHORITY – APPROVAL PROCEDURES

**Procedural Authority:** Vice-President Finance & Operations

**Procedural Officer:** Executive Director, Financial Services

**Parent Policy:** [Signing Authority Policy \(FM5100\)](#)

**Effective Date:** December 2016

**Supersedes:** New

**Last Editorial Change:** January 2018

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### PURPOSE

- 1.00 To outline the responsibilities of those individuals within the university who have authority to approve expenditures and to provide assurance that expenditures:
- a) are required for university purposes;
  - b) comply with university policy and procedures and applicable external funding, including donor, terms, where applicable; and
  - c) avoid any potential or perceived conflict of interest.

### SCOPE

- 2.00 These procedures apply to all funds administered by the university.

### DEFINITIONS

- 3.00 The definitions contained in the university's [Signing Authority Policy \(FM5100\)](#) apply to these procedures.

### PROCEDURES

- 4.00 Approval of the university's Budget Framework by the Board of Governors and the subsequent detailed budget approved by the President confers authority upon account holders to make expenditures within the amounts and scope of the accounts delegated to them in the budget and subject to the dollar limits outlined in [Schedule B](#) of the Signing Authority Policy.
- 5.00 Individuals responsible for restricted funds such as research and specific purpose funds, including endowment spending, are authorized to make expenditures within the amounts and scope of the funding received.
- 6.00 Account holders must ensure that expenditures are required for university purposes and are in compliance with university policies and procedures and external funding, including donor, terms and conditions, where applicable. Any expenditure that may be deemed ineligible or inappropriate is the responsibility of the account holder.
- 7.00 While administrative staff may prepare expenditure transactions for approval, the approver is ultimately responsible for transactions they have signed.

- 8.00 Approval signatures affixed to expenditure transactions, whether written or electronic, attest to the following criteria:
- a) That expenditures are required for university purposes;
  - b) That expenditures comply with university policy and procedures and, where applicable, external funding, including donor, terms and conditions;
  - c) That the transaction form has been filled out accurately and completely and that appropriate supporting documentation is provided; and
  - d) That sufficient uncommitted funds are available in the account to be charged.
- 9.00 The university reserves the right to withhold the commitment or payment of expenditure transactions that do not meet all of the criteria outlined in section 8.00.
- One-Over-One Approval
- 10.00 Expenditure transactions that may represent a potential or perceived conflict of interest must be approved by the claimant's supervisor. The one-over-one approval provides assurance that due diligence has been exercised and ensures that no one is placed in a position where they can authorize a payment to themselves or to their benefit.
- 11.00 The claimant must provide complete, accurate information and documentation to substantiate the claim in order for the one-over-one approver to sign off.
- 12.00 Examples of where one-over-one approval is required are as follows:
- a) Travel expense claims and advances;
  - b) Expense claims including hospitality;
  - c) Petty cash reimbursements;
  - d) Commercial card statements;
  - e) Honoraria, consulting fees or other payments; and
  - f) Payments to family members or relatives.
- 13.00 The above examples are a guide only and do not represent an exhaustive list. If there is uncertainty that an expenditure represents a potential or perceived conflict of interest, then one-over-one approval should be obtained.

#### **RELATED POLICIES AND DOCUMENTS**

[Signing Authority Policy \(FM5100\)](#)

[Purchasing Policy \(FM5105\)](#)

[Research Funding Management and Financial Accountability Policy \(FM5405\)](#)



## SIGNING AUTHORITY – DELEGATION PROCEDURES

**Procedural Authority:** Vice-President Finance & Operations

**Procedural Officer:** Executive Director, Financial Services

**Parent Policy:** [Signing Authority Policy \(FM5100\)](#)

**Effective Date:** December 2016

**Supersedes:** New

**Last Editorial Change:** New

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### PURPOSE

- 1.00 To outline the process by which commitment and approval authorities can be delegated.

### SCOPE

- 2.00 These procedures apply to both commitment and approval authority as outlined in the university's Signing Authority Policy and to all funds administered by the university.

### PROCEDURES

#### Commitment Authority

- 3.00 Contracts in excess of \$5,000,000 normally require the approval of the Board of Governors. Where such approval is required between regular meetings of the Board, the Executive and Governance Committee may deal with the matter – See the [Procedures of the Board of Governors](#).
- 4.00 Individuals who have been delegated commitment authority by the Board of Governors, as set out in [Schedule A](#) of the university's Signing Authority Policy may sub-delegate their authority to sign contracts on behalf of the university by temporarily appointing another individual to their position in an acting capacity.
- 5.00 The person holding an acting position will have the same commitment authority as the person making the sub-delegation, subject to the dollar limits outlined in "Schedule A" to the Policy.
- 6.00 The person holding the acting position who receives a sub-delegation of commitment authority cannot further sub-delegate this authority to others.
- 7.00 Individuals delegated commitment authority by the Board remain ultimately responsible for the contracts executed by their delegates.
- 8.00 The temporary appointment of a person to an acting position may only be made to an employee of the university.
- 9.00 The sub-delegation must be in writing using the prescribed form.

### **Approval Authority**

- 10.00 Account holders are assigned responsibility for budgets and FAST accounts by virtue of their position.
- 11.00 Account holders may delegate authority to approve expenditures, subject to the amounts allocated in their budgets or for a lower fixed dollar value, and within the limits outlined in "Schedule B" of the Signing Authority Policy.
- 12.00 Delegations can be temporary or ongoing.
- 13.00 Only the account holder may delegate approval authority to other employees.
- 14.00 Account holders remain responsible for expenditures approved by delegates even though delegates have been granted authority.
- 15.00 One-over-one approval authority cannot be delegated although if another person is appointed in a temporary acting capacity to the account holder's position they will inherit the account holder's approval authority as well as one-over-one approval authority.
- 16.00 Delegation of approval authority must be in writing using the prescribed form.

### **RELATED POLICIES AND DOCUMENTS**

[Signing Authority Policy \(FM5100\)](#)

[Purchasing Policy \(FM5105\)](#)

[Research Funding Management and Financial Accountability Policy \(FM5405\)](#)



## RESEARCH FUNDING MANAGEMENT AND FINANCIAL ACCOUNTABILITY

**University Policy No.:** FM5405  
**Classification:** Financial Management  
**Approving Authority:** Board of Governors  
**Effective Date:** ~~May 2022~~ ~~October, 2016~~  
**Supersedes:** ~~October, 2016~~ **NEW**  
**Last Editorial Change:** ~~May 2021~~  
**Mandated Review:** October, 2023

### **Associated Procedures**

[Procedures for Research Funding Management and Financial Accountability](#)

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### **PURPOSE**

- 1.00 The purpose of this policy is to promote sound management and financial accountability for Research Funding by specifying:
- a) circumstances when properly authorized Over-Commitments and Over-Expenditures of Research Funding are permitted, and
  - b) financial responsibility for Over-Expenditures and Uncollectable Amounts.

### **DEFINITIONS**

For the purpose of this policy:

- 2.00 **Approval Authority** means those positions in addition to the Research Account Holder who approve expenditures, normally the Department Chair, School Director, Research Centre Director and/or Dean.
- 3.00 **Freezing** an account means placing a stoppage on any expenditures and future commitments.
- 4.00 **Multiple Installment Funding** means a grant or contract for which the Sponsor provides the funding in multiple (annual or otherwise scheduled) installments.
- 5.00 An **Over-Commitment** means the commitment to the future expenditure of funds beyond the amount that will be available in a Research Account at the time of the expenditure.
- 6.00 An **Over-Expenditure** means the actual expenditure of funds beyond the amount available in a Research Account.
- 7.00 **Renewable Funding** means a grant or contract for which payment of a second or subsequent installment of the funding requires approval by the Sponsor whether or not an application for renewal of the funding is required.

- 8.00 **Research** means the intentional process of study and creative expression that explores and extends human knowledge and experience.
- 9.00 **Research Account** means a University of Victoria account established to manage research funding.
- 10.00 **Research Account Holder** means the individual (principal investigator ("PI")) who was awarded the funding and has signing authority on the Research Account. In the event Research Funding is awarded to multiple PI, all co-PI shall be considered to be Research Account Holders with respect to that funding and shall have equal responsibility and financial responsibility under this policy.
- 11.00 **Research Accounting** means the research accounting group of the university's Accounting Services department.
- 12.00 **Research Funding or Research Funds** means university funds designated for research (including without limitation start-up grants, faculty travel grants and internal research grants) or funds provided through a Research Funding Agreement or any other external funds designated in support of research.
- 13.00 **Research Funding Agreement** means an agreement between the university and a Sponsor regarding funding for research purposes, whether the agreement would be considered a grant, contract, contribution agreement, or whether the agreement takes any other form, and whether it is legally enforceable or not.
- 14.00 **Single Installment Funding** means a grant or contract for which the Sponsor provides all of the awarded amount as a single transfer of funds. Without limiting the foregoing, Research Funding provided by the university through start-up grants, travel grants and internal research grants is considered to be Single Installment Funding.
- 15.00 **Sponsor** means an agency, organization or other entity external to the university that is a source of Research Funding.
- 16.00 An **Uncollectable Amount** arises when a Sponsor fails or refuses to pay the full amount of a research grant or contract.

#### **SCOPE**

- 17.00 This policy applies to all Research Accounts and Research Account Holders, and to all Research Funds with the exception of Research carried out under a personal services contract. Such personal services are subject to conflict of commitment guidelines.

#### **FINANCIAL MANAGEMENT**

- 18.00 Research Account Holders have the primary responsibility for administering research funds in accordance with university policies and procedures and funder requirements.

This includes:

- a) understanding their responsibilities and financial liabilities under this policy,
  - b) ensuring all expenditures of Research Funding adhere to university policies and to the policies and restrictions imposed by the Sponsor,
  - c) planning expenditures in accordance with the timing and amount of the available Research Funds,
  - d) monitoring the balances of Research Accounts on a regular basis,
  - e) ensuring there are no Over-Commitments or Over-Expenditures of Research Funds except as provided for in this policy,
  - f) notifying Research Accounting of any change in the payment of Research Funds by the Sponsor including an expected payment past the scheduled completion date of a grant or contract, and
  - g) working with Research Accounting to ensure the appropriate disposition of any unexpended Research Funds at the end of a Research Funding Agreement.
- 19.00 The university has responsibility for establishing and maintaining policies, systems, procedures and controls that support Research Account Holders in fulfilling their responsibilities as outlined under section 18.00 and as may otherwise be required under an approved Research Funding Agreement.
- 20.00 A Research Account Holder will apply due care and attention so as to not incur Over-Commitments or Over-Expenditures in a Research Account Associated with Single Installment Funding.
- 21.00 A Research Account Holder will apply due care and attention so as to not incur Over-Commitments or Over-Expenditures in a Research Account associated with Multiple Installment or Renewable Funding. Over-Commitments require prior approval as provided for in the [Procedures for Research Funding Management and Financial Accountability](#).
- 22.00 In the event an Approval Authority, Research Accounting, Accounting, the university's purchasing services department or any other university official or office identifies a transaction that would lead to an unauthorized Over-Commitment or Over-Expenditure, it shall be returned unauthorized to the Research Account Holder. This does not absolve a Research Account Holder from their responsibilities under section 21.00.

#### **FINANCIAL RESPONSIBILITY**

- 23.00 Responsibility for an Over-Expenditure arising from an Uncollectable Amount caused by any reason beyond the control of the Research Account Holder or arising from errors by the Research Account Holder made in good faith and with the exercise of reasonable diligence shall be borne by the university.

24.00 Except as provided for in section 23.00, a Research Account Holder may be held responsible for the unrecovered portion of any Over-Expenditure in a Research Account under any of the following circumstances:

- a) when prior approval was required but was not obtained,
- b) when approval was obtained but the Research Account Holder did not disclose the full circumstances at the time of the request,
- c) when an Over-Expenditure results from the Research Account Holder having authorized ineligible expenditures including any that are disallowed by the Sponsor or the university following a review, audit or submission of financial records,
- d) the Over-Expenditure is the result of an Uncollectable Amount arising from the Research Account Holder failing to meet the requirements of a Research Funding Agreement except when such failure is beyond the control of the Research Account Holder,
- e) when Over-Commitments and Over-Expenditures are not permitted under this policy.

25.00 Responsibility for an approved Over-Expenditure applies to the following parties in order:

- a) the Research Account Holder through the next installment of the Research Funding which has been over-expended,
- b) the Research Account Holder through other Research Funding provided the terms governing such funding permit it to be used to pay expenses that will account for the Over-Expenditure,
- c) the Department / School of the Chair / Director who approved the Over-Expenditure or the Over-Commitment leading to the Over-Expenditure provided all efforts have been made to collect the shortfall from the Research Account Holder's overall Research Funding. When more than one Department / School is involved the financial liability shall be in proportion to the division of overhead as specified on the Research Application Summary Form (RASf), or equally divided if no overhead division was specified,
- d) the Faculty / Research Centre of the Dean / Research Centre Director who approved the Over-Expenditure or the Over-Commitment leading to the Over-Expenditure provided all efforts have been made to collect the shortfall from the Research Account Holder's overall Research Funding and the Research Account Holder's Department / School when applicable. When more than one Faculty / Research Centre is involved the responsibility shall be in proportion to the division of overhead as specified on the RASf, or equally divided if no division was specified.



- 26.00 In the event of an unapproved Over-Expenditure, the Research Account Holder shall be responsible for providing a plan to fund the Over-Expenditure following the [\*Procedures for Research Funding Management and Financial Accountability\*](#). Failure to comply may result in the freezing of the over-expended Research Account. Other accounts held by the Research Account Holder may also be frozen until the Research Account Holder has submitted an acceptable plan.
- 27.00 In addition to the freezing of Research Accounts the university may take such steps with respect to an unapproved Over-Expenditure as are available to it under university policy or otherwise as the university deems necessary and as are permitted by law including the [\*BC Employment Standards Act\*](#).

### **EQUIPMENT OVER-EXPENDITURES**

- 28.00 In the event an over-expenditure involves the purchase of equipment and the Research Account Holder clears the over-expenditure using personal financial resources, then:
- a) if the amount paid by the Research Account Holder to clear the over-expenditure equals or exceeds the full purchase cost of the equipment, including shipping and taxes, the Research Account holder shall then own the equipment,
  - b) if the amount that would be paid by the Research Account Holder to clear the over-expenditure is less than the full purchase cost of the equipment, including shipping and taxes, the Research Account holder shall have the option to take ownership of the equipment by paying to the University the full purchase cost of the equipment,
  - c) if the Research Account Holder does not exercise their right under (b), the equipment shall remain the property of the University.

### **NOTIFICATION**

- 29.00 Before enforcing this policy, the University will provide a Research Account Holder who is in default with the most recent version of this policy and the related procedures.

### **AUTHORITIES AND OFFICERS**

- 30.00 The following is a list of authorities and officers for this policy:
- a) Approving Authority: Board of Governors
  - b) Designated Executive Officer: Vice-President Finance & Operations and Vice-President Research & Innovation
  - c) Procedural Authority: Vice-President Finance & Operations and Vice-President Research & Innovation
  - d) Procedural Officer: Executive Director Financial Services and [Executive Director Research Services](#)~~Associate Vice-President Research Operations~~

## PROCEDURES FOR RESEARCH FUNDING MANAGEMENT AND FINANCIAL ACCOUNTABILITY

**Procedural Authority:** Vice-President Finance  
~~2016~~

& Operations and Vice President Research & Innovation

**Procedural Officer:** Executive Director Financial

Services and [Executive Director Research Services](#)~~Associate Vice-President Research Operations~~  
~~2021~~

**Effective Date:** ~~May 2022~~ ~~October,~~

**Supersedes:** ~~October, 2016~~ ~~NEW~~

**Last Editorial Change:** ~~May~~

**Parent Policy:** [Research Funding Management and Financial Accountability](#)

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### PURPOSE

- 1.00 The purpose of these procedures is to set out the appropriate processes for the management of Research Funding from both internal and external sources. Over-Expenditures of Single-Installment Funding are not permitted. Unapproved Over-Expenditures of Multiple-Installment or Renewable Funding are not permitted. It is the Research Account Holder's responsibility to monitor Research Accounts for circumstances which will result in an Over-Expenditure and to avoid or seek pre-approval for any Over-Expenditures. It is the university's responsibility to establish and maintain policies, systems, procedures and controls that support Research Account Holders in fulfilling their responsibilities as outlined under section 18.00 of the [Policy on Research Funding Management and Financial Accountability](#) and as may otherwise be required under an approved Research Funding Agreement.

### DEFINITIONS

- 2.00 The definitions in the Policy on Research Funding Management and Financial Accountability apply to these procedures.

### PROCEDURES

#### Approval of Over-Commitments

- 3.00 Over-commitment of a Research Account for Multiple-Installment or Renewable Funding may be approved by the Research Account Holder's Approval Authority provided that:
- a) prior to the final installment period:
    - i. the Over-Commitment would not result in a deficit in the Research Account in excess of 25% of the next funding installment in the event that installment is not received, and
    - ii. the Over-Commitment, in the judgment of the Approval Authority, is necessary for the operation of the Research Account Holder's research program, and

- iii. the Approval Authority agrees that their unit has the potential liability of covering an Over-Expenditure that may arise from the Over-Commitment.

b) within the final installment period:

- i. the Over-Commitment will not lead to an Over-Expenditure in excess of 25% of the current installment, and
- ii. the Research Account Holder has other Research Funding which can, without violation of the terms governing them, be used to cover the Over-Commitment, or the Research Account Holder has applied, or intends to apply, for Research Funding that can, without violation of the terms governing them, be used to cover the Over-Commitment and in the judgment of the Approval Authority it is highly likely that the application for Research Funding will be successful, and
- iii. the Over-Commitment, in the judgment of the Approval Authority, is necessary for the operation of the Research Account Holder's Research program, and
- iv. the Approval Authority agrees that their unit has the potential liability of covering an Over-Expenditure than may arise from the Over-Commitment.

4.00 Research Account Holders must request approval of an Over-Commitment by submitting an Over-Expenditure/Over-Commitment request form to the Approval Authority for approval. The approval must be submitted with the proposed transaction(s) that will result in the Over-Commitment.

5.00 In the event that an approved Over-Commitment results in an Over-Expenditure, that Over-Expenditure will be treated as an approved Over-Expenditure.

#### **Approval of Over-Expenditures**

6.00 Over-expenditure of a Research Account for Multiple-Installment or Renewable Funding may be approved by the Research Account Holder's Approval Authority, provided that:

- a) the Over-Expenditure will not occur in the final installment period,
- b) the Over-Expenditure will be re-paid prior to the ultimate expiry of the Research Funding Agreement,
- c) normally the Over-Expenditure will not result in a deficit in the Research Account in excess of 25% of the next anticipated funding installment,
- d) the Over-Expenditure, in the judgment of the Approval Authority, is necessary for the operation of the Research Account Holder's research program, and
- e) the Approval Authority agrees that their unit has the potential responsibility of

covering the Over-Expenditure.

- 7.00 Research Account Holders must request approval of an Over-Expenditure by submitting an Over-Expenditure/Over-Commitment request form to the Approval Authority for approval. The approval must be submitted with the proposed transaction(s) that will result in the Over-Expenditure.
- 8.00 Unapproved Over-Expenditures of Multiple-Installment or Renewable Funding are not permitted. It is the responsibility of Research Account Holders to monitor Research Accounts for circumstances which will result in an Over-Expenditure and to seek pre-approval.

**Unapproved Over-Expenditures**

- 9.00 Research Account Holders are expected to monitor the status of their Research Accounts on a regular basis. In the event of an unapproved Over-Expenditure of a Research Account:
- a) The Research Account Holder shall immediately notify Research Accounting of the existence of an unapproved Over-Expenditure.
  - b) Research Accounting shall provide assistance to the Research Account Holder in resolving the matter before the process described below shall apply. The resolution may be a pay-back schedule proposed by the Research Account Holder and acceptable to the Manager of Research Accounting or may be a transfer of expenses to a different account provided the transferred expenses are within the appropriate use of that account.
  - c) In the event an unapproved Over-Expenditure cannot be resolved as indicated above within a period of one month, Research Accounting will formally notify the Research Account Holder of the Over-Expenditure with a copy of the notification sent to the appropriate Approval Authority(ies).
  - d) The Research Account Holder shall respond within one (1) month with an explanation of how the unapproved Over-Expenditure occurred and a plan for funding the Over-Expenditure within a reasonable period of time commensurate with the amount of the Over-Expenditure and normally not to exceed three years. The explanation and plan are to be provided to the Approval Authority(ies) who approved the Research Funding Agreement.
  - e) If the plan submitted in (d) is approved by the Approval Authority(ies), it will be forwarded to the [Executive Director Research Services Associate Vice President Research Operations](#) who will consult with Research Accounting and others as required. If the plan is deemed acceptable by the [Executive Director Research Services, Associate Vice President Research Operations](#), the Research Account Holder will be so notified and shall be required to execute the plan as submitted.

f) In the event that:

- i. the Research Account Holder does not respond to the notice sent under (c) within one month, or
- ii. the plan submitted as per (d) is not accepted by either the Approval Authority(ies) who approved the Research Funding Agreement or the [Executive Director Research Services](#)~~Associate Vice-President Research Operations~~,

the over-expended Research Account as well as any other Research Accounts for which the Research Account Holder of the over-expended Research Account has signing authority may, subject to suitable arrangements being made for contractual obligations including pre-approved salary and graduate student payments, be frozen as per section 26.00 of the [Policy on Research Funding Management and Financial Accountability](#). The Research Accounts will remain frozen and no new Research Accounts opened for the Research Account Holder until they submit an acceptable plan.

g) In the event that:

- i. a Research Account Holder fails to submit an acceptable plan within three (3) months of being notified of an unapproved Over-Expenditure, or
- ii. the Research Account Holder defaults in the performance of an approved plan,

the Vice-President Finance and Operations may, in consultation with the Vice-President Academic and Provost and the Vice-President Research and Innovation, take such steps as provided for in section 27.00 of the [Policy on Research Funding Management and Financial Accountability](#).

10.00 A Research Account Holder may appeal to the Provost's office the denial of a repayment plan by the Dean and the [Executive Director Research Services](#)~~Associate Vice-President Research Operations~~. The Research Account Holder has the right to the assistance of the Faculty Association in any such appeal and in any discussion or application of these procedures.



University  
of Victoria

**SUBMISSION TO THE UVIC BOARD OF GOVERNORS**

**FOR INFORMATION**

May 19, 2022

**To:** Operations and Facilities Committee

**From:** Susan Lewis, Acting Vice-President Academic and Provost

A handwritten signature in blue ink, appearing to read 'Susan Lewis'.

**cc:** President and Vice-Chancellor

**Meeting Date:** May 31, 2022

**Subject:** Annual Report on Non-Academic Misconduct Allegations and Resolutions

**Basis for Jurisdiction:** University Act (s.27)  
Procedures of the Board of Governors (Section 8.1)  
Strategic Framework (Strategy 1.2)  
Resolution of Non-Academic Misconduct Allegations Policy (AC1300)

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**Strategic Relevance:** UVic is committed to cultivating an extraordinary academic environment that is welcoming and supportive of all members of our university. As per Strategic Framework strategy 1.2, UVic seeks to embed practices of equity, diversity, accessibility, inclusion and dialogue throughout the university community so that all members feel welcomed, valued and supported to achieve their highest potential. Policy AC1300 helps achieve that goal by fostering a campus community characterized by accountability, respect, fairness and safety, including by identifying what constitutes as non-academic student misconduct and articulating the rights and responsibilities of students.

**Previous Consultation:** Shared at the May 6, 2022 meeting of Senate.

**Background:** Section 40 of the Resolution of Non-Academic Misconduct Allegations (Policy AC1300) requires the Office of the Associate Vice-President Student Affairs to provide an annual report to Senate and the Board of Governors for information.

Policy AC1300 broadly addresses the following student conduct incidents:

- Theft, vandalism, or tampering with emergency equipment;
- Unauthorized entry or presence in a university building;
- Fraud, misuse or impersonation;
- Disruptive or dangerous behaviours;
- High-risk alcohol and/or drug use;
- Non-compliance with university policy;
- Failure to follow previous sanctions;
- Assisting in non-academic misconduct; and
- Illegal activities by a student occurring on university property or in connection with a university activity.

The annual report contains information on the types of allegations submitted and investigated under Policy AC1300 over the past five years, the outcomes and resolutions, and any related trends observed by the Office of Student Life.

**Summary:** This year, 41 sanctions were made under Policy 1300, the most common of which were written warnings (13 sanctions), followed by restricted access (10 sanctions). This is a decrease from the 69 sanctions in 2020/21. Some students received more than one sanction for the same offense. Notably, no students received suspensions from the university through the policy, and no students were put on residence probation.

The number of allegations is up from last year, with 110 allegation total. A trend has been observed in recent years, with allegations up 54% in the past five years. Some of this increase can be attributed to increased health and safety measures during the COVID-19 pandemic, including restrictions on gatherings and a no-guest policy in student housing complexes. Of the 110 allegations, only 31 were investigated. Often, allegations are not investigated because UVic staff initiate informal processes as early resolution opportunities, and a formal sanction is deemed unnecessary following those processes.

**Planned Further Action:** The annual report contains information about how the Office of Student Life plans to respond to the trends outlined in the report. In particular, to further develop the opportunities and processes for voluntary resolution and informal responses under the policy; increase capacity to offer educational opportunities to support students; identify opportunities for early intervention and prevention strategies; and identify appropriate sanctions for respondents who participate in continued or repeated low-level conduct incidents. Some of this work involves working with other offices on campus.

**Attachment(s):** Annual Report on Non-Academic Misconduct Allegations and Resolutions 2021/22



**Annual Report on Non-Academic Misconduct  
Allegations and Resolutions 2021/22**

March 2022



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## Introduction

The university Resolution of Non-Academic Misconduct Allegations Policy (hereinafter referred to as 'Policy AC1300') was approved by the Senate and the Board of Governors in May 2011. Policy AC1300 came into effect in August 2011 and was renewed and updated in August 2017.

Policy AC1300 requires annual reporting to Senate and the Board of Governors detailing the nature of non-academic misconduct allegations, types of offenses and sanctions assigned to students found responsible for violating the policy and appeals.

### Trends

Conduct trends observed by the Office of Student Life in the 2021/22 reporting year include the following, as defined in Policy AC1300:

- Allegations not investigated (79 allegations)
- Increase in allegations involving unauthorized access
- Increase in allegations involving liquor violations

There was a large increase in allegations not investigated (79) this year compared to 31 allegations not investigated in 2020/21. This was due in part to an increase in the number of informal processes initiated as early resolution opportunities for concerns on campus. A significant number of these allegations related to reported unauthorized access in relation to the Residence Services guest restriction applied by the university in response to COVID-19 concerns. This restriction was in place during the 2021/22 academic year and prohibits all non-residence students from accessing any area of the Residence Complex. These allegations were responded to informally. The majority of these allegations also involved reported liquor violations on university property. The trend towards engaging in informal processes as a means of early resolution can be observed in the higher number of allegations not investigated under the policy and fewer formal investigation processes initiated.

### Purpose and scope of Policy AC1300

Policy AC1300 was designed to broadly address student conduct incidents that arise from time to time such as:

- theft, vandalism, or tampering with emergency equipment;
- unauthorized entry or presence in a university building;
- fraud, misuse or impersonation;
- disruptive or dangerous behaviours;
- high-risk alcohol and/or drug use;
- non-compliance with university policy;
- failure to follow previous sanctions;
- assisting in non-academic misconduct; and
- illegal activities by a student occurring on university property or in connection with a university activity.

Policy AC1300 was developed and implemented to respond to student non-academic misconduct in a clear, predictable, and transparent manner with consistent response mechanisms. Generally, policy jurisdiction applies to student conduct issues that occur on university property and off-campus conduct only when the behaviour is *directly* connected to university operations or where students are formally representing the university. The policy does not govern issues of academic integrity or academic appeals, issues of student conduct administered under the Sexualized Violence Prevention and Response Policy (GV0245), or issues that are governed by previously existing university policies including the Discrimination and Harassment Policy (GV0205).

Policy AC1300 and its associated procedures include processes that are intended to facilitate fair and consistent decisions when resolving student misconduct allegations while supporting the clarification of what constitutes non-academic student misconduct at the university. Further, the policy and associated procedures:

- encourage the informal resolution of issues whenever appropriate;
- describe how a member of the university community can submit an allegation;
- set out investigative processes for formal allegations;
- describe possible sanctions for confirmed misconduct;
- provide criteria for determining any sanction(s) for confirmed misconduct (after an investigation);
- provide protocols around how to communicate decisions to the respondent and complainant; and
- provide processes to appeal decisions and sanctions.

## (I) Allegations submitted and reviewed under Policy AC1300

### **How sanctions are determined when misconduct is confirmed**

Where misconduct has been confirmed after an investigation, whenever possible, the sanctions applied are not intended to be punitive. Rather, whenever possible, the misconduct resolution process primarily focuses on assigning sanctions with educational outcomes that are designed to help support students' personal growth and development and to help the students understand the impact of their actions.

Decisions on appropriate sanctions for confirmed misconduct are made based on numerous considerations including:

- (a) the seriousness and impact of the Respondent's conduct on the university community, a university activity or the university's reputation or property;
- (b) whether the incident is isolated;
- (c) whether the incident was inadvertent or deliberate;
- (d) whether other university policies were violated;
- (e) related financial costs; and
- (f) any other mitigating factors.

When sanctions are applied against students found responsible for misconduct, the goal is to help the Respondent student understand the full impact of their actions while helping the student take steps to repair the harm done where appropriate, implement positive change and restore relationships and community whenever possible. Where appropriate and possible, Respondent participation and accountability are taken into account when determining appropriate sanctions.

Sanctions are not predetermined, but rather are reflective of the individual circumstances of the Respondent student and the specifics of a given case.

It is important to note that in some circumstances, it is appropriate for the university to impose punitive sanctions up to and including time-limited or permanent suspension from the university.

**Table 1: Summary of Non-Academic Misconduct Allegations**

Table 1 contains information on the types of allegations submitted, investigated and resolved under Policy AC1300 since April 2016. It is important to note that a student may be investigated under Policy AC1300 for multiple allegations. With the renewal of Policy AC1300 in 2017, new categories of non-academic misconduct were introduced. Dashes ( - ) in the table indicate that the category was not applicable or tracked during that year.

<b>Categories of Non-Academic Misconduct Allegations</b>	<b>Number of Allegations Received (April-March)</b>					
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
High-risk alcohol or drug use	2	3	1	4	4	5
Disruptive or dangerous behaviour (includes verbal or communicated threats and physical assaults)	12	25	18	28	22	9
Theft, damage, or destruction to university property	2	4	10	11	4	1
Violation of previously imposed sanction or restriction	2	1	1	2	0	3
Unauthorized entry or presence	-	5	3	10	7	11
Fraud, Misuse or Impersonation	-	0	4	4	1	2
Submission of False, Frivolous or Vexatious Allegations	-	0	0	0	0	0
Illegal activities	-	0	0	0	0	0
Non-Compliance with University Policy	-	0	1	3	0	0
Assisting in Non-Academic Misconduct	-	0	0	0	0	0
Sexualized Violence (any unwanted act of a sexual nature)	5	1	-	-	-	-
Threatening written material or online messaging	1	-	-	-	-	-
<b>Allegations investigated</b>	<b>24</b>	<b>39</b>	<b>38</b>	<b>62</b>	<b>38</b>	<b>31</b>
<b>Allegations not investigated</b>	<b>3</b>	<b>12</b>	<b>4</b>	<b>10</b>	<b>31</b>	<b>79</b>
<b>Totals</b>	<b>27</b>	<b>51</b>	<b>42</b>	<b>72</b>	<b>69</b>	<b>110</b>

Table 2: Summary of Non-Academic Misconduct Outcomes

Table 2 contains summary information on the outcomes or resolutions reached under Policy AC1300.<sup>1</sup>

Outcome/Resolution	Number of Sanctions Assigned (April-March)				
	2017/18	2018/19	2019/20	2020/21	2021/22
<b>A. Sanctions:</b>					
Written Warning	22	20	17	22	13
Apology	4	9	3	1	2
Participation in an Alternative Dispute Resolution Process (e.g., restorative justice, mediation, facilitated dialogue, etc.)	2	0	0	0	2
Limitation of Specified University Privileges	0	0	0	0	0
<b>Restitution:</b>					
(a) <i>Reflection Assignment</i>	17	6	7	15	2
(b) <i>Community Service Hours</i>	1	1	0	0	0
(c) <i>Financial Re-payment</i>	0	4	2	4	1
Participation in Training/Workshops	10	1	0 <sup>2</sup>	0	1
Student Conduct Accountability Plan Development	2	3	0	0	0
Behavioural Agreement	-	2	4	13	6
Restricted Access (e.g., evicted from Residence, restricted access to segments of university property or university activity)	8	6	12	9	10
Notice of Trespass	0	-	-	-	-
No contact	1	1	0	3	2
On-going meetings with Office of Student Life	4	3	0	2	2
Residence Probation	7	2	0	0	0
Time-limited Suspension from University	2	0	1	0	0
Permanent Suspension from University	1	0	0	0	0
<b>Total sanctions</b>	<b>81</b>	<b>58</b>	<b>46</b>	<b>69</b>	<b>41</b>

<sup>1</sup> In accordance with Policy AC1300, sanctions may be applied independently or in combination for any confirmed violation of the policy.

<sup>2</sup> A decrease in Participation in Training/Workshops relates to the discontinuation of sexualized violence investigations under AC1300, which often assigned sexualized violence training as an outcome of an investigation. Additionally, the program the university used for alcohol awareness was discontinued. The Office of Student Life is developing a workshop internally for use in these files moving forward.

<b>B. Other outcomes:</b>					
No Finding ( <i>allegation dismissed due to insufficient information</i> )	2	2	2	11	2
Investigation discontinued	-	4	0	0	1
Student found not responsible for non-academic misconduct	2	2	1	3	0
Allegation(s) still under investigation	3	5	11	7	0
Student withdrew from university prior to conclusion of investigation	0	0	2	1	0
<b>Total other outcomes</b>	<b>7</b>	<b>13</b>	<b>16</b>	<b>22</b>	<b>3</b>

Table 3: Appeals under Policy AC1300

Under Policy AC1300, the following appeal options are available:

Available Appeal Options	Appeals Submitted (April-March)				
	2017/18	2018/19	2019/20	2020/21	2021/22
Appeal by complainant of the Office of Student Life's decision to not investigate a non-academic misconduct allegation	0	0	0	0	0
Appeal submitted deemed not to meet appeal grounds established in policy	0	0	0	0	0
Appeal of minor sanctions imposed for confirmed non-academic misconduct	4	0	0	0	2
Appeal of major sanction imposed by the President to the Senate Committee on Appeals	0	1	0	0	0
<b>Total appeals</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>

## (II) Response to trends

In response to the identified trends outlined in this report, the Office of Student Life plans to:

- Further develop the opportunities and processes for voluntary resolution and informal responses under the policy;
- Increase capacity to offer educational opportunities to support students to understand their responsibilities as a community member;
- Work with Residence Services to identify opportunities for early intervention and prevention strategies for all conduct issues; and
- Work with Legal Services to identify appropriate sanctions for respondents who participate in continued or repeated low-level conduct incidents.