Open Session
Tuesday November 29, 2022
11:00 a.m. – 12:00 p.m.
Senate and Board Chambers, Jamie Cassels Centre

DRAFT AGENDA

1. **Approval of Agenda**
    MOTION:
    THAT the agenda of the open session of the regular meeting of November 29, 2022 be approved.

2. **Approval of Summary Record of the Meeting held October 4, 2022** *(attached)*
    MOTION:
    THAT the summary record of the open session of the regular meeting held October 4, 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-Nov29/22-14

CONSENT

8. **Operations and Facilities Committee (Shailoo Bedi)**

    a. New and Revised Awards   BOG-Nov29/22-10
    MOTION:
    THAT the Board of Governors approve new and revised undergraduate and graduate awards set out in the attached documents and listed below:
    • Wendy Diane Esdale Undergraduate Scholarship* (New)
    • Wendy Diane Esdale Graduate Scholarship* (New)
    • Wendy Diane Esdale Bursary* (New)
    • Carol Ann Mitchell Undergraduate Scholarship* (New)
    • Carol Ann Mitchell Bursary* (New)
    • Carol Ann Mitchell Graduate Scholarship* (New)
    • Jack & Doris Horne Memorial Bursary* (New)
    • Jacob Noseworthy Memorial Scholarship (New)
    • Holly Tuokko Undergraduate Research Scholarship (New)

- *Catherine O. Cameron Memorial Scholarship * (Revised)*
- *Sellemah Scholarship (Revised)*
- *Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)*
- *Bibi K. Khan Award (New)*
- *Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)*
- *Dr. Margaret "Marmie" Perkins Hess Grad Fellowships in Earth, Ocean, Astronomy and Environmental Sciences (Revised)*
- *Brian Grieve Entrance Scholarship* (New)*
- *Beier Memorial Award* (Revised)*
- *Promise Bursary (Revised)*
- *Cindy Kung Memorial Award for Women in Health Information Science (Revised)*
- *CSSE/EIC Vancouver Island Award (Revised)*
- *Student Crisis Fund (Revised)*
- *Edson-Simpson Graduate Scholarship in Nursing (Revised)*
- *Plint Scholarship* (Revised)*
- *Salish Weave Indigenous Legal Scholar Award (New)*
- *Don Ingham Memorial Scholarship (Revised)*
- *Blake, Cassels & Graydon First Year Achievement Prize (Revised)*
- *Blakes LLP Legal Research and Writing Prize (New)*
- *Trudy and Doug Peden Vikes Women in Sport Award* (New)*
- *John Gough Scholarship for Studies in the History of the Environment* (New)*
- *Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)*
- *Helen Pitt Fine Arts Bursary (Revised)*
- *E. Harvey Richardson Bursary (Revised)*
- *PH&N Institutional Undergraduate Scholarship (New)*
- *Blakes LLP First Year Achievement Prize (Revised)*
- *Blakes LLP Legal Research and Writing Prize (New)*
- *Ted Whelen Graduate Scholarship in Public Administration* (Revised)*
- *PH&N Institutional Graduate Scholarship (New)*
- *Helen Pitt Fine Arts Graduate Scholarship (Revised)*
- *Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)*
- *CIC Victoria Scholarship (New)*
- *Peter Coy Scholarship in Music (New)*
- *Vivian Marshall and Rob Morris Memorial Music Award* (New)*
- *Geraldine G. Goode Scholarship (New)*
- *Brittany Waters and Barbara Mervin LeadHERship Award* (New)*
- *Howard & Donna Denike Memorial Award* (Revised)*
- *Sto:lo Legacy Scholarship (Revised)*
- *Eleanor Mitchell Allen Award in Nursing* (New)*
- *Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)*
- *ÁTOL,ÁNW: A Season of Just and Fair Treatment Award* (Revised)*

• *Anthany Dawson Justice Award* (Revised)*
• *Gold Medal for Outstanding Doctoral Dissertation in the Humanities*
• *Gold Medal for Outstanding Master's Thesis or Project in the Humanities*
• *Ross Ian Storey Graduate Scholarship* (New)*
• *Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)*
• *Julia Alice Saddington Memorial Scholarship* (Revised)*
• *Terry Daniels Scholarship* (Revised)*
• *30 by 30 Women in Engineering Award* (Revised)*
Kelly Curtis Memorial Teaching Award (Revised)*
• *William G. Bender Scholarship* (Revised)*
• *Ratcliff LLP Indigenous Law Scholar Award (Revised)*
• *Sam and June Macey Graduate Scholarship in English or History* (Revised)*
• *T'Lat'Lakul Dr. Trish Rosborough Memorial Scholarship in ILR* (Revised)*
• *Woodward & Co. Indigenous Law Scholar Award (Revised)*
• *Lewis J. Clark Memorial Scholarship* (Revised)*
• *Douglas and Jennifer Mann Scholarship* (New)*
• *Clark Wilson Recruitment Inclusion Award (Revised)*
• *IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)*
• *Betty and Gilbert Kennedy Scholarship in Music* (Revised)*
• *Doreen J. Renton Bursary* (New)*
• *G. Neil Perry Award in Public Administration* (Revised)*
• *Jacob Kerr Scholarship (Revised)*
• *Kathleen B. Tobin Memorial Award* (Revised)*
• *Pacific Coast Swimming Vikes Women's Swim Award* (New)*
• *Steven P. Starkovich Opportunity Entrance Award (Revised)*
• *Ted L. McDorman Annual Entrance Scholarship in Law (New)*
• *Madame Berangere Steel Memorial Award* (Revised)*
• *Ken Woods Vikes Women's Basketball Award* (New)*
• *Graeme Jackson Award (Revised)*
• *Pratt-Short Memorial Scholarship* (Revised)*
• *Bill Buckwold/Jennifer Richardson Award* (Revised)*
• *Susanne Loven Scholarship (New)*

*Administered by the University of Victoria Foundation

b. Proposal to Discontinue Combined English Honours and   BOG-Nov29/22-17
Medieval Studies Minor
MOTION:
THAT the Board of Governors approve the proposal to discontinue the combined English Honours and Medieval Studies Minor, as described in the document "Combined English Honours and Medieval Studies Minor-Discontinuation", effective May 2023.

c. Proposal to Discontinue the Latin American Literary and Cultural Studies Program   BOG-Nov29/22-21
MOTION:
THAT the Board of Governors approve the proposal to discontinue the Latin American Literary and Cultural Studies program, as described in the document "Discontinuance of Latin American Literary and Cultural Studies", effective May 2023.

d. Proposal to Change the Name of the Latin American Interdisciplinary Studies Program to Latin American Studies   BOG-Nov29/22-22
MOTION:
THAT the Board of Governors approve the proposal to change the name of the Latin American Interdisciplinary Studies program to Latin American Studies, as described in the document "Title Change to LAS Interdisciplinary Program", effective May 2023.

e. 2021/22 Annual Report on the Status of External Reviews of Academic Units   BOG-Nov29/22-11

f. Due Diligence Report – Facilities Management   BOG-Nov29/22-08

g. Status Report on Capital Projects   BOG-Nov29/22-07a

9. **Executive and Governance Committee (Merle Alexander)**

    a. Appointment to the Joint Senate and Board Retreat Committee
    MOTION:
    THAT the Board of Governors appoint Brian Cant, Rebekah Dueck and Paul Ramsey to the Joint Senate Board Retreat Committee for 2023/2024.

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

REGULAR

10. **Operations and Facilities Committee (Shailoo Bedi)**

    a. Establishment of Term ECS-CAPI Chair in Inclusive Science, Technology and Engineering   BOG-Nov29/22-18
    MOTION:
    THAT the Board of Governors approve the establishment of the ECS-CAPI Chair in Inclusive Science, Technology and Engineering in the Faculty of Engineering and Computer Science and Centre for Asia-Pacific Initiatives for a five-year term, from July 1, 2022 to June 30, 2027.

    b. 2022/23 Enrolment Analysis Report   BOG-Nov29/22-13

c. Report on Student Financial Aid 2021/22   BOG-Nov29/22-12

d. Updates to the Records Management Policy (IM7700)   BOG-Nov29/22-01
MOTION:
THAT the Board of Governors approve the Updates to the Records Management Policy (IM7700) effective immediately.

e. Revisions to the Naming of Facilities and Physical Assets   BOG-Nov29/22-23
Policy (BP3100) to Incorporate Indigenous Naming
MOTION:
THAT the Board of Governors approve the Revisions to the Naming of Facilities and Physical Assets policy (BP3100) to incorporate Indigenous Naming, effective immediately.

11.   Presentation on University Rankings

12.   Other Business

Adjournment

Open Session
Tuesday October 4, 2022 1:00 p.m.
Senate and Board Chambers, Jamie Cassels Centre

DRAFT SUMMARY RECORD

Present: Paul Ramsey (Vice-Chair), Keith Barbon, Shailoo Bedi, Josh Blair, Marion Buller,
                      Brian Cant, Christina Clarke, Rebekah Dueck, Adam Monahan, Erinn Pinkerton,
                      Jyoti Stephens, Carrie Andersen (Secretary)

By Invitation: Elizabeth Croft, Chris Horbachewski, Lisa Kalynchuk, Kimberley Kennard, Kristi Simpson,
                      Robina Thomas

Regrets: Merle Alexander, Chekwube Anyaegbunam, Kevin Hall, Monica Prendergast

1. **Approval of Agenda**
    MOTION: (P. Ramsey/J. Blair)
    THAT the agenda of the open session of the regular meeting of October 4, 2022
    be approved.

                                                                                    CARRIED

2. **Approval of Summary Record of the Meeting held June 27, 2022**
    MOTION: (P. Ramsey/M. Buller)
    THAT the summary record of the open session of the regular meeting held
    June 27, 2022 be approved.

                                                                                    CARRIED

3. **Business Arising from the Summary Record**
    There was none.

4. **Chair's Remarks**
    P. Ramsey opened the meeting with a territorial acknowledgment. He welcomed the
    new members to the Board of Governors.

5. **Correspondence**
    There was none.

6. **President's Report**
    There was no President's report.

7. **External Relations Update** BOG-Oct4/22-20
Chris Horbachewski, Vice-President External Relations introduced the report. He highlighted the nominations for the 2023 UVic Distinguished Alumni Awards which close on October 14, 2022 as well as the relaunch of the Indigenous Alumni Community.

There were no questions for C. Horbachewski.

CONSENT

8. **Operations and Facilities Committee (Shailoo Bedi)**

a. Status Report on Capital Projects BOG-Oct4/22-08a

b. Revised Award: Ukraine Emergency Doctoral Student BOG-Oct4/22-26
Fellowship in the Humanities
MOTION:
THAT the Board of Governors approve the revised Ukraine Emergency Doctoral Student Fellowship in the Humanities award, contingent on Senate approval.

Pro Forma Motion: (S. Bedi/M. Buller)
THAT the above items be approved by the Board of Governors by consent.

CARRIED

REGULAR

9. **Operations and Facilities Committee (Shailoo Bedi)**

a. Annual Academic Staffing, Recruitment and Vacancies BOG-Oct4/22-18
Report 2021/22
S. Bedi introduced the report. She noted that the report provided an overview of UVic's full time faculty and librarian complement as of June 30, 2022 but does not include sessional or limited term faculty.

b. Equity and Human Rights Annual Report BOG-Oct4/22-05
S. Bedi noted that Cassbrea Dewis, Executive Director Equity and Human Rights had presented her report to the committee outlining her priorities for 2022 to 2023.

There were no questions for S. Bedi.

10. **Finance Committee (Paul Ramsey)**

   a. 2022/23 Budget Expenditure Allocation Report   BOG-Oct4/22-01a
   P. Ramsey introduced the report and stated that reduced enrolment resulted in units across campus being asked to contribute one-time funds in support of the overall operating budget. In addition, a hold and review process on all new faculty and staff hires came into effect on August 31, 2022.

   b. Working Capital Investment Report – to June 30, 2022   BOG-Oct4/22-03
   P. Ramsey introduced the report.

   c. University of Victoria Responsible Investment Report – March 31st, 2022   BOG-Oct4/22-06
   P. Ramsey noted this was the second annual responsible investment report.

11. **Audit Committee (Josh Blair)**

   a. PSAS Budget Approval and Government Reporting Entity Quarterly Report   BOG-Oct4/22-16
   J. Blair stated that Board approval was being sought for the PSAS budget which is included on external financial statements.

   MOTION: (J. Blair/A. Monahan)
   THAT the Board of Governors approve the budget and associated forecast prepared for inclusion in the reporting on the 2022/23 University of Victoria Consolidated financial statements in accordance with the Public Sector Accounting Standards, as per Schedules A and B.
                                                                              CARRIED

12. **Executive and Governance Committee (Paul Ramsey for Merle Alexander)**

   a. Procedures of the Board 2022/23   BOG-Oct4/22-21
   P. Ramsey stated that there were no proposed revisions to the Board Procedures for 2022/23.

   MOTION: (J. Blair/M. Buller)
   THAT the Board of Governors approve the Board Procedures for the year 2022/23 and the Statement of Responsibilities of the Board of Governors and its Members.
                                                                              CARRIED

b. Review of Board Governance Checklist   BOG-Oct4/22-22

C. Andersen informed the Board that a more thorough review of the Governance Checklist would be conducted over the coming year.

13.   Other Business
    a)   Bi-cameral Governance at the University of Victoria
       Ada Saab, Associate University Secretary provided a presentation on bi-cameral governance and how Senate operates at the university.

There being no other business, the meeting adjourned at 1:29 p.m.

**University
of Victoria**

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 14, 2022

To:	Board of Governors
From:	Chris Horbachewski, Vice-President External Relations
cc:	President and Vice-Chancellor
Meeting Date:	November 29, 2022
Subject:	External Relations Update – NOVEMBER OPEN

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

<u>BY THE NUMBERS (SEPT-OCT)</u>
- Web visitors to all six of UVic's central sites between Sept. 1-Oct. 31, 2022
  - Total users: 750,188
  - Total sessions: 1.35 million
  - Unique pageviews: 3.37 million
- Media mentions: 3,388 (1,410 in September; 1,978 in October)
- Total media impressions: 2.9 billion
- Number of Instagram followers: 41,158 followers – up from 40,000 in the summer
  - 10,854 accounts engaged: up 12.8% from May-August
- 484 Speakers Bureau options launched, 150 booked already and seven weeks into the season
- Websites launched: 4
  - Equity Action Plan landing page (Oct. 12): https://www.uvic.ca/equity-action-plan/index.php
  - Climate and Sustainability Action Plan landing page (Oct. 26): https://www.uvic.ca/about-uvic/climate-sustainability-plan/index.php
  - VPAC: https://www.uvic.ca/vpacademic/
  - Budget: https://www.uvic.ca/budget/
- Nearly 1.2 million ad impressions, 511,000 people reached and 19,400 click-throughs to landing pages.

<u>Internal Communications Campaigns</u>

Orange Shirt Day Event (Sept. 29)

In recognition of the National Day for Truth and Reconciliation and Orange Shirt Day (Sept. 30), UVic hosted public events to honour and support the children and survivors of residential schools, their families and communities. The OSD planning committee included members from units and departments across campus, including IACE, UC+M and EQHR. At the main Orange Shirt Day events in the Quad on Sept. 29, students, staff and faculty were invited to wear their orange shirts and listen and learn from Survivors' sharing, witness reflections and a dialogue on resurgence.

The events were promoted through print, digital, online and other channels.
- Website Link: https://www.uvic.ca/event/orange-shirt- day/
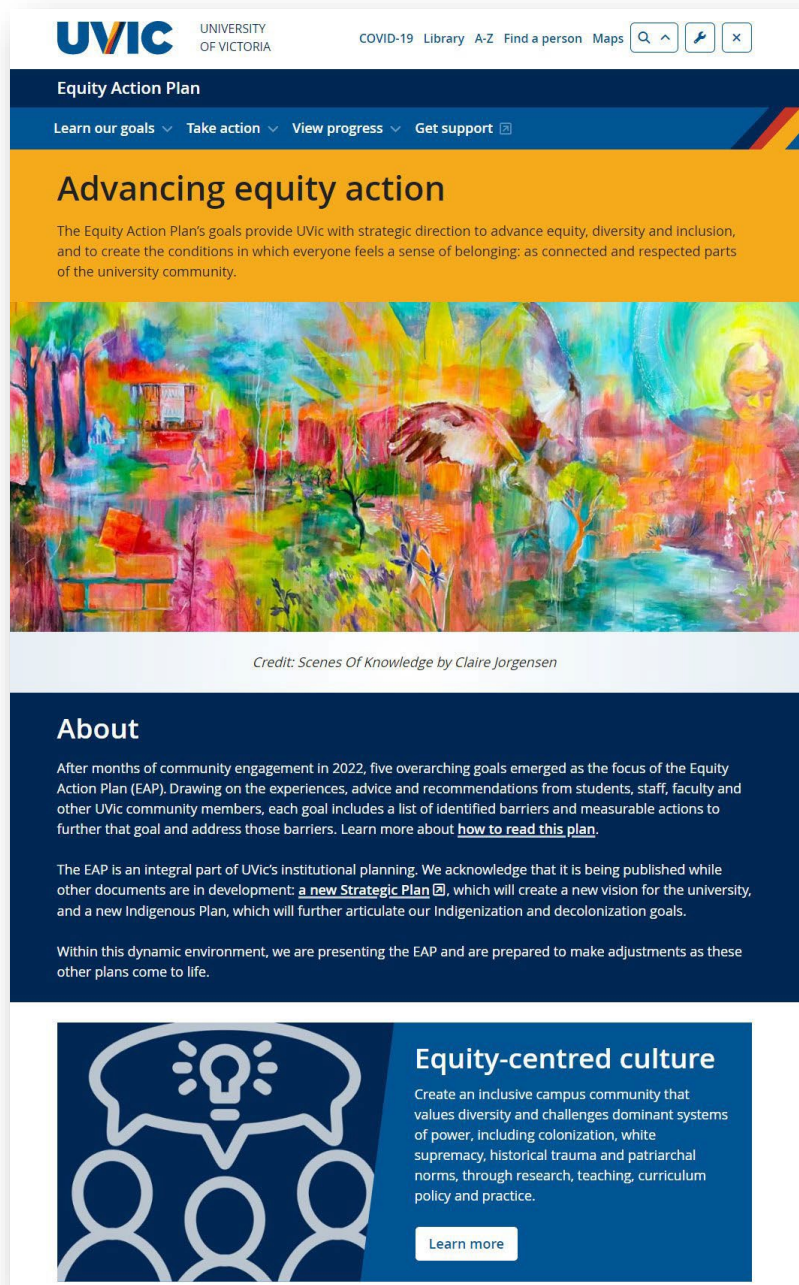- Instagram Reel: https://www.instagram.com/reel/CjG- bNVgBzw/

A new window display was also created at the Mearns-McPherson Library to share learnings about the impact of residential schools within Canada and specifically those on what we now call Vancouver Island.

Equity Action Plan launch (Oct. 12)

Following 18 months of consultation and development, UVic's first Equity Action Plan (EAP) launched on Oct. 12. The EAP sets a course for the entire campus by providing overarching goals and specific actions to advance equity, diversity and inclusion in all areas of the university. UC+M worked with the office of Equity and Human Rights (EQHR) to promote engagement throughout the four phases of this project.

The UC+M web team worked extensively with EQHR to develop the website to host this new, iterative plan. Launch communications focused on internal audiences—students, faculty and staff—included the new web page, broadcast email, Campus Checklist and Office of Student Life newsletter items, digital signage and an online Martlet ad. Ongoing communications opportunities and tactics in support of the EAP are in development.

United Way Campaign launch (Oct. 19)

On Oct. 19, UVic officially launched its 2022-23 United Way campaign, which runs until Mar. 31, 2023. Fundraising events include an artisans market on Nov. 30 and plasma car races on Feb. 7. UC+M works with the UVic United Way campaign committee to promote employee payroll giving and activities to help reach the annual fundraising goal of $230,000. Launch communications included a broadcast email, signs, posters, a UVic news story, Campus Checklist item, Office of Student Life newsletter items and more.

Great BC ShakeOut (Oct. 20)

UC+M and Campus Security Services conducted a test of the UVic Alerts emergency notification system on Oct. 20, in conjunction with the Great BC ShakeOut earthquake drill. The test included email and SMS text message notification through the UVic Alerts platform, along with a social media plan, uvic.ca home page advisory, Digicaster slide and a takeover of all digital screens in the campus network. System tests typically occur twice per year.

All students, staff and faculty are automatically registered in the Alerts system through their UVic email accounts. They are also encouraged to register their mobile phone numbers to receive text message notifications and to download the UVic SafetyApp to receive push notifications.

Climate and Sustainability Action Plan (Oct. 26)

UVic launched its Climate and Sustainability Action Plan 2030 (CSAP)—the first sustainability plan to reach every corner of campus. The plan provides an integrated approach to guide the university's approach to sustainability in every domain. As part of the larger university strategy, CSAP includes an action plan that encourages all members of the UVic community to work together for positive change.

The launch was promoted online via a UVic News story, a new website, social media, Campus Checklist item, digital screens across campus, a broadcast email and will appear in the print and digital versions of The Ring.
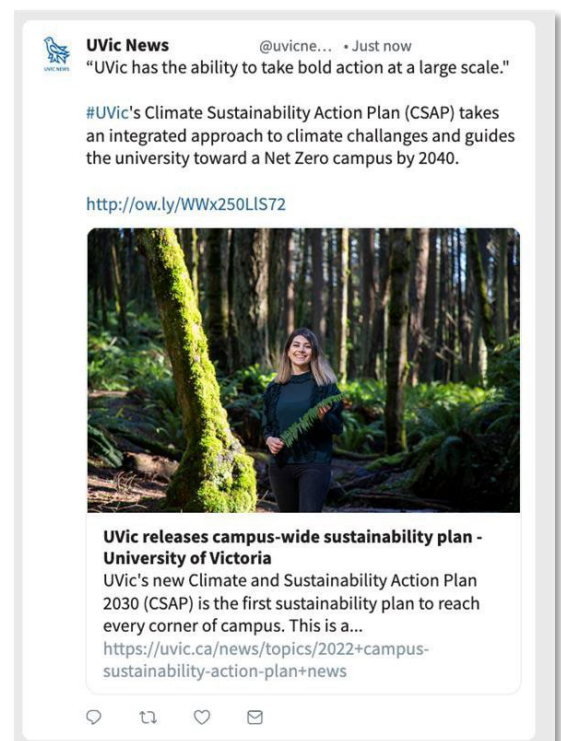
PUBLIC RELATIONS/MEDIA ANNOUNCEMENTS

Royal Society of Canada video project (Sept. 6)
From palliative care and supramolecular chemistry to experimental poetry, seven UVic researchers, each of whom is making a unique and lasting contribution to the world, were named in September as part of the Royal Society of Canada's class of 2022. A suite of compelling videos were created about the researchers, describing what they love about their work—and the source of their inspiration—to showcase at the November celebration in Calgary.
News story: https://www.uvic.ca/news/topics/2022+royal-society+news?ticket=ST-43690-WAFZoxMxKdw4MGhsSheqxSdan1o-formicinae

The online announcement has seen a lot of traffic: as of Oct. 27, it's the #2 item on UVic News for all stories in the past 90 days, with 1,485 page views.

Taapwaywin Podcast (Sept. 27)

UVic Libraries launched a new podcast about memory, power and the journey to find truth. The eight-episode series, Taapwaywin: Talking about what we know and what we believe, features deep con versations and analysis with Survivors, Elders, Knowledge Keepers and others on seeking truth before reconciliation can begin. Hosted by Ry Moran, associate university librarian–reconciliation at UVic and founding director of the National Centre for Truth and Reconciliation, this provocative series explores themes that originate from Indigenous knowledge systems and are reinforced by solid facts and broad human-rights principles. This project is supported by an integrated communications and marketing plan.

News story 1: https://www.uvic.ca/news/topics/2022+libraries-podcast+media-release?ticket=ST-44594-lLnKylFbo-HCdrRW1J8nZwK7Mag-pheidole
News story 2: https://www.uvic.ca/news/topics/2022+libraries-podcast+news?ticket=ST-44678-pqLYst59lvbmOpG18xQCzVeQfbs-ponerinae

The launch was covered by CBC News Network's syndicated radio and national TV, by Canada's oldest First Nation's Newspaper (Ha-Shilth-Sa) and local media outlets, including:

- Victoria Buzz (Sept. 27): https://www.victoriabuzz.com/2022/09/uvic-launches-podcast-to-share-unheard-indigenous-stories-and-history/
- Times Colonist (Sept. 30): https://www.timescolonist.com/local-news/podcast-faces-hard-truths-on-path-to-reconciliation-5892154
- Martlet (Oct. 13): https://martlet.ca/uvic-libraries-releases-new-podcast-on-truth/

Other promotions to date include:

- Internal channels, such as Campus Checklist, Digicaster and homepage feature
- Organic and paid social campaigns on Facebook, LinkedIn and Twitter
- Audiograms

Paid social media ads
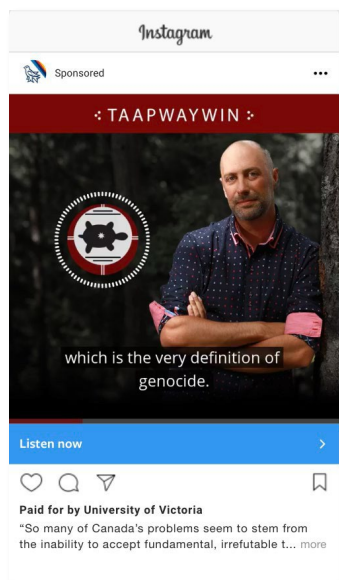
SAMPLING OF OTHER MEDIA HIGHLIGHTS

- Stacey Fitzsimmons, Gustavson School of Business, co-authored an analysis pieces in Conversation Canada outlining research to examine the experiences of newly hired refugees. Following this, Fitzsimmons spoke to CBC Radio about her research. https://theconversation.com/4-strategies-for- hiring-refugees-successfully-188203 (Sept. 8)
- CBC Radio's On the Island broadcasted live on location at UVic from the dining hall at the new student housing and dining building. Kevin Hall, President and Vice Chancellor; Heather Castleden, Public Administration; Joel Lynn, Student Services, and other UVic researchers and staff sat down with host Gregor Craigie as part of the three-hour broadcast. https://www.cbc.ca/listen/live- radio/1-48-on-the-island/clip/15935642-live-uvic-checking-student-housing (Sept. 9)
- Mariel Grant, History, joined Global, CTV National, The Toronto Star, CBC News and CBC Radio to discuss the historical significance of the passing of Queen Elizabeth II and what Canadians should expect from King Charles III's reign. https://www.cbc.ca/listen/live-radio/1-48-on-the-island/clip/15935645-live-uvic-discussing-queens-legacy (Sept. 9)
- Simon Devereaux, History, joined Global News, CHEK News and CFAX to talk about the passing of the Queen and her impact on history. https://www.cheknews.ca/plans-underway-for-a-queen- elizabeth-ii-memorial-service-in-victoria-1091585/ (Sept. 12)
- Carey Newman, Fine Arts, spoke with Global News Morning about the Virtual Witness Blanket about how the objects and video interviews detail the experiences of Indigenous communities. Newman also joined Capital Daily, CBC Radio's "On the Island" and CFAX Radio to discuss. https://bc.ctvnews.ca/human-rights-museum-chooses-vancouver-to-launch-digital-residential-school-initiative-1.6075213 (Sept. 19-30)
- Michael Prince, Human & Social Development, talked to The Hill Times about the landmark poverty- reduction bill for people with disabilities in Canada. Prince discussed how the Canada Disability Benefit could offer the opportunity to provide a better quality of life for working-aged people with disabilities: https://www.hilltimes.com/2022/09/21/qualtrough-leads-off-fall-sitting-with-landmark- poverty-reduction-bill-for-largest-minority/383777 (Sept. 21)
- Ry Moran, UVic Libraries, host of the newly launched Taapwaywin series, shares the significance of the podcast as it relates to educating the public on the difficult questions of truth and responsibility. Ry Moran appeared on CTV VI, CBC TV, Radio-Canada, CFAX Radio and CBC Radio, with an interview in Ha-Shilth-Sa. (Sept. 27-30)
- Daromir Rudnyckyj, Anthropology, authored an analysis piece in the Conversation Canada detailing his year-long documentation of the growth of Islamic finance in Malaysia, which seeks to make Kuala Lumpur the so-called "New York of the Muslim world." https://theconversation.com/islamic-finance- provides-an-alternative-to-debt-based-systems-191168 (Sept. 29)
- Verena Tunnicliff, Earth & Ocean Sciences, joined TV Ontario's "The Water Brothers" to discuss UVic's VENUS Project and how it is working to address ecological issues related to hypoxia. Tunnicliffe shares insights and takeaways from the study. (Oct. 7)
- Val Napoleon, Indigenous Law, joined a CHEKNews segment of "Road to Recovery" to discuss UVic's collaboration with law schools around Canada to deliver Indigenous law programs and to give insight into the significance of such a degree. (Oct. 9)
- Adam Sherk, CISUR, talked to Ottawa Now about the updated Low-Risk Alcohol Drinking Guidelines published by the Canadian Center on Substance Use and Addiction. Sherk gave

insight into the changes made in the report compared to the recommendations set 10 years ago. (Oct. 10)

- A.R. "Elango" Elangovan, Office of the President, joined WOSU News/NPR's "All Sides with Ann Fisher" to comment on the workforce crisis within the charitable nonprofit industry and what is needed to keep and motivate employees. (Oct. 11)
- Marilou Gagnon, CISUR/Nursing, co-authored an analysis piece for The Conversation Canada discussing the frequency of bathroom drug overdoses in BC and how a development called the Safer Bathroom Toolkit could assist with harm reduction and save lives. https://theconversation.com/drug-overdoses-in-public-bathrooms-are-common-new-tools-could- prevent-harm-and-improve-response-191406 (Oct. 11)
- CTV News Vancouver Island featured the Solid Carbon project, a recently published study indicating that the injection of atmospheric carbon dioxide into the subseafloor off Vancouver Island could solidify into a rock within 25 years. In this CTV online story, Kate Moran, Ocean Networks Canada, emphasizes the need to decarbonize and highlights plans to commercialize the technology once fine- tuned. Kate Moran was also featured in Global News, CBC Radio, CTV News, Busines in Vancouver, Capital Daily, Saanich News, Victoria News, Oak Bay News, and four other local papers. (Oct. 11-19)
- Michael Prince, Human & Social Development, joined CFAX Radio to discuss the municipal elections on Oct. 15 and the things that voters might take into consideration. Michael Prince also joined Times Colonist to comment on several topics related to municipal elections. (Oct. 13)
- Karun Thanjavur, Physics & Astronomy, joined Times Colonist and gave insight into the meteor that was seen for about six seconds in the night sky over Olympic Peninsula last Wednesday night. He also comments on how social media has been helping people get closer to astronomy. Karun also appeared on CBC Radio, CTV News, and CFAX Radio. (Oct. 13-14)
- Ian Mauro, Pacific Institute for Climate Solutions (PICS), sat down with CBC Radio One to discuss PICS and what he'll be doing in his new role with the organization. Mauro stated that PICS is focused on solutions-oriented thinking regarding climate change. It was also featured on CBC Radio. (Oct. 15, 20)
- The National Observer published an article about the three-year blue carbon collaborative project that will create the first Canadian assessment of blue carbon ecosystems' ability to store carbon and will also offer solutions for safeguarding Canada's coastal towns from rising sea levels and floods. Principal investigator Julia Baum, Biology, comments on the main takeaways of the initiative and how Canada can meet its international climate commitments in the process. (Oct. 17)
- Simon Pek, Gustavson School of Business, co-authored an analysis piece for The Conversation Canada discussing the main takeaways of his research project, which explores how student empowerment is an important approach to practicing democracy in universities. https://theconversation.com/universities-can-foster-more-deliberative-democracy-starting-by- empowering-students-189053 (Oct. 17)
- Colin Goldblatt, Earth & Ocean Sciences, talked with CBC's "On The Island" to discuss UVic's contribution to NASA's Atmosphere Observing System (AOS) mission and where Canada's own High- altitude, Aerosol, Water vapour and Clouds (HAWC) mission comes into play. (Oct. 20)

BUILDING MEANINGFUL PARTNERSHIPS

Federal Government
- From October 17th to 20th, Community and Government Relations in collaboration with the Office of the Vice-President, Research and Innovation travelled to Ottawa to meet with Members of Parliament (MPs), Political Staff, the Tri-Agencies and Departmental Staff to highlight UVic's leadership in climate, clean energy and the transition to a low-carbon economy.
- On November 8th, the Honourable Greg Fergus, Parliamentary Secretary to the Prime Minister and President of the Treasury Board visited UVic and took part in a series of Roundtables to inform the Canada 2032 project, which he leading on behalf of the Prime Minister:
  - Canada 2032 seeks to understand what Canada will be like in 2032 should current trends continue.
  - During the roundtables, Mr. Fergus met with the Vice-President, Research and Innovation, and the Vice-President External Relations, as well as researchers from across UVic faculties to inform the project's topics of democracy, and climate and clean energy.
  - This engagement was a direct result of UVic's outreach in Ottawa.

Provincial Government
- On Friday, November 18th, David Eby will be formally sworn-in as British Columbia's 36th Premier succeeding John Horgan, who announced his intentions to step down in summer 2022:
  - Shannon Salter will be Deputy Minister to the Premier, and Head of the Public Service.
  - Long-time NDP Campaigner Matt Smith will serve as Chief of Staff to the Premier.
  - Carole James (UVic, Hon. LLD, 22) and Doug White (UVic, LLB, 07) will serve as transition co-chairs.
- Premier-designate Eby has indicated his first 100 days will be focused on:
  - Affordable Housing – providing funding and grants for not-for-profits and Indigenous communities to buy rental properties, and a pledge to fast-track construction of multi-family housing developments.
  - Health Care – foreign credential recognition and breaking down barriers for people to access training to improve access to health care.
  - Public Safety – focus on addressing mental health, addictions and homelessness through government interventions.
  - Climate – redirecting fossil fuel subsidies to clean energy projects.

Municipal Government
- Municipal elections were held on Saturday October 15
  - In Saanich, Mayor Fred Haynes lost by only about 150 votes to former councillor, Dean Murdock.
  - In Victoria, long-time councillor, Marianne Alto, decisively defeated fellow councillor Stephen Andrew and will lead a brand-new council after lone incumbent, Ben Isitt, failed to win a seat.
  - Oak Bay Mayor, Kevin Murdoch, was acclaimed.
- UVic is a major sponsor of SIPP's Rising Economy Week, taking place November 15-17. Rising Economy Week brings together leading thinkers from the business, government and non-profit

sectors to engage in conversations around how our region and the world will meet the challenges of the 21st century.

FOSTERING A CULTURE OF PHILANTHROPY

- Alumni participation continues to be on an excellent trajectory. For example, over 2,800 alumni have engaged with UVic, online or in person through events and programming. **In total 4,800 alumni have engaged with UVIC this fiscal through volunteering, attending events and giving.**
- The total giving includes 63 gifts of $25,000 or greater and includes as an example, a new gift of $162,000 to support students in the Department of Visual Arts. Marilyn Johnson has established the Alan Steven John Awards in Visual Arts in honour of her husband who passed away in 2021.
- **A new $1M cash donation has been committed by an individual donor in October toward to the Engineering and Computing Science capital expansion**, bringing the total of gift commitments to $2.23M YTD.
- With the collaborative effort between Vikes and the Alumni and Development team, the **15th Annual Vikes Championship Breakfast was a resounding success. This year's event raised a record-breaking total of $817,881 for student-athlete scholarships and awards.**
- The Student Affairs and Annual Giving teams worked together this year on the 10th annual Stock-tober fundraiser. **With the support and generosity of our community over $11,500 has been raised for the UVSS Food Bank and Free Store.** Combined with the $2,500 matching gift from our partners at Island Savings, which means over $14,000 will be available this year to the UVSS Food Bank and Free store to support students struggling with food insecurity. As an added bonus, Island Savings has agreed to be Stock-tober's matching sponsor, contributing $2,500 per year for the next two years, making this is the most successful Stock-tober to date.
- **On Oct 20 we held the T.S. McPherson Legacy Society Luncheon for the first time since 2018.** Hosted by VP External Relations Chris Horbachewski, 65 planned giving donors were in attendance for lunch at the University Club along with academic leaders, and students who have received an award established by a legacy gift. Dr. Chris Darimont , UVic's Raincoast Chair of Applied Conservation Science, was the guest speaker. The T. S. McPherson Legacy Society is a recognition society for donors who have made a future commitment of support to UVic through a legacy gift (gift in will, life insurance policy designation, RRSP/RESP proceeds).

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

Farquhar Auditorium:
- Voices in Circle: Amplifying Indigenous Cultural Voices features a performance by Snotty Nose Rez Kids on November 30 at 7pm at the Farquhar at UVic. Their visit will include a Meet & Feast on the 29th at First Peoples House where they'll engage with the community and campus. On the morning of the 30th, the band will visit the Native Friendship Centre to engage with members of their Youth and Two-Sprit teams. The series will present a local artist variety show in February. Voices in Circle is developing partnerships with Indigenous Education, Native Student Union, Victoria Native Friendship Centre and the Esquimalt Nation to build strong community engagement opportunities.

Complimentary tickets are offered to Indigenous people which is proving popular.

- The Farquhar has partnered with Intrepid Theatre to present the Queer Songbook Orchestra on January 15 and will present International Guitar Night on January 25, a showcase of the best finger-style guitarists in the world. The event is very popular.
- Supported by funding from the Department of Canadian Heritage, the venue is upgrading video, sound and lighting equipment. The project will be completed by March 31, 2023.

Ceremonies & Events:

- Fall Convocation took place on November 9 and 10. Honorary Degree recipients included Renée Masching, Elizabeth Denham and Nits'ilʔin (Chief) Joe Alphonse.
- Planning for UVic's 60th Anniversary with a focus on community engagement is underway through the Welcoming Committee. An outline of planned celebrations is being developed.
- Upcoming events being supported by Ceremonies & Events include:
  - Convocation Volunteer Celebration – November 25
  - Women Leading Change, Panel #3 – January 11
  - REACH Awards – February

Legacy Art Galleries

November-December events:

- Nov 25 4-6 pm Reception and opening event for *Shaping Relationships Tethered Together* at Mearns Centre Room 025
- High school student art portfolio review, TBD Nov 2022 at Legacy Downtown
- Community art making workshops TBD November at Legacy Downtown

Exhibitions and programs:
Piers, Legacy Downtown, *Sept 28-Dec 22, guest curated by Kim Dhillon*

- *Piers* is a group exhibition showing contemporary artwork ranging across media by 18 artists spanning generations, nationalities, and backgrounds, exploring how artists' practices change through teaching, learning, and mentorship. Public opening event held Sept 20, 2022.

Shaping Relations, Tethered Together, Legacy Maltwood Mearns Centre-McPherson Library, Nov 21, 2022 - Aug 25, 2023 guest curated by Mel Granley

- *Shaping Relations, Tethered Together* dives into Legacy's permanent collection to explore ideas of togetherness and that which cultivates relationships. Each work examines a different facet of the relationships people form with one another, the world around us, and our relationships with ourselves. Tenderness and the importance of connection are meditated on throughout the exhibition, through a diverse selection of media and artists. Opening Reception: 4-6 pm, November 25th, Mearns Centre, Room 025

Coming Up:
Gule Wamkulu: Dancing Indigenous Governance, Legacy Downtown Jan 14 - Apr 8, 2023
Guest curators Dr. Devi Mucina, Program Director, UVic School of Indigenous Governance & Kl. Peruzzo de Andrade

- *Gule Wamkulu* invites the visitor to bear witness to the Great Dance that serves as the governance structure of the Chewa people. This immersive exhibition features photographs, films, and objects that celebrate how we, as diverse African Canadians, build community while being relationally respectful of all Coast Salish expressions of sovereignty.

**University
of Victoria**

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To:	Operations and Facilities Committee
From:	Elizabeth Croft, Vice-President Academic and Provost
cc:	President and Vice-Chancellor
Meeting Date:	November 29, 2022
Subject:	New and Revised Awards
Basis for Jurisdiction:	University Act, 27 (2)(k) Strategic Framework Senate

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 October 7 and November 4 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:*

- Wendy Diane Esdale Undergraduate Scholarship* (New)
- Wendy Diane Esdale Graduate Scholarship* (New)
- Wendy Diane Esdale Bursary* (New)
- Carol Ann Mitchell Undergraduate Scholarship* (New)
- Carol Ann Mitchell Bursary* (New)
- Carol Ann Mitchell Graduate Scholarship* (New)
- Jack & Doris Horne Memorial Bursary* (New)
- Jacob Noseworthy Memorial Scholarship (New)
- Holly Tuokko Undergraduate Research Scholarship (New)
- Catherine O. Cameron Memorial Scholarship * (Revised)
- Sellemah Scholarship (Revised)
- Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)
- Bibi K. Khan Award (New)
- Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)
- Dr. Margaret "Marmie" Perkins Hess Grad Fellowships in Earth, Ocean, Astronomy and Environmental Sciences (Revised)
- Brian Grieve Entrance Scholarship* (New)
- Beier Memorial Award* (Revised)
- Promise Bursary (Revised)
- Cindy Kung Memorial Award for Women in Health Information Science (Revised)
- CSSE/EIC Vancouver Island Award (Revised)
- Student Crisis Fund (Revised)
- Edson-Simpson Graduate Scholarship in Nursing (Revised)
- Plint Scholarship* (Revised)
- Salish Weave Indigenous Legal Scholar Award (New)
- Don Ingham Memorial Scholarship (Revised)
- Blake, Cassels & Graydon First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Trudy and Doug Peden Vikes Women in Sport Award* (New)
- John Gough Scholarship for Studies in the History of the Environment* (New)
- Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)
- Helen Pitt Fine Arts Bursary (Revised)
- E. Harvey Richardson Bursary (Revised)
- PH&N Institutional Undergraduate Scholarship (New)
- Blakes LLP First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Ted Whelen Graduate Scholarship in Public Administration* (Revised)
- PH&N Institutional Graduate Scholarship (New)
- Helen Pitt Fine Arts Graduate Scholarship (Revised)

- Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)
- CIC Victoria Scholarship (New)
- Peter Coy Scholarship in Music (New)
- Vivian Marshall and Rob Morris Memorial Music Award* (New)
- Geraldine G. Goode Scholarship (New)
- Brittany Waters and Barbara Mervin LeadHERship Award* (New)
- Howard & Donna Denike Memorial Award* (Revised)
- Sto:lo Legacy Scholarship (Revised)
- Eleanor Mitchell Allen Award in Nursing* (New)
- Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)
- ÁTOL,ÁNW̱: A Season of Just and Fair Treatment Award* (Revised)
- Anthany Dawson Justice Award* (Revised)
- Gold Medal for Outstanding Doctoral Dissertation in the Humanities
- Gold Medal for Outstanding Master's Thesis or Project in the Humanities
- Ross Ian Storey Graduate Scholarship* (New)
- Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)
- Julia Alice Saddington Memorial Scholarship* (Revised)
- Terry Daniels Scholarship* (Revised)
- 30 by 30 Women in Engineering Award* (Revised)
- Kelly Curtis Memorial Teaching Award* (Revised)
- William G. Bender Scholarship* (Revised)
- Ratcliff LLP Indigenous Law Scholar Award (Revised)
- Sam and June Macey Graduate Scholarship in English or History* (Revised)
- T'Lat'Lakul Dr. Trish Rosborough Memorial Scholarship in ILR* (Revised)
- Woodward & Co. Indigenous Law Scholar Award (Revised)
- Lewis J. Clark Memorial Scholarship* (Revised)
- Douglas and Jennifer Mann Scholarship* (New)
- Clark Wilson Recruitment Inclusion Award (Revised)
- IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)
- Betty and Gilbert Kennedy Scholarship in Music* (Revised)
- Doreen J. Renton Bursary* (New)
- G. Neil Perry Award in Public Administration* (Revised)
- Jacob Kerr Scholarship (Revised)
- Kathleen B. Tobin Memorial Award* (Revised)
- Pacific Coast Swimming Vikes Women's Swim Award* (New)
- Steven P. Starkovich Opportunity Entrance Award (Revised)
- Ted L. McDorman Annual Entrance Scholarship in Law (New)
- Madame Berangere Steel Memorial Award* (Revised)
- Ken Woods Vikes Women's Basketball Award* (New)
- Graeme Jackson Award (Revised)
- Pratt-Short Memorial Scholarship* (Revised)
- Bill Buckwold/Jennifer Richardson Award* (Revised)
- Susanne Loven Scholarship (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 September 21 and October 19, 2022.

| University of Victoria | Senate Committee on Awards | **MEMO** |

Date: September 21, 2022

To: Senate

From: Senate Committee on Awards

Re: New and Revised Awards

The Senate Committee on Awards met on May 18, 2022, June 2, 2022, July 7, 2022, August 17, 2022 and September 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:
>
> - Wendy Diane Esdale Undergraduate Scholarship* (New)
> - Wendy Diane Esdale Graduate Scholarship* (New)
> - Wendy Diane Esdale Bursary* (New)
> - Carol Ann Mitchell Undergraduate Scholarship* (New)
> - Carol Ann Mitchell Bursary* (New)
> - Carol Ann Mitchell Graduate Scholarship* (New)
> - Jack & Doris Horne Memorial Bursary* (New)
> - Jacob Noseworthy Memorial Scholarship (New)
> - Holly Tuokko Undergraduate Research Scholarship (New)
> - Catherine O. Cameron Memorial Scholarship * (Revised)
> - Sellemah Scholarship (Revised)
> - Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)
> - Bibi K. Khan Award (New)
> - Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)
> - Dr. Margaret "Marmie" Perkins Hess Grad Fellowships in Earth, Ocean, Astronomy and Environmental Sciences (Revised)
> - Brian Grieve Entrance Scholarship* (New)
> - Beier Memorial ~~Bursary~~ Award* (Revised)
> - Promise Bursary (Revised)
> - Cindy Kung Memorial Award for Women in Health Information Science (Revised)
> - CSSE/EIC Vancouver Island Award (Revised)
> - Student Crisis Fund (Revised)
> - Edson-Simpson Graduate Scholarship in Nursing (Revised)
> - Plint Scholarship* (Revised)
> - Salish Weave Indigenous Legal Scholar Award (New)
> - Don Ingham Memorial Scholarship (Revised)

- Blake, Cassels & Graydon First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Trudy and Doug Peden Vikes Women in Sport Award* (New)
- John Gough Scholarship for Studies in the History of the Environment* (New)
- Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)
- Helen Pitt ~~Fund for~~ Fine Arts <u>Bursary</u> (Revised)
- E. Harvey Richardson Bursary (Revised)
- PH&N Institutional Undergraduate Scholarship (New)
- ~~Blake Cassels & Graydon~~ <u>Blakes LLP</u> First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Ukraine Emergency Doctoral Student Fellowship in Humanities (Revised)
- Ted Whelen Graduate Scholarship in Public Administration* (Revised)
- PH&N Institutional Graduate Scholarship (New)
- Helen Pitt Fine Arts <u>Graduate</u> Scholarship (Revised)
- Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)
- CIC Victoria Scholarship (New)
- Peter Coy Scholarship in Music (New)
- Vivian Marshall and Rob Morris Memorial Music Award* (New)
- Geraldine G. Goode Scholarship (New)
- Brittany Waters and Barbara Mervin LeadHERship Award* (New)
- Howard & Donna Denike Memorial Award* (Revised)
- Sto:lo Legacy Scholarship (Revised)
- Eleanor Mitchell Allen Award in Nursing* (New)
- Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)
- ÁTOL,ÁNW: A Season of Just and Fair Treatment Award* (Revised)
- Anthany Dawson Justice Award* (Revised)
- Gold Medal for Outstanding Doctoral Dissertation in the Humanities
- Gold Medal for Outstanding Master's Thesis or Project in the Humanities
- Ross Ian Storey Graduate Scholarship* (New)
- Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)
- First West Credit Union Launi Skinner Indigenous Scholarship (Revised)
- Julia Alice Saddington Memorial Scholarship* (Revised)
- Terry Daniels Scholarship* (Revised)
- 30 by 30 Women in Engineering Award* (Revised)
- Kelly Curtis Memorial Teaching Award* (Revised)
- William G. Bender Scholarship* (Revised)
- Ratcliff LLP ~~& Company~~ Indigenous Law Scholar Award (Revised)
- Sam and June Macey Graduate Scholarship in English or History* (Revised)
- T'Lat'Lakul Dr. Trish Rosborough Memorial Scholarship in ILR* (Revised)
- Woodward & Co. Indigenous Law Scholar Award (Revised)
- Lewis J. Clark Memorial <u>Scholarship</u> ~~Fellowship~~* (Revised)
- Douglas and Jennifer Mann Scholarship* (New)
- Clark Wilson Recruitment Inclusion Award (Revised)
- IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)
- Betty and Gilbert Kennedy Scholarship in Music* (Revised)

* *Administered by the University Of Victoria Foundation*

Respectfully submitted,

2022/2023 Senate Committee on Awards
Maureen Ryan (Chair), Human and Social Development
TBD, 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
Sudhir Nair, Peter B. Gustavson School of Business
Linda Welling, Faculty of Social Sciences
Alyssa Manankil-Lakusta, Alumni Association Representative
Rishi Gupta, Faculty of Engineering and Computer Science
Lalita Kines, President's Nominee
Leslee Francis Pelton, Faculty of Graduate Studies
Colin Easton (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 <u>underlined</u>
Deletions are ~~struck through~~

Wendy Diane Esdale Undergraduate Scholarship* (New)
One or more scholarships are awarded to academically outstanding transferring or continuing undergraduate students who have demonstrated financial need. Preference shall be given to mature students.

Wendy Diane Esdale Graduate Scholarship* (New)
One or more scholarships are awarded to entering or continuing graduate students who have demonstrated financial need. Preference shall be given to mature students. Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than June 15th. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Wendy Diane Esdale Bursary* (New)
One or more bursaries are awarded to undergraduate or graduate students. Preference shall be given to mature students.

Carol Ann Mitchell Undergraduate Scholarship* (New)
One or more scholarships are awarded to academically outstanding transferring or continuing undergraduate students who have demonstrated financial need. Preference shall be given to mature students.

Carol Ann Mitchell Bursary* (New)
One or more bursaries are awarded to undergraduate or graduate students. Preference shall be given to mature students.

Carol Ann Mitchell Graduate Scholarship* (New)
One or more scholarships are awarded to entering or continuing graduate students who have demonstrated financial need. Preference shall be given to mature students. Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than June 15th. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Jack & Doris Horne Memorial Bursary* (New)
One or more bursaries are awarded to students who have received undergraduate degrees from the University of Victoria and are continuing studies in the post-degree professional programs in the Faculty of Education.

Jacob Noseworthy Memorial Scholarship (New)
One or more scholarships are awarded to academically outstanding undergraduate students majoring in Political Science. Preference will be given to students with a minor in Professional Writing in Journalism and Publishing. Applicants must submit a 500-word essay describing their interest and involvement in Canadian Politics and/or Journalism. Further preference will be given to students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

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Holly Tuokko Undergraduate Research Scholarship (New)

One or more scholarships are awarded to academically outstanding undergraduate students whose research interest of study is focused on health and aging. Selection of the recipient will be based on a statement that explains the intent and impact of their research (max 500 words) and a letter of support from a Faculty member supervising their research. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Institute on Aging and Lifelong Health.

Catherine O. Cameron Memorial Scholarship * (Revised)

A scholarship is awarded by the Canadian Federation of University Women Victoria to a~~n~~ academically outstanding undergraduate woman student entering second, third or fourth ~~in the 2nd, 3rd or 4th~~ year ~~of~~ in the Department of Geography. Preference will be given to students with ~~who can~~ demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Geography.

Sellemah Scholarship (Revised)

One or more scholarships, ~~totaling not more than~~ of at least $1,000 each, ~~will be~~ are awarded to academically outstanding undergraduate Canadian-born Indigenous (First Nations, Métis, or Inuit) students in the School of Environmental Studies. If no applicants meet this criteria, ~~preference will be given to~~ the scholarship will be awarded to Canadian-born Indigenous undergraduate students in the Faculty of Social Sciences.

Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)

One or more scholarships are awarded to Indigenous graduate students in the Faculty of Education enrolled in a PhD program or the Masters in Indigenous Language Revitalization, 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 (max 300 words) from a community group/member providing evidence of the contributions the applicant has made. Part-time students are eligible for this scholarship. Applications must be submitted to the Faculty of Education by October 31.

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

Bibi K. Khan Award (New)

Up to two awards of $1,000 each are given to women undergraduate students continuing in the Faculty of Law who have demonstrated financial need and who are South Asian or have South Asian descent. Preference is for those of Pakistani and/or Afghan descent. Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

South Asia is the southern region of Asia, which is defined in both geographical and ethno-cultural terms. The region consists of the countries of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)
One or more ~~A~~ scholarships are ~~is~~ awarded to students entering or continuing in the Diploma in Applied Linguistics program (emphasis on teaching English as ~~a Second~~ an Additional Language). Preference is given to entering students and to those who ~~has~~ have demonstrated outstanding academic achievement in the final year of the Bachelor's degree, taken undergraduate courses in multiple languages~~,~~ or demonstrated excellence in language studies. ~~Preference is given to students with a multilingual background, and to students who have demonstrated excellence in language studies.~~ Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Department of Linguistics.

Dr. Margaret "Marmie" Perkins Hess Grad Fellowship~~s~~ in Earth, Ocean, Astronomy and Environmental Sciences (Revised)
One or more fellowships of a minimum of $15,000 are awarded to outstanding domestic or international graduate students whose research focus is on earth, ocean, astronomy and/or environmental sciences. These fellowships may be renewed for one additional year for a Master's student and up to two additional years for a PhD student providing the student maintains a first class grade point average and full time registration in their graduate degree program.

Students apply through the Faculty of Graduate Studies and must submit a completed application form, a one page summary of their research subject and one academic reference letter by July 31. Approval of the recipients will be made by ~~the Senate Committee on Awards upon the recommendation of~~ the Faculty of Graduate Studies Graduate Awards Committee.

Brian Grieve Entrance Scholarship* (New)
One or more scholarships are awarded to academically outstanding graduate students entering the University of Victoria. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Beier Memorial ~~Bursary~~ Award* (Revised)
One or more awards are given to ~~bursaries are awarded to 2nd year~~ undergraduate students entering second year in the Faculty of Engineering and Computer Science who have demonstrated financial need. Students with a GPA of 4.0 and above are eligible. Preference will be given to students raised by a single parent ~~and who had at least a 5.0 GPA in their first year of study in the Faculty of Engineering.~~

Promise Bursary (Revised)
One or more bursaries are awarded to Canadian-born Indigenous undergraduate or graduate students who are single parents.

Cindy Kung Memorial Award for Women in Health Information Science (Revised)
One or more awards are given to women undergraduate students continuing in the School of Health Information Science with a preference for students with demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Health Information Science.

CSSE/EIC Vancouver Island Award (Revised)
One or more awards of at least ~~$1,000~~ $2,000 each are given to undergraduate students~~,~~ entering their ~~2nd~~ second or ~~3rd~~ third academic year in any accredited undergraduate engineering program (registered in 2A or higher) who:

    a) are Canadian citizens or permanent residents
    b) have graduated from a high school on Vancouver Island
    c) have completed the previous year with at least a 6.0 or equivalent grade point average.

Preference will be given to students in the following order:

    a) demonstrated financial need
    b) demonstrated participation in campus activities or volunteer and community service

Students must also submit a brief biography including the above criteria, as well as hobbies, career aspirations and name(s)/contact information of relevant references. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Student Crisis Fund (Revised)
This fund is available to all undergraduate and graduate students, including international students, with preference given to students with ~~dependents~~ dependants, who have demonstrated financial need.

Edson-Simpson Graduate Scholarship in Nursing (Revised)
At least ~~twenty two~~ twenty-two scholarships of at least $5,000 each are awarded to academically outstanding graduate students in the Nurse Practitioner program in the School of Nursing. Preference is for students with financial need. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the ~~nomination~~ recommendation of the School of Nursing.

Plint Scholarship* (Revised)
Three scholarships are awarded to academically outstanding students in the Department of Mechanical Engineering who have completed 15 units in Terms 3A & 3B ~~and who are registered in Term 4A~~. Preference will be given to a woman student for one of these three scholarships.

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

Salish Weave Indigenous Legal Scholar Award (New)
One award of at least $5,000 is given to Canadian-born undergraduate Indigenous student entering or continuing in the Faculty of Law's JD/JID program. Preference will be given to a student from Coast Salish First Nations. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Don Ingham Memorial Scholarship (Revised)
This scholarship of $400 is awarded by the Victoria-Vancouver Island Newspaper Guild, Local 30223, TNG-CWA Canada ~~Victoria Newspaper Guild, Local 223, A.N.G.,~~ in memory of Don Ingham, widely known journalist and amateur astronomer. The scholarship is awarded to the best student in the qualifying 200-level courses of an Honours or Majors Astronomy program~~,~~ who is returning to the University of Victoria and planning to take further courses in Astronomy.

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Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Physics and Astronomy.

Blake, Cassels & Graydon First Year Achievement Prize (Revised)

A prize in the amount of $1,250 $2,500 is awarded to a student who, in the opinion of the Faculty of Law, has shown excellence in first year studies and who has contributed to extracurricular service in the Faculty of Law. Nominations for the service component of the prize will be supplied by the Law Students' Society. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Blakes LLP Legal Research and Writing Prize (New)

A prize of $1,000 is awarded to an undergraduate student in the Faculty of Law who has an interest in advocacy as demonstrated by academic excellence in the 1L Legal Research and Writing course. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Trudy and Doug Peden Vikes Women in Sport Award* (New)

One or more awards are given to undergraduate women students who are members of a Varsity 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 Coaches and the Director, Varsity Performance Sport. Preference will be given to students who demonstrate financial need.

John Gough Scholarship for Studies in the History of the Environment* (New)

One or more scholarships are awarded to academically outstanding major or honours students entering third or fourth year in the Department of History. Applicants must submit a summary (max 500 words) of an essay they have written, or created an equivalent project (such as a website), that addresses the historical relationship between humans and their environment. Applications must be submitted to the Department of History by March 31. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of History.

Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)

A scholarship of $1,000 is awarded to an entering, continuing or transferring Indigenous undergraduate or graduate student from the Huu-ah-ayt First Nation. The student must have demonstrated community involvement and must submit a letter of reference (maximum 400 words) outlining their leadership skills in one or more of the following areas: community involvement, leadership, academic performance, athletics, innovation, and creativity. Community can include schools, neighbourhoods, teams, and/or Nations. In the event that a member of the Huu-ay-aht First Nation does not apply for the scholarship, it will be awarded to an undergraduate or graduate student from one of the Nuu-chah-nulth nations with connections to the Huu-ay-aht First Nation.

Undergraduate students can apply via on the online application via their Online Tools account by May 31 and graduate students can submit their reference letter by June September 15 to the Faculty of Graduate Studies, Office of the Dean Office of Indigenous Academic and Community Engagement (IACE). Upon the recommendation of the Executive Director IACE, an undergraduate student recipient will be approved by Senate Committee on Awards, or by the Faculty of Graduate Studies Graduate Awards Committee for a graduate student.

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Helen Pitt ~~Fund for~~ Fine Arts <u>Bursary</u> (Revised)
One or more bursaries~~, not to exceed $5,000 in total,~~ are awarded to Visual Arts undergraduate students who demonstrate financial need, with preference given to students from School District 22 (Vernon). For these purposes, Visual Arts will include painting, as well as sculpture, printmaking, drawing and photography.

E. Harvey Richardson Bursary (Revised)
One or more bursaries ~~in the sum of $1,000 annually~~ are awarded to graduate <u>or</u> <u>undergraduate</u> students <u>in either the Department of Physics & Astronomy or the Faculty of</u> <u>Engineering and Computer Science who are interested in studying optic design. Preference is</u> <u>for students with a GPA lower than 7.0.</u> ~~doing optics research through the Laboratory for~~ ~~Automation Communications and Information Systems Research (LACIR). Selection of the~~ ~~recipients will be made by Student Awards and Financial Aid in consultation with the Director~~ ~~of LACIR.~~

PH&N Institutional Undergraduate Scholarship (New)
One or more scholarships of at least $1,000 each are awarded to academically outstanding undergraduate student(s) in the Department of Economics, with preference for students with demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Economics.

~~Blake Cassels & Graydon~~ <u>Blakes LLP</u> First Year Achievement Prize (Revised)
A prize in the amount of <u>$2,500</u> ~~$1,250~~ is awarded to a<u>n undergraduate</u> student who, in the opinion of the Faculty of Law, has shown excellence in first year studies and who has contributed to extracurricular service in the Faculty of Law. Nominations for the service component of the prize will be supplied by the Law Students' Society.

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

Blakes LLP Legal Research and Writing Prize (New)
A prize of $1,000 is awarded to an undergraduate student in the Faculty of Law who has an interest in advocacy as demonstrated by academic excellence in the 1L Legal Research and Writing course. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Ukraine Emergency Doctoral Student Fellowship in Humanities (Revised)
One <u>or more</u> fellowship<u>s</u> of at least $40,000 ~~is~~ <u>are</u> awarded to ~~an~~ academically outstanding PhD student<u>s</u> who, at the time of application, ~~is~~ <u>are</u> 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 Holomodor, Holocaust Studies, Genocide Studies, human rights~~,~~ and/or social justice.

The successful applicants 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 applicants 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 students 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 humsassistant@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.

Ted Whelen Graduate Scholarship in Public Administration* (Revised)
A scholarship of at least $12,500 is awarded to an academically outstanding Masters graduate student entering the School of Public Administration. Applicants are chosen based on previous academic achievement and/or relevant work experience and work-related accomplishments. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Public Administration.

PH&N Institutional Graduate Scholarship (New)
One or more scholarships of at least $1,000 each are awarded to academically outstanding graduate student(s) in the Department of Economics, with preference for students with demonstrated financial need. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Economics.

Helen Pitt Fine Arts Graduate Scholarship (Revised)
One or more A scholarships of at least $1,000 each are is awarded to an academically outstanding Visual Arts graduate students with an emphasis in painting, sculpture, printmaking, drawing or photography. Preference will be given to students from Vernon, BC. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Visual Arts.

Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)
One or more awards, at a minimum of $1,000 each, are awarded to graduate students in the Public History M.A. Program working with museums on curatorial issues and exhibits and whose focus of study is human history. Preference is for students working with new technologies or new approaches to museum studies. A student may not receive the award more than once. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Award Committee upon the recommendation of the Department of History.

CIC Victoria Scholarship (New)
One scholarship of $1,500 is awarded to an academically outstanding undergraduate student entering third or fourth year in the Department of Political Science who is taking courses in Canadian foreign policy, international relations and/or global affairs at the University of Victoria. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

Peter Coy Scholarship in Music (NEW)
One or more scholarships are awarded to academically outstanding undergraduate students studying piano in the School of Music. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Vivian Marshall and Rob Morris Memorial Music Award* (New)
One or more awards are given to entering or continuing undergraduate students in the School of Music who are residents of BC or Yukon with demonstrated financial need. Preference is for students who, either individually or through their family, are associated with the Freemasons.

Geraldine G. Goode Scholarship (New)
One or more awards are given to undergraduate students entering fourth year in the School of Environmental Studies who demonstrate active, environmentally-related volunteerism within their community.

Applicants must submit the following:
1. A cover letter (maximum 500 words) describing:
- What led you to your volunteer activity?
- What did you learn from this involvement?
- How will these skills/experiences benefit you in your chosen career path?

2. Letter of support (max 350 words) from a supervisor of the volunteer activity.

Selection of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Environmental Studies.

Brittany Waters and Barbara Mervin LeadHERship Award* (New)
One or more awards are given to undergraduate students who compete on the Vikes Women's Varsity Rugby Team, with preference to athletes who participate in leadership activities such as, but not limited to:

- Coaching in the community
- Refereeing in the community
- Participating on the team leadership group
- Participating in varsity council

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, Sport.

Howard & Donna Denike Memorial Award* (Revised)
One or more awards are given to students entering second, third or fourth year of the Bachelor of Music program, with preference for students in Music Education. Further pPreference is for students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Sto:lo Legacy Scholarship (revised)

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One or more scholarships to a total value of $5,000 per annum, are awarded to registered members of any Stó:lō First Nation (i.e. any First Nation located along the Fraser River and its tributaries between Langley and Yale) entering or continuing in a certificate, diploma or degree program (undergraduate or graduate) at the University of Victoria.

Applicants must submit a short statement of the educational goals they wish to achieve with this scholarship, a high school transcript and/or other relevant educational transcripts, proof of band membership and two letters of reference affirming the students' commitment and capacity to complete their academic program and, where applicable, their community engagement.

Applications for graduate students may be obtained from the Faculty of Graduate Studies, Office of the Dean Office of Indigenous Academic and Community Engagement (IACE) and must be submitted to that office by April September 15. Undergraduate students may apply via the online application by May 31. In the case of an undergraduate student, approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE); in the case of a graduate student, approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of IACE.

Eleanor Mitchell Allen Award in Nursing* (New)
One or more awards are given to women undergraduate students entering third or fourth year in the School of Nursing who have demonstrated financial need. Students with a minimum GPA of 4.0 are eligible. Students registered in at least 4.50 graded units are eligible for this scholarship.

Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)
One or more awards are given to undergraduate or graduate Indigenous students in the Faculty of Science, Faculty of Engineering or School of Environmental Studies, with preference to those who demonstrate leadership by encouraging and/or promoting Science, Technology, Engineering and Math (STEM) fields of study in Indigenous communities. Students who have done STEM work must submit a letter of reference from an Indigenous community leader outlining how they demonstrate leadership.

Graduate Aapplications may be obtained from the Office of Indigenous Academic and Community Engagement (IACE) Faculty of Graduate Studies, Office of the Dean and must be submitted to the office by April September 15th. Undergraduate students must apply via the online application by May 31st. Students who have done STEM work must submit a letter of reference letter from an Indigenous community leader outlining how they demonstrate leadership.

Selection of the recipients will be made by the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Director of the Office of Indigenous Academic and Community Engagement (IACE) in consultation with the Dean of Faculty of Sciences, the Dean of the Faculty of Engineering, and the Director of the School of Environmental Studies.

ÁTOL,ÁNW: A Season of Just and Fair Treatment Award* (Revised)

One or more awards are given to Canadian Indigenous undergraduate or graduate students. Students must submit a one-page summary of how their program of study relates to social justice or racism. Preference will be given to students with community or leadership involvement.

Graduate students must submit an application to the Faculty of Graduate Studies by September 15. Undergraduate students apply via the online application by May 31. Approval of the undergraduate recipients will be made by the Senate Committee on Awards and approval of the graduate recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE).

Anthany Dawson Justice Award* (Revised)
One award is given to an Aboriginal Canadian full-time undergraduate or graduate student taking courses in a discipline related to justice in any of the following: Social Work, Child and Youth Care, Law, Political Science, Institute of Dispute Resolution, or Indigenous Governance. The student must have demonstrated community or leadership involvement. Graduate Aapplications may be obtained from the Faculty of Graduate Studies, Office of the Dean Office of Indigenous Academic and Community Engagement (IACE) and must be submitted to that office by April September 15th. Undergraduate students may apply via the online application by May 31st. In the case of an undergraduate student, approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE); in the case of a graduate student, approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of IACE.

Gold Medal for Outstanding Doctoral Dissertation in the Humanities (New)
The Faculty of Humanities Graduate Steering Committee invites applications for the Gold Medal for Outstanding Doctoral Dissertation in the Humanities. This competitive, non-monetary award is intended to recognize a student from a doctoral program in the Faculty of Humanities who has written an outstanding dissertation and whose research has made (or is expected to make) a significant contribution to their field. One Doctoral Medal will be awarded per year.

We actively encourage nominations of students from groups with historical and/or current barriers to equity, including, but not limited to
- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ethnicity, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with a visible and/or invisible disability;
- women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

The selection committee must consider equity and diversity when making its deliberations. All disclosures to the committee are confidential.

ELIGIBILITY
The award is open to all students who have completed a doctoral graduate program in the Faculty of Humanities (this includes graduate programs by special arrangement (SPARR) students in Humanities units, as well as individual interdisciplinary (INTD) students whose

primary administrative home unit is in the Faculty of Humanities) and meet the following criteria:
- their final, cumulative GPA in their program was 7.0 or higher;
- the outcome of their oral exam was that the dissertation was acceptable subject to editorial changes or minor revisions;
- their record contains no academic offenses; and
- all degree requirements were completed in the previous calendar year, including submission of the final dissertation to UVicSpace.

CRITERIA
A nomination package must include the following:
- a nomination letter (two pages maximum) written by the student's supervisor(s) that summarizes why the candidate's thesis or project is outstanding and that outlines the significance of the candidate's work and achievements; the letter must clearly identify how the nominee meets the award criteria;
- the nominee's CV;
- the nominee's UVic academic transcript from their Doctoral program;
- a short abstract (max 500 words) of the thesis or project in non-specialist language that makes clear the impact of the research;
- a digital copy of the External Examiner's Report; and
- a digital copy of the dissertation.

DEADLINE FOR APPLICATIONS
The winner will be selected by the Faculty of Humanities Graduate Steering Committee. This committee is chaired by the Associate Dean Research or their designate. Members having a conflict of interest with any nominee will be asked to recuse themselves and the chair will designate another member from their unit to serve in the selection process.

The committee will evaluate the candidates using the following criteria:

- the calibre and originality of the dissertation research, including the significance of any breakthrough or major advance made by the research;
- the current and future impact of the thesis research on academic knowledge, community or society;
- excellence in presentation of the research;
- excellence in academic achievement as evinced by the transcript and CV;
- any scholarly accomplishments that have arisen from the dissertation research (e.g., peer-reviewed articles or talks, invited talks or lectures, creative works, websites or other digital resources, and so on);
- any public outreach activities or outcomes that have arisen from the dissertation research (e.g., white papers, reports for the public or private sector, including community groups and organizations, K-12 curriculum materials, language learning materials, museum displays, and so on); and
- awards and other forms of recognition for research accomplishments.

The committee will recommend a nominee for the medal to the Dean of Humanities.

The electronic nomination package should be submitted as one PDF, sent via email to the Dean's Office (humsassistant@uvic.ca) and copied to the Associate Dean Research (humsadr@uvic.ca), no later than JANUARY 31. If the deadline falls on a weekend, the nomination is due the following Monday. In order to preserve the confidentiality of the

nomination letter, the electronic nomination package must be submitted by the nominator(s); nominations received from the nominee will not be accepted.

Nominees will be notified of the outcome no later than March 1.

For additional information, please contact the Dean's Office at (250) 721-4677 or humsassistant@uvic.ca.

Gold Medal for Outstanding Master's Thesis or Project in the Humanities
The Faculty of Humanities Graduate Steering Committee invites applications for the Gold Medal for Outstanding Master's Thesis or Project in the Humanities. This competitive, non-monetary award is intended to recognize a student from a thesis or project-based master's program in the Faculty of Humanities who has written an outstanding master's thesis or project and whose research has made (or is expected to make) a significant contribution to their field. One Master's Medal will be awarded per year.

We actively encourage nominations of students from groups with historical and/or current barriers to equity, including, but not limited to
- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ethnicity, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with a visible and/or invisible disability;
- women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

The selection committee must consider equity and diversity when making its deliberations. All disclosures to the committee are confidential.

ELIGIBILITY
The award is open to all students who have completed a thesis or project-based graduate program in the Faculty of Humanities (this includes graduate programs by special arrangement (SPARR) students in Humanities units, as well as individual interdisciplinary (INTD) students whose primary administrative home unit is in the Faculty of Humanities s) and meet the following criteria:

- their final, cumulative GPA in their program was 7.0 or higher;
- the outcome of their oral exam was that the thesis or project was acceptable subject to editorial changes or minor revisions, or, for projects with no oral exam, that the final assessment resulted in a grade of A or A+;
- their record contains no academic offenses; and
- all degree requirements were completed in the previous calendar year, including submission of the final thesis or project to UVicSpace.

CRITERIA
A nomination package must include the following:

- a nomination letter (two pages maximum) written by the student's supervisor(s) that summarizes why the candidate's thesis or project is outstanding and that outlines the significance of the candidate's work and achievements; the letter must clearly identify how the nominee meets the award criteria;

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- the nominee's CV;
- the nominee's UVic academic transcript from their Master's program;
- a short abstract (max 500 words) of the thesis or project in non-specialist language that makes clear the impact of the research; and
- a digital copy of the thesis or project.

DEADLINE FOR APPLICATIONS
The winner will be selected by the Faculty of Humanities Graduate Steering Committee. This committee is chaired by the Associate Dean Research or their designate. Members having a conflict of interest with any nominee will be asked to recuse themselves and the chair will designate another member from their unit to serve in the selection process.

The committee will evaluate the candidates using the following criteria:

- the calibre and originality of the thesis or project research, including the significance of any breakthrough or major advance made by the research;
- the current and future impact of the thesis or project research on academic knowledge, community or society;
- excellence in presentation of the research;
- excellence in academic achievement as evinced by the transcript and CV;
- any scholarly accomplishments that have arisen from the thesis or project research (e.g., peer-reviewed articles or talks, invited talks or lectures, creative works, websites or other digital resources, and so on);
- any public outreach activities or outcomes that have arisen from the thesis or project research (e.g., white papers, reports for the public or private sector, including community groups and organizations, K-12 curriculum materials, language learning materials, museum displays, and so on); and
- awards and other forms of recognition for research accomplishments.

The committee will recommend a nominee for the medal to the Dean of Humanities.

The electronic nomination package should be submitted as one PDF, sent via email to the Dean's Office (humsassistant@uvic.ca) and copied to the Associate Dean Research (humsadr@uvic.ca), no later than JANUARY 31. If the deadline falls on a weekend, the nomination is due the following Monday. In order to preserve the confidentiality of the nomination letter, the electronic nomination package must be submitted by the nominator(s); nominations received from the nominee will not be accepted.

Nominees will be notified of the outcome no later than March 1.

For additional information, please contact the Dean's Office at (250) 721-4677 or humsassistant@uvic.ca.

Ross Ian Storey Graduate Scholarship* (New)
One or more scholarships are awarded to academically outstanding graduate students in the Department of Biology whose focus of study is entomology and who are Canadian citizens. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Biology.

Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)

One or more awards are given to entering or continuing women undergraduate students in the School of Health Information Science with protected person, permanent resident or refugee status who have demonstrated financial need. Applicants who are a protected person or refugee must submit a letter from the Manager, International Student Advising that confirms this status.

First West Credit Union Launi Skinner Indigenous Scholarship (Revised)
One or more scholarships are awarded to academically outstanding Indigenous undergraduate students entering or continuing in the Bachelor of Commerce program in the Peter B. Gustavson School of Business. Part-time students (minimum 6.0 units), continuing students with a GPA of at least 4.0, and graduating students are eligible for this scholarship. Selection of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Julia Alice Saddington Memorial Scholarship (Revised)
One or more A scholarships are is awarded to a academically outstanding undergraduate students entering the their final year of a the Bachelor of Science in Nursing program who demonstrates an interest in and an aptitude for community health nursing and who intends to pursue a career in community health nursing. Approval is made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic graded units are eligible for this scholarship.

Terry Daniels Scholarship* (Revised)
Two or more scholarships of a minimum of $2,000 each are awarded to academically outstanding undergraduate students continuing entering second year in the Department of Electrical and Computer Engineering who intend to pursue the electronics specialization. Preference will be given to students with demonstrated financial need.

30 by 30 Women in Engineering Award* (Revised)
One or more awards of at least $1,000 each are given to women undergraduate students entering an engineering program. Applicants must submit a cover letter (max 500 words) explaining what inspired them to choose engineering as a potential career and what they want to achieve with their degree. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Kelly Curtis Memorial Teaching Award* (Revised)
One or more awards are An award is given annually to graduate students who, through Teaching Assistantships, show exceptional the most promising student instructor in English 502, the graduate course in Teaching Literature and Composition. This award is given to the graduate student who shows the most promise as a future instructors. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the nomination of the English 502 instructor and approved by a majority vote of the English Department's Graduate Committee.

William G. Bender Scholarship* (Revised)
One or more A single scholarships of $1,100 or two of $550 may be are awarded to an academically outstanding graduate students in the Master of Public Administration program who has have achieved high standing in personnel management and/or industrial relations courses. Approval of the recipients will be made by the Faculty of Graduate Studies

Graduate Awards Committee upon the recommendation of the School of Public Administration.

Ratcliff LLP ~~& Company~~ Indigenous Law Scholar Award (Revised)
Two ~~One or more~~ awards of at least $5,000 are given to undergraduate students entering or continuing in the JD/JID program ~~or to Indigenous students enrolling in the JD program~~ of the Faculty of Law who have demonstrated academic ability together with determination, resilience, contribution~~,~~ and compassion in areas of life such as prior work experience, graduate study, community service, family care~~,~~ or disability. Approval of the recipients will be made by the Senate Committee on Awards upon recommendation of the Faculty of Law.

Sam and June Macey Graduate Scholarship in English or History* (Revised)
A scholarship is awarded to an outstanding graduate student entering a first year Masters program in English or History. The scholarship will alternate years between the two departments. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of English or the Department of History.

T'Lat'Lakul Dr Trish Rosborough Memorial Scholarship in ILR* (Revised)
One or more scholarships are awarded to graduate students enrolled in Indigenous Language Revitalization who are developing their own advanced language proficiency and have a strong record of contributing to their/a language community through their work. Preference will be given to student(s) who have participated in a program or are working with the First Peoples Cultural Council (FPCC) and/or the First Nations Education Steering Committee (FNESC) to advance language learning.

Applications must provide evidence of the contributions to Indigenous language work that the applicant has made. Part-time students (enrolled in at least 1.5 units) are eligible for this scholarship.

Recipients will be approved by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Indigenous Education. ~~Faculty of Education.~~

Woodward & Co. Indigenous Law Scholar Award (Revised)
One or more awards of at least ~~$3,000~~ $5,000 each are given to undergraduate students entering or continuing in the JD/JID program or to Indigenous students enrolling in the JD program of the Faculty of Law who have demonstrated academic ability together with determination, resilience, contribution~~,~~ and compassion in areas of life such as prior work experience, graduate study, community service, family care~~,~~ or disability. Approval of the recipients will be made by the Senate Committee on Awards upon recommendation of the Faculty of Law.

Lewis J. Clark Memorial Scholarship ~~Fellowship~~* (Revised)
~~Two additional awards of $1,500 may be granted,~~ O~~o~~ne scholarship is awarded to an academically outstanding ~~to a~~ graduate student in Biology, with preference to a student in Botany, and one scholarship is awarded to an academically outstanding ~~to a~~ graduate student in Chemistry. Holders of Natural Sciences and Engineering Research Council Awards (NSERC) ~~Postgraduate Scholarships~~ may also receive this ~~award,~~fellowship ~~in which case $1,500 will be added to the NSERC scholarship.~~ for a value of $1,500. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee on the recommendation of the Departments of Biology and Chemistry ~~respectively~~.

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Douglas and Jennifer Mann Scholarship* (New)
One or more scholarships are awarded to academically outstanding undergraduate students in the School of Music who show promise as a performer and whose primary instrument is guitar. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Clark Wilson Recruitment Inclusion Award (Revised)
Up to eight ~~Four~~ awards ~~of $625 each will be~~ are given to undergraduate students in the Faculty of Law to assist with costs related to their participation in recruiting interviews or events as part of the Vancouver Bar Association Summer and Articling Recruitment Processes. ~~for firms participating within the designated time period. Three awards will be given to students participating in the Vancouver Summer Recruitment Process and one award will be given to a student participating in the Vancouver Articling Recruitment Process.~~ Costs include but are not limited to: travel, accommodation, meals, child care, lost wages, corporate attire~~,~~ and personal care. Students must have demonstrated financial need and must have at least one confirmed scheduled interview or event prior to applying. Applications must be submitted to the Dean's Office, Faculty of Law, no later than one week after Interview Call Day for the Recruitment Process in which the applicant is participating.

IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)
One or more ~~Undergraduate~~ scholarships are awarded to academically outstanding undergraduate students in the Faculty of Engineering and Computer Science who have:

- contributed to Institute of Electrical and Electronics Engineers (IEEE) activities, and
- completed two years of studies, either at UVic or Camosun College, preferably in one of the Electrical, Computer, Software, or Biomedical Engineering programs.

~~demonstrated excellence and who have completed two years of studies in one of the Electrical, Computer, Software, or Biomedical Engineering Programs. One scholarship will be awarded in each of the four disciplines.~~

Applicants must be nominated (self-nomination allowed) and include a brief description (max 350 words) on the student's contribution(s) to IEEE activities. Applicants ~~Award winners~~ must be student members in good standing of the IEEE.

Approval of recipient(s) is made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Betty and Gilbert Kennedy Scholarship in Music* (Revised)
One or more ~~A~~ scholarships are ~~is~~ awarded to ~~a~~ academically outstanding undergraduate students entering or continuing in the School of Music in any performance area. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

University of Victoria | Senate Committee on Awards

MEMO

Date: October 19, 2022

To: Senate

From: Senate Committee on Awards

Re: **New and Revised Awards**

The Senate Committee on Awards met on October 12, 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:

- Doreen J. Renton Bursary* (New)
- G. Neil Perry Award in Public Administration* (Revised)
- Jacob Kerr Scholarship (Revised)
- Kathleen B. Tobin Memorial Award* (Revised)
- Pacific Coast Swimming Vikes Women's Swim Award* (New)
- Steven P. Starkovich Opportunity Entrance Award (Revised)
- Ted L. McDorman Annual Entrance Scholarship in Law (New)
- Madame Berangere Steel Memorial Award* (Revised)
- Ken Woods Vikes Women's Basketball Award* (New)
- Graeme Jackson Award (Revised)
- Pratt-Short Memorial Scholarship* (Revised)
- Bill Buckwold/Jennifer Richardson Award* (Revised)
- Susan Loven Scholarship (New)

* *Administered by the University Of Victoria Foundation*

Respectfully submitted,

2022/2023 Senate Committee on Awards
Maureen Ryan (Chair), Human and Social Development
Justin Bonnieux, Student Senator
John Dower, Faculty of Graduate Studies
Wendy Taylor, Acting Registrar
Lori Nolt, Student Awards and Financial Aid
Donja Roberts, Faculty of Graduate Studies
Nahid Safari, GSS Representative
Sudhir Nair, Peter B. Gustavson School of Business
Linda Welling, Faculty of Social Sciences
Alyssa Manankil-Lakusta, Alumni Association Representative
Rishi Gupta, Faculty of Engineering

Lalita Kines, President's Nominee
Leslee Francis Pelton, Faculty of Graduate Studies
Colin Easton (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 the U SPORTS minimum GPA of 3.0 to receive an athletic award.

Appendix 2

Terms for New and Revised Awards

Additions are <u>underlined</u>
Deletions are ~~struck through~~

Doreen J. Renton Bursary* (New)
One or more bursaries are awarded to women undergraduate or women graduate students who, at the time of application, are not legally married or living common law.

G. Neil Perry Award in Public Administration* (Revised)
One or more awards will be given to students whose Administration 598 report is judged to be the best. <u>Graduating students are eligible for this award.</u> Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Public Administration.

Jacob Kerr Scholarship (Revised)
A scholarship of $1,000 is awarded to an academically outstanding undergraduate student entering the Department of Computer Science directly from a Canadian secondary school <u>who has demonstrated financial need</u>.

Kathleen B. Tobin Memorial ~~Bursary~~ <u>Award</u>* (Revised)
One or more <u>awards</u> ~~bursaries~~ are ~~awarded~~ <u>given</u> to students entering the final year of the Bachelor of Education Program <u>who have demonstrated financial need and a</u> ~~with~~ demonstrated aptitude in teaching primary students. <u>Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education.</u>

Pacific Coast Swimming Vikes Women's Swim Award* (New)
One or more awards are given to women undergraduate or women graduate students who compete on the Vikes Swim Team. Preference is for students who participate in competition year round. 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 Varsity Head Coach in consultation with the Director of Varsity Performance Sport and the Senior Director of Athletics and Recreation.

Steven P. Starkovich Opportunity Entrance Award (Revised)
One or more awards are given to <u>Canadian-born</u> Indigenous undergraduate students entering the University of Victoria <u>who have demonstrated financial need.</u>

Ted L. McDorman Annual Entrance Scholarship in Law (New)
One or more scholarships are awarded to academically outstanding undergraduate students entering the Faculty of Law, with preference for students either born in Atlantic Canada or who received an undergraduate degree from a university in Atlantic Canada. The four Atlantic provinces are New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island.

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

4

Madame Berangere Steel Memorial ~~Scholarship~~ Award* (Revised)
One or more awards are given ~~scholarships are awarded~~ to ~~academically outstanding~~ to undergraduate students who attain the highest grades in FRAN 275 (Writing in French 1) and ~~in the second year French composition courses~~ who are proceeding towards a major~~s~~ or honours degree in French and Francophone Studies. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of French and Francophone Studies.

Ken Woods Vikes Women's Basketball Award* (New)
One award is given to an undergraduate or graduate woman student who competes on the Vikes Women's Basketball team. Eligible students must meet all U SPORTS eligibility requirements. The award recipient must:
- be an impact player (starting 5th or 6th woman)
- demonstrate leadership, work ethic and a commitment to improving on the court
- be committed to academic excellence, and
- be a positive role model in the community (on or off campus).

The award recipient will be selected by the Varsity Head Coach in consultation with the Director of Varsity Performance Sport and the Senior Director of Athletics and Recreation.

Graeme Jackson Award (Revised)
An award is given to a fourth year undergraduate student in the Peter B. Gustavson School of Business who demonstrates a strong entrepreneurial spirit. The recipient must have completed an international exchange with one of the business school's recognized international exchange partners.

The recipient is selected based on nominations received from fellow students, faculty and/or staff. Nomination letters (maximum 500 words) must include or provide examples of:

1. where and when the nominee went on their international exchange;
2. how the nominee has made meaningful connections during their time at UVic.
3. how the nominee demonstrates a passion for life in areas such as work experience, community involvement and/or family;
4. when the nominee helped to positively impact other students; and
5. how the nominee demonstrates a strong entrepreneurial spirit

Applicants must also submit a brief personal statement (max 500 words) that outlines the above nomination criteria. Both the nomination letter and the personal statement must be submitted to the Administrative Director of the Bachelor of Commerce program by May 31 ~~15~~. Graduating students are eligible for this award. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Gustavson School of Business.

~~Nominations must be submitted to the Administrative Director of the Bachelor of Commerce program by May 31. Graduating students are eligible for this award. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Gustavson School of Business.~~

Pratt-Short Memorial Scholarship* (Revised)
One or more ~~A~~ scholarship<u>s are</u> ~~is~~ awarded to ~~a~~ <u>academically outstanding undergraduate</u> student<u>s</u> with broad interests <u>continuing in the University of Victoria.</u> ~~completing second year.~~

Bill Buckwold/Jennifer Richardson Award* (Revised)
An award is given to a BCom or MBA graduating student who has demonstrated a substantial improvement and who has overcome a significant challenge to achieve their educational goal. <u>Applicants must submit a cover letter and resume to the BCom Student Services office (BEC 283) either in person or by email</u> ~~Applications may be obtained from the Peter B. Gustavson School of Business and must be submitted to the Dean's Office~~ by April 30th. If an undergraduate student, selection will be made by the Senate Committee on Awards and if a graduate student, selection will be made by the <u>Faculty of</u> Graduate ~~Admissions and~~ <u>Studies Graduate</u> Awards Committee both upon the recommendation of the Peter B. Gustavson School of Business.

Susan Loven Scholarship (New)
One scholarship of at least $3,000 is awarded to an academically outstanding PhD student in the School of Nursing, with preference for a student with financial need. If there are no eligible PhD candidates, the scholarship may be awarded to an academically outstanding Masters student in the School of Nursing, with preference for a student with financial need. Approval of the recipient is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Nursing.

University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To: Operations and Facilities Committee

From: Elizabeth Croft
                             Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: November 29, 2022

Subject: Proposal to discontinue the combined English Honours and Medieval
                             Studies Minor

Basis for Jurisdiction: Senate Committee on Planning meeting September 7, 2022
                                               Senate meeting on October 7, 2022

Strategic Relevance:

The proposal to discontinue the combined English Honours and Medieval Studies Minor aligns
with UVic's Strategic Framework Strategy 3.4 – Design and continually update quality curricular

and co-curricular programs that positively impact the student experience, foster wellness and resilience, and support the achievement of educational goals and timely graduation.

Recommendation:

> *THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to discontinue the combined English Honours and Medieval Studies Minor, as described in the document "Combined English Honours and Medieval Studies Minor-Discontinuation", effective May 2023.*

Background:

During an external program review conducted in February 2021, the review team recommended that the Combined English Honours and Medieval Studies Minor be discontinued as it did not appear attractive to students. The program has not had any students registered in the combined degree since 2014.

Current and future students are still able to enroll in Medieval Studies Honours, Majors, or Minor degrees. Those interested in combining degrees may do so as well.

The Department of English is also in agreement with this discontinuation.

Attachment(s): September, 2022 Senate docket to discontinue the combined English Honours and Medieval Studies Minor.

Date:	September 21, 2022
To:	Senate
From:	Senate Committee on Planning
Re:	**Proposal to discontinue the combined English Honours and Medieval Studies Minor**

At its meeting on September 7, 2022, the Senate Committee on Planning considered the proposal to discontinue the combined English Honours and Medieval Studies Minor.

The combined English Honours and Medieval Studies Minor has not had any students registered in the program since 2014. During an external review of the Medieval Studies Program in 2021, the review committee recommended that the English Honours and Medieval Studies Minor be discontinued to avoid sending a confusing message to students about pathways through programming.

The following motion is recommended:

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the combined English Honours and Medieval Studies Minor, as described in the document "Combined English Honours and Medieval Studies Minor-Discontinuation".

Respectfully submitted,

2022-2023 Senate Committee on Planning

Dr. Elizabeth Adjin-Tettey, Chair	Dr. Sandra Hundza
Dr. Evanthia Baboula	Ms. Alyssa Jackson
Dr. Rustom Bhiladvala	Dr. Michelle Lawrence
Dr. Alexandrine Boudreault-Fournier	Dr. Annalee Lepp
Dr. Alexandre Brolo	Dr. Cynthia Milton
Dr. Jo-Anne Clarke	Dr. Ulrich Mueller
Dr. Adam Con	Dr. Joban Raiwal
Ms. Andrea Giles	Ms. Ada Saab
Ms. Nicole Greengoe	Dr. Jie Zhang
Dr. Robin Hicks	Ms. Sandra Duggan (Secretary)
Dr. Cindy Holder	

UNIVERSITY OF VICTORIA
STANDARD TEMPLATE FOR PROGRAM CHANGE – UNDERGRADUATE

[insert title of program discontinuation]

Submitted by:	Name and title	Email
Contact person	Dr. Allan Mitchell (Dr. Catherine Harding acting until June 30, 2022)	dirmedi@uvic.ca
Dean or designate	Dr. Annalee Lepp	deanhums@uvic.ca

Please provide dates of all approvals

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	December 7, 2021
Departmental/School approval	October 27, 2021
Faculty Curriculum Committee approval	January 4, 2022
*Faculty Council approval (or indicate equivalent Faculty voting body)	January 17, 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)	Supporting Documentation Attached (Y/N)
Libraries – Jonathan Bengtson, University Librarian bengtson@uvic.ca		June 23, 2022 email
Executive Director, Co-operative Education and Career Services – Andrea Giles, agiles@uvic.ca		June 23, 2022 email
Office of the Registrar – please submit consult request to OREGSCPConsultation@uvic.ca		June 23, 2022, email
Indigenous Academic and Community Engagement – Rob Hancock, Associate Director Academic, iaceadac@uvic.ca	N/A	

Combined English Honours and Medieval Studies Minor

SUMMARY of PROPOSED DISCONTINUATION

A. *Identification of the change*

Name, Location, Academic units (Faculties, departments, or schools)	Medieval Studies Program Department of English
Anticipated implementation date of change	May 2023
Name, title, phone number and e-mail address of contact person	Dr. Allan Mitchell, Director of Medieval Studies, dirmedi@uvic.ca

B. *Provide a summary and rationale for the proposed discontinuation (maximum 1 page)*

Clearly articulate the proposed discontinuation and provide a rationale for the discontinuation and its impact on students. How does the proposed discontinuation align with unit/Faculty/UVic institutional plans and priorities?

We wish to discontinue the "Combined English Honours and Medieval Studies Minor." Following our recent External Review of the Medieval Studies Program, the team noted that this option seems not to have been very attractive. In fact, no student has registered in this combined degree since 2014 (and there are no current students in the program). The external examiners recommended that it be discontinued, as, in their opinion, it could send a confusing message to students about pathways through programming. The discontinuance will work to make sure that students are presented with clear Academic Calendaring and advising.

The change will have no impact on current or future students, who remain able to enrol in Medieval Studies Honours, Major, or Minor degrees. Anyone interested in combining degrees may do so as well.

C. Does the proposed discontinuation have an impact on current policies (admissions, student evaluation, supervision, oral examinations)? If yes, provide details.

The discontinuance of this program will have no impact on current policies.

D. Indicate what impact the discontinuation will have on resources such as faculty, staff appointments, and space.

There will be no impact on resources given that the students taking this pathway were minimal or non-existent.

E. Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the program discontinuation (emails/letters of support in an appendix).
The other unit involved in this discontinuance is English, please see email from Chair of English. Dr. Nowlin, who agrees to the change.

Faculty of Humanities
Medieval Studies Programme

Memo

To: Dr. Adjin-Tettey, Acting Associate Vice President Academic Planning
From: Dr. Catherine Harding, Acting Director (2021-22), Medieval Studies Programme;
           Dr. Michael Nowlin, Chair, Department of English

Date: November 16, 2021

Re: **Elimination of the Combined English Honours and Minor in Medieval Studies**

Medieval Studies had a program review which ended in spring 2021. They recommended that we fade out the Combined English Honours and Medieval Studies Minor to refresh our programming. They state: 'this is boutique programming from a bygone era. It has had no student numbers and it may confuse students who think that they can't Minor in Medieval Studies without also completing an Honours degree in English.'

The Medieval Studies programme committee has reviewed the data and we concur with the assessment of the External Reviewers. We therefore have completed an entry in Kuali, which we believe will remove this option without undue impact on any students, past, present or in the future. The Department of English also supports the removal of this option from the Academic Calendar.

Thank you for your consideration of this request.

Documentation of Consultation Emails:Hi Catherine,

Just sending this again – I got a bounce-back from my reply-all email
(the OREGSconsultation@uvic.ca email didn't work).

Andrea

****
Hi Catherine,

Thanks for the head's up on your proposed discontinuance of the Combined English and Medieval Studies Minor program.

COOP is fine with the discontinuance of this program.

Thanks for consulting.

Regards,

Andrea

Andrea Giles, M.A.
Executive Director
Co-operative Education Program and Career Services

University of Victoria
Business and Economics Building, Room 414
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2 Canada
T 250-721-6211 or 250-721-7628 F 250-721-8996
Web: uvic.ca/coopandcareer | Portal: learninginmotion.uvic.ca

From: dirmedi <dirmedi@uvic.ca>
Sent: June 23, 2022 9:58 AM
To: Jonathan Bengtson <bengtson@uvic.ca>; Andrea Giles
<agiles@uvic.ca>; OREGSConsultation@uvic.ca
Cc: Medieval Studies <medi@uvic.ca>; Michael Nowlin – Chair of English <englchr@uvic.ca>
Subject: Discontinuance of Combined English and Medieval Studies Minor programme: prep for SCP

Hi everyone, apologies for the group email but I need to send you this rationale to discontinue the Combined English and Medieval Studies Minor programme, which, as the memo states, has not attracted students in recent years. We believe that there will be no negative impact on resources or on student's academic progress.
Please let us know if you are comfortable with the discontinuance of the program by return email.
Thank you in advance for your time and careful attention to this matter.

Best wishes,
Catherine Harding

Martin Luther King, Jr: 'The arc of the moral universe is long but it bends towards justice."

I acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day. I dedicate myself to the ongoing work of social justice for all peoples.
I affirm that Black Lives Matter and that anti-black racism is unacceptable and must be eliminated.

--
Dr. Catherine Harding, Associate Professor
Late Medieval and Early Renaissance Art in Italy
Graduate Advisor (2021-23)
Acting Director, Medieval Studies Programme (2021-22)
Art History & Visual Studies,
University of Victoria
charding@uvic.ca
tel: 250-721-6304
fax: 250-721-7941

she/her
they/them/their

 *****
OK thanks for the head's up Catherine.

JB

Jonathan B. Bengtson
University Librarian
University of Victoria

From: dirmedi <dirmedi@uvic.ca>
Date: Thursday, June 23, 2022 at 9:58 AM
To: Jonathan Bengtson <bengtson@uvic.ca>, Andrea Giles <agiles@uvic.ca>, "OREGSConsultation@uvic.ca" <OREGSConsultation@uvic.ca>
Cc: Medieval Studies <medi@uvic.ca>, Michael Nowlin – Chair of English <englchr@uvic.ca>
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Please let us know if you are comfortable with the discontinuance of the program by return email.
Thank you in advance for your time and careful attention to this matter.
Best wishes,
Catherine Harding

****

Dear Catherine,

The English department anticipated this change, and we are fine with it.

Regards,

Michael

From: dirmedi <dirmedi@uvic.ca>
Date: Thursday, June 23, 2022 at 9:58 AM
To: Jonathan Bengtson <bengtson@uvic.ca>, Andrea Giles <agiles@uvic.ca>,
"OREGSConsultation@uvic.ca" <OREGSConsultation@uvic.ca>
Cc: Medieval Studies <medi@uvic.ca>, Michael Nowlin – Chair of English <englchr@uvic.ca>
Subject: Discontinuance of Combined English and Medieval Studies Minor programme: prep for SCP

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Please let us know if you are comfortable with the discontinuance of the program by return email.
Thank you in advance for your time and careful attention to this matter.
Best wishes,
Catherine Harding

University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To: Operations and Facilities Committee

From: Elizabeth Croft
                            Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: November 29, 2022

Subject: Proposal to discontinue the Latin American Literary and Cultural Studies
                            program

Basis for Jurisdiction: Senate Committee on Planning meeting October 5, 2022
                                            Senate meeting on November 4, 2022

Strategic Relevance:

The proposal to discontinue the Latin American Literary and Cultural Studies program aligns with
UVic's Strategic Framework Strategy 3.4 – Design and continually update quality curricular and co-

curricular programs that positively impact the student experience, foster wellness and resilience, and support the achievement of educational goals and timely graduation.

Recommendation:

> *THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to discontinue the Latin American Literary and Cultural Studies program, as described in the document "Discontinuance of Latin American Literary and Cultural Studies", effective May 2023.*

Background:

Latin American Studies is currently divided into two programs, Latin American Interdisciplinary Studies and Latin American Literary and Cultural Studies. The Spanish program and the Latin American Studies program both offer the same courses as the Latin American Literary and Cultural Studies program, therefore it is redundant. The proposed change would create one single Latin American Interdisciplinary Studies program that is distinct from SPAN and includes all the courses that are currently offered in the Latin American Interdisciplinary Studies program.

The proposed change has been developed in consultation with and with the support of the Latin American Studies program committee and the chair of Hispanic and Italian Studies.

Current students in the Latin American Literary and Cultural Studies program will continue to have access to all the courses they need to complete their program.

Attachment(s): November 2022 Senate docket to discontinue the Latin American Literary and Cultural Studies program.

Date: October 19, 2022

To: Senate

From: Senate Committee on Planning

Re: **Proposal to discontinue the Latin American Literary and Cultural Studies program**

At its meeting on October 5, 2022, the Senate Committee on Planning considered the proposal to discontinue the Latin American Literary and Cultural Studies program.

Latin American Studies is currently divided into two programs, Latin American Interdisciplinary Studies, and Latin American Literary and Cultural Studies. Historically, Latin American Interdisciplinary Studies has attracted far more students than Latin American Literary and Cultural Studies. The Latin American Literary and Cultural Studies program replicates content already offered in the Spanish program, and is also replicated in the Latin American Interdisciplinary Studies program. It is redundant and competes with the Spanish program. The proposed change would create one single Latin American Interdisciplinary Studies program that is distinct from Spanish and includes all the courses that are currently offered in the Latin American Interdisciplinary Studies program.

The following motion is recommended:

Motion: that Senate approves, and recommends to the Board of Governors that it also approve the proposal to discontinue the Latin American Literary and Cultural Studies program, as described in the document "Discontinuance of Latin American Literary and Cultural Studies".

Respectfully submitted,

2022-2023 Senate Committee on Planning

Dr. Elizabeth Adjin-Tettey, Chair	Ms. Alyssa Jackson
Dr. Evanthia Baboula	Dr. Michelle Lawrence
Dr. Rustom Bhiladvala	Dr. Annalee Lepp
Dr. Alexandrine Boudreault-Fournier	Dr. Kin Fun Li
Dr. Alexandre Brolo	Dr. Cynthia Milton
Dr. Jo-Anne Clarke	Dr. Ulrich Mueller
Dr. Adam Con	Dr. Joban Raiwal
Ms. Andrea Giles	Ms. Ada Saab
Dr. Robin Hicks	Ms. Wendy Taylor
Dr. Cindy Holder	Dr. Jie Zhang
Dr. Sandra Hundza	Ms. Sandra Duggan (Secretary)

UNIVERSITY OF VICTORIA
STANDARD TEMPLATE FOR PROGRAM DISCONTINUATION – UNDERGRADUATE

Latin American Literary and Cultural Studies

Submitted by:	Name and title	Email
Contact person	Michelle Bonner, Director of Latin American Studies	latam@uvic.ca
Dean or designate	Annalee Lepp	deanhums@uvic.ca

Please provide dates of all approvals

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	Sept. 12, 2022
Departmental/School approval	June 27, 2022
Faculty Curriculum Committee approval	Sept. 13, 2022
*Faculty Council approval (or <u>indicate</u> equivalent Faculty voting body)	Sept. 20, 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)	Supporting Documentation Attached (Y/N)
Libraries – Jonathan Bengtson, University Librarian bengtson@uvic.ca	N/A	N/A
Executive Director, Co-operative Education and Career Services – Andrea Giles, agiles@uvic.ca	N/A	N/A
Office of the Registrar – please submit consult request to OREGSCPConsultation@uvic.ca	N/A	N/A
Indigenous Academic and Community Engagement – Rob Hancock, Associate Director Academic, iaceadac@uvic.ca	N/A	N/A

Latin American Literary and Cultural Studies

SUMMARY of PROPOSED DISCONTINUATION

A. *Identification of the change*

Name, Location, Academic units (Faculties, departments, or schools)	Latin American Studies, Humanities
Anticipated implementation date of change	May 1, 2023
Name, title, phone number and e-mail address of contact person	Michelle Bonner, Director of Latin American Studies, 250-853-3561, latam@uvic.ca

B. *Provide a summary and rationale for the proposed discontinuation (maximum 1 page)*

Clearly articulate the proposed discontinuation and provide a rationale for the discontinuation and its impact on students. How does the proposed discontinuation align with unit/Faculty/UVic institutional plans and priorities?

The discontinuance of Latin American Literary and Cultural Studies (minor, major and honours)

Latin American Studies is currently divided into two programs. One is "Latin American Interdisciplinary Studies" and the other is "Latin American Literary and Cultural Studies (LALCS)". Over the years, the former has attracted far more students than the latter. LALCS replicates what is already offered by SPAN and is replicated in the "Latin American Interdisciplinary Studies" program. It is thus redundant and competes with SPAN. The proposed change would create one single Latin American Interdisciplinary Studies program that is distinct from SPAN and includes all the courses that are currently offered in the Latin American Interdisciplinary Studies program.

The goal is to better distinguish LAS from SPAN and simplify the LAS program for students, as it will now be one program instead of two. The proposed change has been developed in consultation with and with the support of the Latin American Studies programme committee and the chair of Hispanic and Italian Studies.

There are currently 4 students majoring in the Latin American Literary and Cultural Studies. All the courses the students need to complete their major will continue to be offered through the consolidated Latin American Studies major.

There are currently 4 students in the Latin American Literary and Cultural Studies (LALCS) program. These students will continue to have access to all the courses they need to complete their program, as these courses will be offered as part of the consolidated Latin American Interdisciplinary Studies programme (which we are also proposing to rename to "Latin American Studies" in a companion submission).

The proposed discontinuation will leave only one program offered by the Latin American Studies programme. This will avoid confusion and simplify students' choice and simplify the programme for students so that students will be more attracted to it.

C. Does the proposed discontinuation have an impact on current policies (admissions, student evaluation, supervision, oral examinations)? If yes, provide details.

No

D. Indicate what impact the discontinuation will have on resources such as faculty, staff appointments, and space.

E. Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the program discontinuation (emails/letters of support in an appendix).

N/A

Subject: RE: Confirmation of consultation

Date: Tuesday, September 27, 2022 at 1:57:26 PM Pacific Daylight Saving Time

From: Silvia Colas Cardona - Chair of Hispanic and Italian Studies

To: Michelle Bonner

Hola, Michelle.

This message confirms that LAS consulted with me regarding the discontinuance of Latin American Literary Cultural Studies, as well as the name change of Latin American Interdisciplinary Studies to Latin American Studies.

Gracias, Michelle. Que pases buen día.
Silvia

Silvia Colás Cardona
Teaching Professor/Chair
Hispanic and Italian Studies Department
University of Victoria
T 250-721-7412
https://www.uvic.ca/humanities/hispanicitalian/facultystaff/faculty-profiles/colas-cardona-silvia.php

We acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

Subject: Re: Consultation confirmation

Date: Tuesday, September 27, 2022 at 3:02:49 PM Pacific Daylight Saving Time

From: Lisa Surridge - Humanities Associate Dean, Academic

To: Michelle Bonner, Annalee Lepp - Dean of Humanities

Attachments: image001.png

I am writing to confirm that the dean and faculty are aware of this change and support it. The change was approved unanimously at our recent faculty council meeting and by HCASC.
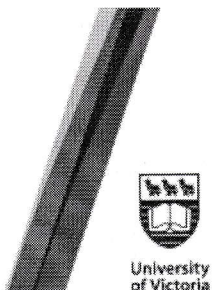
Dr. Lisa Surridge | she/her
Associate Dean Academic
Faculty of Humanities
University of Victoria
Office: Cle C309
T 250-721-7246

University
of Victoria

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University of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To: Operations and Facilities Committee

From: Elizabeth Croft
                    Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: November 29, 2022

Subject: Proposal to change the name of the Latin American Interdisciplinary Studies
                    program to Latin American Studies

Basis for Jurisdiction: Senate Committee on Planning meeting October 5, 2022
                                Senate meeting on November 4, 2022

Strategic Relevance:

The proposal to change the name of the Latin American Interdisciplinary Studies program 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 change the name of the Latin American Interdisciplinary Studies program to Latin American Studies, as described in the document "Title Change to LAS Interdisciplinary Program", effective May 2023.*

Background:

A proposal to discontinue the Latin American Literary and Cultural Studies program was submitted to the Board of Governors for consideration. If the discontinuation is approved, the term "interdisciplinary" in "Latin American Interdisciplinary Studies" is no longer necessary to distinguish the two programs. Removing the word "interdisciplinary" brings the program in alignment with other interdisciplinary programs that do not use the word interdisciplinary in their titles.

Students currently enrolled in the Latin American Interdisciplinary Studies program will have the option, upon graduation, to choose to have the title of their degree to be Latin American Interdisciplinary Studies or Latin American Studies.

Attachment(s): November, 2022 Senate docket to change the name of the Latin American Interdisciplinary Studies program to Latin American Studies.

University of Victoria | Senate Committee on Planning

MEMO

Date: October 19, 2022

To: Senate

From: Senate Committee on Planning

Re: **Proposal to change the name of the Latin American Interdisciplinary Studies program to Latin American Studies**

At its meeting on October 5, 2022, the Senate Committee on Planning considered the proposal to change the name of the Latin American Interdisciplinary Studies program to Latin American Studies.

Other interdisciplinary programs at UVic do not use the word "interdisciplinary" in the title. Removing it from the Latin American Interdisciplinary Studies program will provide consistency and will make the program more attractive for students.

The following motion is recommended:

Motion: that Senate approves, and recommends to the Board of Governors that it also approve the proposal to change the name of the Latin American Interdisciplinary Studies program to Latin American Studies, as described in the document "Title Change to LAS Interdisciplinary Program".

Respectfully submitted,

2022-2023 Senate Committee on Planning

Dr. Elizabeth Adjin-Tettey, Chair	Ms. Alyssa Jackson
Dr. Evanthia Baboula	Dr. Michelle Lawrence
Dr. Rustom Bhiladvala	Dr. Annalee Lepp
Dr. Alexandrine Boudreault-Fournier	Dr. Kin Fun Li
Dr. Alexandre Brolo	Dr. Cynthia Milton
Dr. Jo-Anne Clarke	Dr. Ulrich Mueller
Dr. Adam Con	Dr. Joban Raiwal
Ms. Andrea Giles	Ms. Ada Saab
Dr. Robin Hicks	Ms. Wendy Taylor
Dr. Cindy Holder	Dr. Jie Zhang
Dr. Sandra Hundza	Ms. Sandra Duggan (Secretary)

UNIVERSITY OF VICTORIA
STANDARD TEMPLATE FOR PROGRAM CHANGE – UNDERGRADUATE
Title Change to LAS Interdisciplinary Program

Indicate the type of change being proposed:
☐ Double or dual degree programs involving existing degrees
☐ Programs involving partnerships or agreements with other institutions
☒ Changes to a program degree or title
☐ Significant changes to program focus, content, structure, new stream within existing program or requirements
☐ Other, please specify

Submitted by:	Name and title	Email
Contact person	Michelle Bonner, Director of Latin American Studies	latam@uvic.ca
Dean or designate	Annalee Lepp, Dean	deanhums@uvic.ca

Please provide dates of all approvals

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	Sept. 12, 2022
Departmental/School approval	June 27, 2022
Faculty Curriculum Committee approval	Sept. 13, 2022
*Faculty Council approval (or <u>indicate</u> equivalent Faculty voting body)	Sept. 20, 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)	Supporting Documentation Attached (Y/N)
Libraries – Jonathan Bengtson, University Librarian bengtson@uvic.ca	N/A	
Executive Director, Co-operative Education and Career Services – Andrea Giles, agiles@uvic.ca	N/A	
Office of the Registrar – please submit consult request to OREGSCPConsultation@uvic.ca	N/A	
Indigenous Academic and Community Engagement – Rob Hancock, Associate Director Academic, iaceadac@uvic.ca	N/A	
Non-standard Tuition	**Yes* or N/A**	**Non-standard form attached (Y/N)**
Proposed program change involves non-standard tuition *If you answered Yes, complete the UVic Non-standard Tuition Template	N/A	

UNIVERSITY OF VICTORIA
STANDARD TEMPLATE FOR PROGRAM CHANGE – UNDERGRADUATE

<table>
<tr><td>*Title Change to LAS Interdisciplinary Program*</td></tr>
</table>

Please complete all sections or indicate N/A

<table>
<tr><td colspan="2" align="center">**SUMMARY of PROPOSED CHANGE**</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td>Name, Location, Academic units (Faculties, departments, or schools)</td><td>Latin American Studies, Humanities</td></tr>
<tr><td>Anticipated implementation date of change</td><td>May 1, 2023</td></tr>
<tr><td>Name, title, phone number and e-mail address of contact person</td><td>Michelle Bonner, Director of Latin American Studies, 250-853-3561, latam@uvic.ca</td></tr>
<tr><td colspan="2">*A. Please identify the type of change being proposed (e.g. double or dual degree programs involving existing degrees, programs involving partnerships or agreements with other institutions, changes to a program degree or title, significant changes to program focus, content, structure or requirements (e.g. moving from a project-based to a course-based masters)*</td></tr>
<tr><td colspan="2">Changing the title of "Latin American Interdisciplinary Studies" to "Latin American Studies"</td></tr>
</table>

B. *Provide a summary and rationale for the proposed change (maximum 1 page)*

Clearly articulate the proposed change and provide a rationale for the change and its impact on students. How does the proposed change align with unit/Faculty/UVic institutional plans and priorities?

Since we have submitted to discontinue the Latin American Literary and Cultural Studies program, the term "interdisciplinary" in "Latin American Interdisciplinary Studies" is no longer necessary to distinguish the two programs. Removing the word "interdisciplinary" makes Latin American Interdisciplinary Studies consistent with other interdisciplinary programs at UVic, such as MEDI and RCS, that do not use the word "interdisciplinary" in their titles.

C.   What impact does the proposed change have on student recruitment, retention and success? Are there current labour market indicators to support the proposed change?

This change aims to make the LAS program more attractive to students.

D. Does the proposed change require additional resources (faculty/staff appointments, space, library) beyond the unit's current complement? If yes, please provide details.

No

E. Does the proposed change have an impact on current policies (admissions, student evaluation, student progression, supervision, oral examinations)? If yes, please provide details.

Students currently enrolled in the Latin American Interdisciplinary Studies program can have the option, when they graduate, to choose to have the title of their degree to be Latin American Interdisciplinary Studies or Latin American Studies.

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

• **Does the proposal involve changes to the curriculum design? If yes, clearly identify the existing curriculum and proposed changes.**
 	
 The programme's curriculum design will remain the same as currently outlined for the minor/major/honours in Latin American Interdisciplinary Studies.
 	
 • **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
 	
 These already exist as part of the Latin American Interdisciplinary Studies programme and will remain with the proposed change.
 	
 • **Does the program design include plans for distance education delivery? If yes, provide details.**
 	
 N/A

G. *Does your program have learning outcomes? If so, does the proposed change affect the current program learning outcomes? If yes, identify the revised program learning outcomes.*
N/A

H. Does the proposed change affect anticipated times to completion? If yes, provide the revised anticipated times to completion.
No.
I. Does the proposed change provide opportunities to include Indigenous perspectives and decolonization of the curriculum/program? If yes, please provide details.
The existing program does so and this is not altered with the proposed changes.
J. Does the proposed change provide opportunities for global engagement or perspectives? If yes, please provide details.

The existing program does so and this is not altered with the proposed changes.

K. Does the proposed change promote justice, equity, diversity and inclusion? If yes, please provide details.

The existing program does so and this is not altered with the proposed changes.

L. Does the proposed change involve places for integration of teaching and research? If yes, please provide details.

The existing program does so and this is not altered with the proposed changes.

M. How does the proposed change align with or distinguish the program from related undergraduate programs in other BC post-secondary institutions?

At UBC, SFU, and University of the Fraser Valley, Latin American Studies is called Latin American Studies (not Latin American Interdisciplinary Studies), so this change will make our program consistent with theirs.

N. Does the proposed change affect anticipated enrolment and student financial support plans? If yes, please provide details.

The change aims to increase enrolment in the re-named program of Latin American Studies to be offered by the Latin American Studies program. Latin American Interdisciplinary Studies. There is no impact on student financial support plans.

O. 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).

Latin American Studies Programme Committee. Vote: June 27, 2022. Decision: unanimous programme committee support for the elimination of "interdisciplinary" from the title (5 in favour, 0 against)

Hispanic Studies, discussion via Zoom/phone week of July 4, 2022.

Faculty of Humanities, multiple Zoom discussions with Dean and Associate Dean beginning June 10, 2022.

University of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 14, 2022

To: Operations and Facilities Committee

From: Elizabeth Croft
Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: November 29, 2022

Subject: 2021/22 Annual Report on the Status of External reviews of Academic Units

Strategic Relevance:

Under policy AC1145, the Provost reports annually to the Senate Committee on Planning, Senate, and the Board of Governors on the status of external reviews.

UVic's external review process aligns with Strategy 3.5 of the University's Strategic Framework to 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.

Background:

UVic's external review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2021/22 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB). The assessors' report including recommendations is available [here](#).

Due to the impacts of COVID-19, site visits for the 2021/22 academic year were conducted virtually rather than in-person. The changes implemented to the AC1145 policy and associated procedures in October 2020 are more flexible and allowed for remote site visits. Site visits in 2021/22 were conducted via Zoom and materials shared through each unit's Connect sub-site. It is anticipated that the 2022/23 review site visits will be conducted in person, however units will be offered the option to hold the visit virtually should it be necessary.

Attachment(s): October 7, 2022 Senate docket for the 2021/22 Annual Report on the Status of External Reviews of Academic Units.

memo

Date: September 21, 2022

To: Senate

From: Dr. Elizabeth Croft, Vice-President Academic and Provost

Re: **2021/22 Annual Report on the Status of External Reviews of Academic Units**

Under policy AC1145, the Provost reports annually to the Senate Committee on Planning, Senate, and the Board of Governors on the status of external reviews.

UVic's external review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2021/22 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB). The assessors' report including recommendations is available here.

Scheduling of Reviews
The following is a summary of academic units that underwent external reviews virtually during the 2021/2022 academic year, and academic units up for review in 2022/23. Executive summaries of the assessors' reports may be found on the Quality Assurance website:
https://www.uvic.ca/vpacademic/resources/howto/quality-assurance/

Due to the impacts of COVID-19, site visits for the 2021/22 academic year were conducted virtually rather than in-person. The changes implemented to the AC1145 policy and associated procedures in October 2020 are more flexible and allowed for remote site visits. Site visits in 2021/22 were conducted via Zoom and materials shared through each unit's Connect sub-site. It is anticipated that the 2022/23 review site visits will be conducted in person, however units will be offered the option to hold the visit virtually should it be necessary.

Reviews Scheduled/Conducted in 2021/22	Schedule of Reviews to Initiate in 2022/23
Medieval Studies Program	School of Environmental Studies
Cultural, Social and Political Thought Program	European Studies Program
Department of Hispanic and Italian Studies	Department of Mechanical Engineering
Department of Greek and Roman Studies	Department of Political Science
Human Dimensions of Climate Change Program	Technology and Society Program/Digital & Interactive Media in the Arts (DIMA) Program Combined
Social Justice Studies Program	Global Development Studies
Social Dimensions of Health Program	Department of Curriculum Instruction & Teacher Education Program
Department of Theatre	Department of Indigenous Education

Department of Visual Arts	Department of Gender Studies
Faculty of Law	
Department of Electrical and Computer Engineering	

**University
of Victoria**

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 14, 2022

To: **Operations and Facilities Committee**

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

cc: **President and Vice-Chancellor**

Meeting Date: **November 29, 2022**

Subject: **Due Diligence Report – Facilities Management**

Basis for Jurisdiction:

University Act Section 27(2)(y)

Elevating Devices Safety – Heritage Conservation Act – Integrated Pest Management Act – Safety Standards Act - Power Engineers and Boiler and Pressure Vessel Safety Act

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.

Previous Consultation:

Report provided annually to the Operations and Facilities Committee.

Attachment: Facilities Management Due Diligence Report 2022

Obligation to Report	Fulfillment of Obligation
Elevating Devices Safety	1. In accordance with the provision of the Safety Standards Act, the University of Victoria currently operates and maintains 73 elevating devices at the Gordon Head Campus. 2. Regular inspections are conducted by a Provincial Inspector. 3. All units are regularly serviced by workers qualified under the Act. Several contracted service providers. 4. Each unit has an installation number assigned by, and registered with, Technical Safety B.C. Individual Certificates for each elevating device are on file and renewed on an annual basis. 5. A complete detailed listing of elevating devices including location, Certificate Number, and all inspection reports, is maintained by and available upon request from UVic FMGT.
Heritage Conservation Act	1. There are no buildings on Campus which have been designated as Provincial, Regional, or Municipal Heritage Sites. The Corporation of the District of Saanich in their *"Saanich Heritage Structures: An Inventory"* dated 1991, lists nine (9) University buildings as having heritage significance: • *Huts A, B, E, Q, and R. They are all of the huts that remain from the "Gordon Head Army Camp", Department of National Defence 1940.* • *Y Hut – the Maritime Naval / Communications Centre Building is located off of McCoy Road. UVic has had discussions with the Saanich Heritage Foundation for possible heritage designation. Part of the discussion includes possible relocation as part of the feasibility assessment for the rugby field expansion.* • *Hamsterley Farm Water Tower located at 2489 Sinclair Road. UVic has had discussions with the Saanich Heritage Foundation for possible heritage designation.*

Obligation to Report	Fulfillment of Obligation
	2. None of the above buildings are currently protected through formal designation. The Corporation of the District of Saanich staff are required to present a report to Saanich Council should there be a University application to alter or remove the building. They are all identified as having heritage value and significance to the community but are not protected by a more formal Heritage Designation By-Law (along with its regulations).

'Integrated Pest Management Act' Regulations *(This pertains only to the pesticides under the control of FMGT)*	1. *Permits, Licenses & Certificates*
	
	  a. FMGT is committed to integrated pest management practices.
	
	  b. FMGT holds the proper Pesticide Control Use License.
	
	  c. FMGT holds the Public Land Endorsement which entitles FMGT to apply pesticides to public lands.
	
	  d. All employees involved in the application of pesticides hold the necessary Applicator Certificate.
	
	2. *Storage and Disposal*
	
	  a. A limited inventory of pesticides is stored in a locked, ventilated and heated room away from the general workplace.
	
	  b. The storage premises are subject to occasional inspection, and on a periodic basis by the Environmental Protection Division of the Ministry of Environment & Ecology, and occasionally by Occupational Health and Safety (OHSO).
	
	  c. The disposal of pesticides that are no longer required is arranged through the Hazardous Waste Management Program of UVic.

Pest Control	1. FMGT engages a provincially certified pest control company (Victoria Pest Control) to manage pest infestations in and around building and structures.

Obligation to Report	Fulfillment of Obligation

Safety Standards Act	1. UVic staff, qualified under the Act, operate and maintain:
	
	   a. 3 interconnected hot water, heating boilers with a combined registry capacity of 28 MW.
	
	       The boilers are located in the District Energy Plant.
	
	   b. 28 hot water, and 4 high pressure steam, stand-alone boilers with a combined registered capacity of 518.93 horsepower located in 15 buildings.
	
	   c. 218 registered pressure vessels; including an ammonia refrigeration plant serving the Ice Arena of the Ian Stewart Complex.
	
	2. 24 hours per day, 7 days per week, qualified staffing is in place to meet the requirement of the Act.

Power Engineers and Boiler & Pressure Vessel Safety Act	1. All boilers and pressure vessels bear installation numbers assigned by, and registered with Technical Safety B.C. a. Individual Certificates are renewed annually and are posted near the locations of the boilers or pressure vessels. 2. Apex Steel and Gas is the contractor responsible for boiler maintenance on campus. They hold a Contractor A license.
	3. The Risk Assessed Registration Certificate for the Ian Stewart Complex Ammonia Refrigeration Plant was initiated in 2018 and is still pending. UVic holds a current operating permit on the ammonia chiller (BPV-1155273-2021). The certificate for the District Energy Plant is renewed annually (BPV-928668-2019). 4. A list of all boilers and pressure vessels indicating location, Certificate Number, and Safety Manuals, is available from UVic FMGT upon request.

University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

November 14, 2022

FOR INFORMATION

To:	**Operations and Facilities Committee**
From:	**Kristi Simpson** **Vice-President Finance and Operations**
cc:	**President and Vice-Chancellor**
Meeting Date:	**November 29, 2022**
Subject:	**Status Report on Capital Projects**
Basis for Jurisdiction:	Committee's Terms of Reference

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: November 01, 2022 -
1. Student Housing & Dining
2. National Centre for Indigenous Law
3. Engineering Expansion

PROJECT:	STUDENT HOUSING & DINING

Project No:	16-02265
Project Consultants:	Perkins + Will Architects
Construction Manager:	EllisDon-Kinetic

BUDGET STATUS:	Approved Budget April 2020 (in millions)	Known Costs October 2022 (in millions)
Consulting – C1	$21.1	$22.1
Construction – C2	$194.3	$201.0
Completion – C3	$5.7	$6.2
Contingency – C4	$4.0	$0.0
Sub-Total	**$225.1**	**$229.3**
GST (1.65%)	$3.7	$3.8
TOTAL PROJECT COST	**$228.8**	**$233.1**

- Total commitments to date are $227.1M or 97.4%.

SCHEDULE STATUS:	Original Schedule January 2019	Actual / *Forecasted* October 2022
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	October 2022
Construction – Commissioning	June 2022	October 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	*April 2023*
Construction – Interiors	October 2022	*April 2023*
Construction – Commissioning	January 2023	*April 2023*
Construction – Operations	February 2023	*July 2023*

Major Risks:

- Cost escalation on cash allowances and cost plus elements has increased known costs by $1.2M and pushed forecast cost at completion beyond the $5M previously tracked. Schedule risk for Building Two such as equipment start up and commissioning, labour shortages, procurement and material lead times, site coordination, design coordination, and occupancy related changes are mitigated by an occupancy target date seven weeks earlier in the calendar year compared with Building One.

PROJECT:	NATIONAL CENTRE FOR INDIGENOUS LAWS

Project No: 19-04343
Project Consultants: Two Row Architect
Construction Manager: Chandos Construction

BUDGET STATUS:	Approved Budget March 2022 (in millions)	Forecasted Costs October 2022 (in millions)
Consulting – C1	$2.76	$3.86
Construction – C2	$26.60	$30.90
Completion – C3	$3.16	$3.37
Contingency – C4	$1.58	$1.87
Sub-Total	**$34.10**	**$40.00**
GST (1.65%)	$0.55	$0.65
Escalation	$0[1]	$0[1]
TOTAL PROJECT COSTS	**$34.65[2]**	**$40.65**

- The Project Budget was increased by $7.5M in March 2022
- The foundation & superstructure tender results indicated an increase to the total project costs due to variance from budget.
- A $6M funding increase was committed in September 2022and Board approval sought for an increase in Budget at November Board
- Value Engineering (VE) continues to identify cost saving elements to mitigate anticipated cost escalation of remaining tender packages.
- .

SCHEDULE STATUS:	Original Schedule February 2020	Actual / *Forecasted* September 2022
Consultant Selection	May 2020	June 2020
Schematic Design	October 2020	February 2021
Design Development	March 2021	September 2021
Construction Documents	September 2021	June 2022
Tender Complete	November 2021	*April 2023*
Construction Complete (Substantial)*	March 2023	*November 2024*
Commissioning and Warranty	May 2023	*November 2024*
Fit-up and Move In	July 2023	*November 2024*
Operation	August 2023	*December 2024*

Major Risks:

- Construction cost volatility
- Current market supply and demand challenges continue to impact schedule and cost.

*NOTE: *Substantial Performance as defined in the BC Builders Lien Act*

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[1] Construction escalation is included in the C2 forecast

[2] The Approved Budget does not reflect the recent $6M funding contribution from the Law Foundation of BC

PROJECT:	ENGINEERING EXPANSION PROJECT
Project No:	19-04057
Project Consultants:	Dialog Architecture/Engineering
General Contractor:	TBD

BUDGET STATUS:	Approved Budget November 2019 (in millions)	Forecasted Costs October 2022 (in millions)
Consulting – C1	$6.6	$7.0
Construction – C2	$69.0	$70.9
Completion – C3	$8.4	$6.2
Contingency – C4	$4.2	$4.1
Sub-Total	**$88.2**	**$88.2**
GST (1.65%)	$1.4	$1.4
TOTAL PROJECT COSTS	**$89.6**	**$89.6**

• Provincial Commitment of $64.8M; UVic to provide $24.8M through internal/fundraising.
• Tender closed Sept 27, 2022. The low bid for construction was significantly over budget therefore the tender was collapsed (not awarded).
• UVic project team is exploring options for this project in consultation with the Ministry AEST, the Engineering Department, and UVic Facilities Management.
• The recommendation is to pursue Construction Management (CM) for Services and Construction (rather than Stipulated Price); with the first phase of the CM service to be design analysis to propose cost saving strategies, and to identify a revised scope which may be delivered within the current budget, both of which provide options to move this project ahead. The forecast schedule has not yet been revised to include an RFP period to retain a Construction Manager and conduct design analysis phase. The forecast schedule will need to take into account time associated with: acquiring potential additional funding, additional approvals, and additional Value Engineering processes.

SCHEDULE STATUS:	Original Schedule November 2019	Actual / Forecasted August 2022
Consultant Selection	October 2019	November 2019
Schematic Design	May 2020	June 2020
Design Development	September 2020	May 2021
Construction Documents	May 2021	March 2022
Tender Complete	July 2021	September 2022
RFP for CM / Design Analysis Phase	N/A	*tbd*
Construction Completion (Substantial)	December 2023	*tbd*
Commissioning	December 2023	*tbd*
Fit-up and Move In	December 2023	*tbd*
Operation	January 2024	*tbd*

NOTE: * Substantial Performance as defined in the BC Builders Lien Act
Major Risks:

• *Construction cost volatility; impact of high construction costs on project delivery is a risk to Engineering program accreditation.*
• *Current market supply and demand challenges and international events have led to general market instability that impact schedule and cost.*
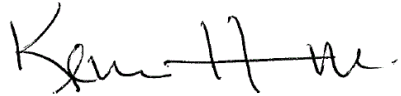
University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To:	Operations and Facilities Committee
From:	Kevin Hall, President and Vice-Chancellor
cc:	Elizabeth Croft, Vice-President Academic and Provost
Meeting Date:	November 29, 2022
Subject:	Establishment of Term ECS-CAPI Chair in Inclusive Science, Technology and Engineering
Basis for Jurisdiction:	Policy for the Establishment of Endowed and Term Chairs and Professorships (Policy AC1100) Strategic Framework

Strategic Relevance: The establishment of the ECS-CAPI Chair in Inclusive Science, Technology and Engineering supports several of UVic's Strategic Framework priorities, and in particular cultivating an extraordinary academic environment, dynamic and experiential learning, and engaging locally and globally. It also aligns with four of UVic's Aspiration 2030 impact areas: social justice and equity; technology and the human experience; health and wellness; and climate, environmental change and sustainability.

Importantly, the Chair will contribute to the university's commitment to equity, diversity and inclusion; its leadership in increasing the participation and retention of women in science and

engineering; and its global reputation and leadership in sustainability and the UN's Sustainable Development Goals (SDGs), especially SDG 5 (gender equality).

Previous Consultation: At their October 7, 2022 meeting, Senate approved and recommend to the Board of Governors that it also approve the Term ECS-CAPI Chair in Inclusive Science, Technology and Engineering.

Recommendation:

> *THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the establishment of the ECS-CAPI Chair in Inclusive Science, Technology and Engineering in the Faculty of Engineering and Computer Science and Centre for Asia-Pacific Initiatives for a five-year term, from July 1, 2022 to June 30, 2027.*

Background: This Chair is made possible through a gift provided by the consortium of engineering development firms, including a generous donation by IBM. The Chair and the funds provided will support the academic infrastructure and resources to attract, train, retain and empower the next generation of scientists and engineers that learn and work in—and advocate for—an equitable and inclusive STEM environment. Solutions for an inclusive society is best achieved by teams that are diverse and inclusive of the multiple perspectives that characterize the needs of a sustainable society and planet.

Planned Further Action: The appointment of the inaugural ECS-CAPI Chair in Inclusive Science, Technology and Engineering for a five-year term starting in 2022 (retroactively from July 1, 2022).

Attachment: Memo to Senate dated September 21, 2022.

University of Victoria

Office of the Vice-President Academic and Provost
Michael Williams Building PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-721-7013 | F 250-721-7216 | provasst@uvic.ca | uvic.ca/vpacademic

memo

To:	Members of Senate
From:	Elizabeth Croft, Vice-President Academic and Provost
CC:	Mina Hoorfar, Dean, Faculty of Engineering and Computer Science
	Peter Loock, Dean, Faculty of Science
	Victor V. Ramraj, Director, Centre for Asia-Pacific Initiatives
	Pooja Parmar, Acting Director, Centre for Asia-Pacific Initiatives
Date:	September 21, 2022
Re:	**Establishment of Term ECS-CAPI Chair in Inclusive Science, Technology and Engineering**

The engineering profession is facing a diversity crisis. Despite efforts to attract and train more female-identifying engineering professionals, particularly in recent decades, male-identifying professionals vastly outnumber women. In Canada, women make up 22% of engineering undergraduates, specifically in areas such as bio-systems and environmental engineering. In mechanical, software and computer engineering, women comprise about 14% of students. Just 13% of licensed engineers in the country are women. As well, Indigenous students comprise only 1.2% of undergraduate enrolment in Canadian engineering programs and Indigenous men are twice as likely to graduate from a science and engineering program as Indigenous women.[1]

Supported by a gift from a consortium of regional and national development organizations in software, electrical, mechanical and civil engineering, we respectfully request approval to establish the ECS-CAPI Chair in Inclusive Science, Technology and Engineering to be held jointly between the Faculty of Engineering and Computer Science and the Centre for Asia-Pacific Initiatives (CAPI), in collaboration with the Faculty of Science, for a five-year term. This term position will complement and expand the university's capabilities in STEM education and global outreach (focused on Asia) to build pathways and programs that attract and retain women and other under-represented and equity-deserving groups.

With external support from industry donors, as well as regional and Asia-based community partners, the Chair will engage UVic students in a community-driven, sustainability-focused approach to experiential learning that develops skills, connections and a supporting network for the underrepresented talent in Science, Technology and Engineering.

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[1] According to Engineers Canada

Background

The Policy for the Establishment of Endowed and Term Chairs and Professorships (AC1100) guides the establishment and naming of endowed chairs. Chair holders are established through the generosity of benefactors who work with UVic to establish terms of reference for the chair position. Endowed chairs advance academic programs of the university, enhancing teaching, research and creative activity.

Strategic relevance

The ECS-CAPI Chair in Inclusive Science, Technology and Engineering will significantly contribute to the university's commitment to equity, diversity and inclusion (EDI); its leadership in increasing the participation and retention of women in science and engineering; and its global reputation and leadership in sustainability and the UN's Sustainable Development Goals (SDGs), especially SDG 5 (gender equality). The establishment of the Chair supports UVic's strategic priorities around cultivating an extraordinary academic environment, promoting sustainable futures, dynamic and experiential learning, fostering respect and reconciliation, and engaging locally and globally. It aligns with UVic's societal impact and global engagement aspirations, and will bring a significant contribution in four Aspiration 2030 impact areas: social justice and equity; technology and the human experience; health and wellness; and climate, environmental change and sustainability.

Focus and duties

The Chair and the funds provided will support the academic infrastructure and resources to attract, train, retain and empower the next generation of scientists and engineers that learn and work in— and advocate for—an equitable and inclusive STEM environment. Solutions for an inclusive society is best achieved by teams that are diverse and inclusive of the multiple perspectives that characterize the needs of a sustainable society and planet. The Chair will have the following objectives:

1. **Develop pathways for more women and other under-represented and equity deserving groups** to enter and succeed in science, technology and engineering. The *first* pathway targets the retention of existing UVic students from under-represented groups by developing programs that engage students in team-based experiential learning projects that address authentic, community-engaging problems that relate specifically to the SDGs. The programs will include ongoing reflection on experiences of working in diverse teams and industry mentorship secured through the donor organizations. The CAPI connection to Asia will allow student mobility and engagement in community-engaged internships in Asia. Through a collaboration with the Faculties' Indigenous STEM program and the Verna J. Kirkness Education Foundation, students will work on impactful projects in remote, Indigenous communities.

   The *second* pathway targets education, engagement and recruitment of the younger generation, from middle and secondary schools into the fields of science, technology and engineering. Leveraging a collaboration with UVic's Faculty of Education, the program will 1) engage UVic students, including those graduating from the experiential learning program (ambassadors from *first* pathway), to work directly with teachers at middle and secondary schools in developing and delivering educational programs that highlight the power of science,

technology and engineering, and 2) develop a framework for measuring and tracking the impact of the program in terms of recruitment into the field.

2. **Increase the sense of belonging and create a culture of inclusion** for under-represented and equity-deserving groups on the UVic campus and in our learning and research environments in science and engineering. The Chair will develop a supportive network that pairs mentorship and a focus on experiential learning and social impact with a long-term, enduring community of practice that supports women and minorities at all phases of their careers. The Chair will also provide EDI training specifically to science and engineering students, as well as ongoing opportunities and events for networking in Canada and Asia.

3. **Increase research capacity around EDI issues and best practices** by studying existing barriers to inclusive learning and research environments in science and engineering. The Chair will create opportunities for research exchanges with the NSERC Chairs for Women in Science and Engineering program in Canada and with academic, industry and community partners in Asia. The Chair will also develop an evidence-based evaluation strategy and report on the impact of the Chair's activities in changing the culture of inclusion in science and Engineering at UVic.

4. **Increase international student mobility and outreach** by **c**reating opportunities for outbound (UVic) and inbound (Asia-based) students to engage regionally, nationally and internationally in real-world problems to address sustainability goals and EDI-related initiatives. These opportunities will draw on CAPI's decades-long experience and established reputation in facilitating student mobility opportunities in and with Asia.

Funding to support the Chair
This Chair is made possible through a gift provided by the consortium of engineering development firms, including a generous donation by IBM.

Planned further action
The donors have a strong working relationships with Dr. Daniela Damian, Professor and PEng in UVic's software engineering program and CAPI Senior Research Fellow. If the Chair is approved, Dr. Damian will be the inaugural Chair and appointed for a five-year term starting in 2022 (retroactively from July 1, 2022). Support for the ECS-CAPI Chair in Inclusive Science, Technology and Engineering is provided in the expectation that the opportunities for training and retaining under-represented talent through the support of the donors and community partners will be leveraged and advanced to the benefit of all stakeholders.

Recommended motion
> *That Senate approve and recommend to the Board of Governors that it also approve the establishment of the ECS-CAPI Chair in Inclusive Science, Technology and Engineering in the Faculty of Engineering and Computer Science and Centre for Asia-Pacific Initiatives for a five-year term, from July 1, 2022 to June 30, 2027.*

University of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 16, 2022

To:	Operations and Facilities Committee
From:	Elizabeth Croft, Vice-President Academic and Provost
cc:	President and Vice-Chancellor
Meeting Date:	November 29, 2022
Subject:	2022/23 Enrolment Analysis Report
Basis for Jurisdiction:	University Act, s 27(1) and s 27(2)(r)
	Strategic Framework
	Strategic Enrolment Management Plan

Strategic Relevance: The annual Enrolment Analysis Report demonstrates the progress UVic has made towards our Strategic Framework objective of attracting outstanding students from diverse regions and backgrounds (strategy 1.1).

Previous Consultation: Enrolment projections for the 2022/23 academic year were approved by Senate on February 4, 2022 and then approved by the Board of Governors on March 29, 2022. This sets the overall recruitment and retention parameters for the university, aligned with the Strategic Framework, Strategic Enrolment Management Plan and provincial grant for domestic students.

Given the link between enrolments and operating budgets, we engaged the Board of Governors in August 2022 on steps taken to help address a projected enrolment shortfall, including increasing enrolments through investments in the Faculties and managing costs.

At their November 4, 2022 meeting, the Executive Director, Academic Resource Planning presented an enrolment update to Senate as part of the Provost's report, highlighting some of the information included in the 2022/23 Enrolment Analysis Report.

Background: This annual report describes UVic's enrolment projections for the current academic year and includes information about the enrolment size and composition of the university's student population—including undergraduate and graduate students, both domestic and international. Trends in applications, admissions and new registrations are also included. In addition to providing historical context, the report highlights strategies and initiatives to support future healthy enrolments at UVic.

Summary: UVic once again expects to achieve the domestic enrolment targets for 2022/23 set by the BC Ministry of Advanced Education and Skills Training and approved by UVic's Board of Governors in March 2022. This is due to an increase in graduate students, with graduate enrolment exceeding our target and undergraduate enrolment falling short.

We are not on track to meet our internal, undergraduate international enrolment target, with international enrolment dropping to below 2016/17 levels. Several possible reasons for this decline are outlined in the report, along with strategies and tactics to recover our international enrolment.

Our annualized student full-time equivalent (FTE) enrolment for the 2022/23 academic year is expected to be 19,015—a decrease of 677 FTE from last year, although it is important to note that we over-enrolled last year and planned for a decrease in undergraduate domestic enrolments compared to last year. Our 2022 fall term headcount is projected at 21,920, with 18,641 undergraduate students and 3,279 graduate students.

In the past decade, we have seen a steady increase in the number of students who identify as Indigenous, with this year being the first in many that we have not seen substantial growth.

Planned Further Action: The Office of the Vice-President Academic and Provost actively monitors enrolment levels on a weekly basis throughout the academic year. This year, due to the decrease in international enrolment and related impact on tuition revenue, Executive Council is discussing the impact on the university's operating budget and will consult with the Board of Governors as needed and required.

Enrolment projections for 2023/24 will be shared with the Board of Governors in March for approval.

Attachment(s): 2022/23 Enrolment Analysis Report

2022/23 ENROLMENT ANALYSIS REPORT

November 2022

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Summary and strategic context

Our institutional plans, including our Strategic Framework and Strategic Enrolment Management (SEM) Plan, have positioned UVic to attract, support and develop a diverse community of talented students—as reflected in our 2022/23 enrolment targets.

The SEM Plan has guided our recruitment and retention efforts since its launch in April 2019. Our commitments include recruiting the best undergraduate students, diversifying our international undergraduate student population by geographic location and program of study, and increasing our enrolment of Indigenous students and others from under-represented populations. We also aim to increase the proportion of graduate students, especially in research programs.

Our annualized student full-time equivalent (FTE) enrolment for the 2022/23 academic year is expected to be 19,015—a decrease of 677 FTE from last year. It's important to note, however, that we over-enrolled last year by about 500 incoming students (4,800 new students instead of the planned 4,300) as explained in the [attracting new students section](#). For 2022/23, we again planned for an incoming class of 4,300 new students, but actual new enrolment was 4,100. Our 2022 fall term headcount is projected at 21,920, with 18,641 undergraduate students and 3,279 graduate students.

As with previous years, we expect to achieve our domestic enrolment targets for 2022/23 set by the BC Ministry of Advanced Education and Skills Training (MAEST) and approved by UVic's Board of Governors in March 2022. This is due to an increase in graduate students, with graduate enrolment exceeding our target and undergraduate enrolment falling short. However, we are not on track to meet our international enrolment target, which is set internally and alongside our domestic undergraduate and graduate targets. This has impacted our overall tuition revenue but will not impact our operating grant provided by the province.

As outlined in the SEM Plan, we are committed to doubling Indigenous enrolment across all faculties by 2029, so that Indigenous students comprise at least 10% of the overall student population at UVic. In the past decade, we have seen a steady increase in the number of students who identify as Indigenous, with this year being the first in many that we have not seen substantial growth. We can contribute our growth to our K-12 pathway and community outreach programs, academic programs of interest to Indigenous learners, and culturally appropriate supports for Indigenous students. Representation is also an important factor for any diversity goal, and we've increased the number of Indigenous faculty and staff through initiatives like the Indigenous Recruitment Support Fund, as well as through significant efforts by units, faculty, librarians, staff and community leaders.

Emerging from the COVID-19 pandemic

While the worst appears to be behind us, the ongoing COVID-19 pandemic that was declared in March 2020 continues to impact the provincial and national post-secondary landscape, particularly with respect to international enrolment. Of note, Immigration, Refugees and Citizenship Canada experienced a significant backlog of study permit requests in summer 2022, which impacted students' ability to gain study permits before the start of the fall term at Canadian universities. Some students deferred until spring term, while others chose post-secondary institutions outside of Canada.

As well, some countries—particularly China, which has been our biggest overseas recruitment country for several years—continued to experience lockdowns that restricted travel. With these and other pandemic-related situations improving, including increased certainties around in-person education, we hope to see an increase in spring term 2022 enrolments. However, geopolitical considerations in China may require longer-term solutions to our international recruitment targets and goals.

In Canada, a recovering economy has provided new opportunities in the labour market. During times of economic contraction, we tend to see an increased interest in higher education as few jobs are available. Conversely, when there's a strong labour market, students may defer or interrupt their studies due to higher employment income opportunities. Also impacting enrolment are students' expanded travel opportunities as many pandemic restrictions have eased.

These and other factors have impacted our enrolment for 2022/23. Going forward, we will implement strategies to strengthen our value proposition, reach new learners, and diversify our recruitment efforts.

Annualized student FTEs

Full-time equivalent (FTE) enrolment is a weighted measure of student enrolment that takes into account course load. This measure is the principal enrolment accountability with the province and determines our funding for domestic students. For undergraduates, the FTE for a particular term is calculated by dividing a student's total registered units by the expected unit total for that particular program and year level. For full-time graduate students, the term FTE is 1.0. For part-time graduate students, the term is 0.33.

An annualized FTE measures course activity over a 12-month period, beginning with the Summer Session. For an undergraduate, this is the sum of the FTEs for the summer, fall and spring terms. For a graduate student, the annualized FTE is the sum of the three FTEs divided by 3.

MAEST sets enrolment targets for UVic based on annualized FTEs, and UVic's Board of Governors approves our enrolment levels to help meet those targets. UVic's grant funding, like other post-secondary institutions in BC, is provided by MAEST based on our domestic enrolment targets. This represents our "MAEST-funded target," and we submit a Board-approved "Institutional Accountability Plan and Report" to MAEST every summer that demonstrates how well we have met those targets.

UVic sets a higher internal target for enrolments for the purpose of its own academic and budget planning, which takes into account undergraduate international students (who are not funded by government and pay full international tuition). International graduate students are included along with domestic students in the MAEST graduate targets—out of a 2022/23 annualized total of 2,844 FTE, 985 were international.

As demonstrated in the table below, our overall annualized enrolment of 19,015 FTE exceeds our target of 18,948 by 67. We expect to exceed our MAEST target by 418 FTE in 2022/23, which comprises domestic undergraduates and all graduates (16,916 FTE on a target of 16,498). International undergraduate enrolment levels are down substantially from last year, at 2,099 FTE

from an expected level of 2,450 FTE. Our shortfall with respect to this target necessitated mid-year budget adjustments as tuition revenues were lower than anticipated.

Annualized FTE target comparison

	2022/23 projection	2022/23 target	FTE difference	% difference
Domestic undergraduates	14,072	14,158	-86	-0.6%
International undergraduates	2,099	2,450	-351	-14.3%
Total undergraduates	16,171	16,608	-437	-2.6%
Total graduates	2,844	2,340	504	21.5%
Total students	**19,015**	**18,948**	**67**	**0.4%**

Over the past decade, our greatest enrolment growth has been in international students, as shown in the table below. This population was affected by the pandemic as Canada had restricted inbound and outbound travel and implemented strict quarantine rules. Home countries also limited outbound travel, and Visa application and biometric centres around the world reduced capacity or closed entirely. In September this year, many incoming international students were still waiting on Immigration, Refugees and Citizenship Canada to process and approve their study permit applications.

Annualized student FTEs over time

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23 projection	10-yr %chg
Undergrad domestic	13,697	13,608	13,689	14,011	13,902	14,064	13,972	14,239	14,626	14,072	2.7%
Undergrad international	1,368	1,773	2,083	2,179	2,270	2,333	2,573	2,492	2,275	2,099	53.4%
All undergrads	15,065	15,381	15,772	16,190	16,172	16,397	16,545	16,731	16,901	16,171	7.3%
All grads	2,952	2,986	3,002	2,911	2,865	2,732	2,688	2,630	2,791	2,844	-3.7%
All students	**18,017**	**18,367**	**18,774**	**19,101**	**19,037**	**19,129**	**19,233**	**19,361**	**19,692**	**19,015**	**5.5%**

It's worth noting that each UVic Faculty has undergraduate and graduate enrolment targets and is resourced to meet those targets. Deans subsequently set enrolment expectations within their Faculties. There is no mechanical formula for per-student funding in the Faculties since costs and resources vary substantially, depending on several factors, including the nature of the pedagogy, services, technologies, research equipment and related personnel, labour market differences by discipline, the success of the Faculty in generating additional resources, and economies of scale.

Headcounts

Student enrolment is usually measured in two ways: as a headcount or as a full-time equivalent (FTE). A headcount is an unweighted count of individuals, where part-time and full-time students contribute equally to the final tally. Headcount totals are always referenced to a particular date and term, such as November 1 in the fall term.

Headcount enrolment at UVic has increased by 1% over the past seven years, and enrolments within most Faculties have been fairly stable and within a range related to their enrolment targets. In this timeframe, we have seen significant headcount growth in the Faculty of Law due to the launch of the joint Indigenous law JD/JID program (+17.5%) and the Faculty of Engineering and Computer Science (+15.3%). This year was our final year of our five-year provincially funded engineering and computer science expansion, which included 500 new student spaces, faculty positions and supports. The expansion, which targeted specific programs in engineering and computer science, saw annualized FTEs in those programs increase from 1,928 in 2017/18 to over 2,500 in 2022/23. Note that not all programs in the Faculty were included in that expansion and headcount figures below are therefore higher.

The largest decrease has been in Human and Social Development (-26.8%), where enrolments in nursing are highly dependent on partnership agreements with other institutions. The decreased enrolment in the Faculty of Humanities is a national trend, and many institutions have seen a far greater decrease than UVic.

This year, all UVic Faculties except the Faculty of Law experienced an enrolment decline; however, several—including the Faculty of Fine Arts, Faculty of Science and Peter B. Gustavson School of Business—have returned to around pre-pandemic levels.

Notably, overall graduate enrolment is up 2% over last year, including about 1% for international graduate enrolment.

Fall student headcounts

Faculty	2016	2017	2018	2019	2020	2021	2022	7-yr % chg
Education	1,031	1,023	1,027	981	943	942	905	-12.2%
Engineering & Computer Science	2,703	2,926	3,017	3,111	3,122	3,163	3,117	15.3%
Fine Arts	1,125	1,090	1,078	1,123	1,189	1,146	1,116	-0.8%
Human & Social Development	1,534	1,452	1,345	1,368	1,281	1,206	1,123	-26.8%
Humanities	2,002	1,912	1,804	1,845	1,861	1,741	1,674	-16.4%
Law	382	382	411	397	396	439	449	17.5%
Science	2,931	2,897	3,007	2,971	3,026	3,193	3,020	3.0%
Social Sciences	5,394	5,439	5,512	5,691	5,917	6,080	5,817	7.8%
Medical Sciences*	99	95	97	125	127	130	127	28.3%
PB Gustavson Schl of Business	1,188	1,201	1,256	1,268	1,193	1,366	1,293	8.8%
Total undergraduates	**18,389**	**18,417**	**18,554**	**18,880**	**19,055**	**19,406**	**18,641**	**1.4%**
Total graduates	**3,307**	**3,281**	**3,173**	**3,140**	**3,008**	**3,214**	**3,279**	**-0.8%**
Total students	**21,696**	**21,698**	**21,727**	**22,020**	**22,063**	**22,620**	**21,920**	**1.0%**

Enrolments in the Division of Medical Sciences represents students enrolled in UBC's Faculty of Medicine
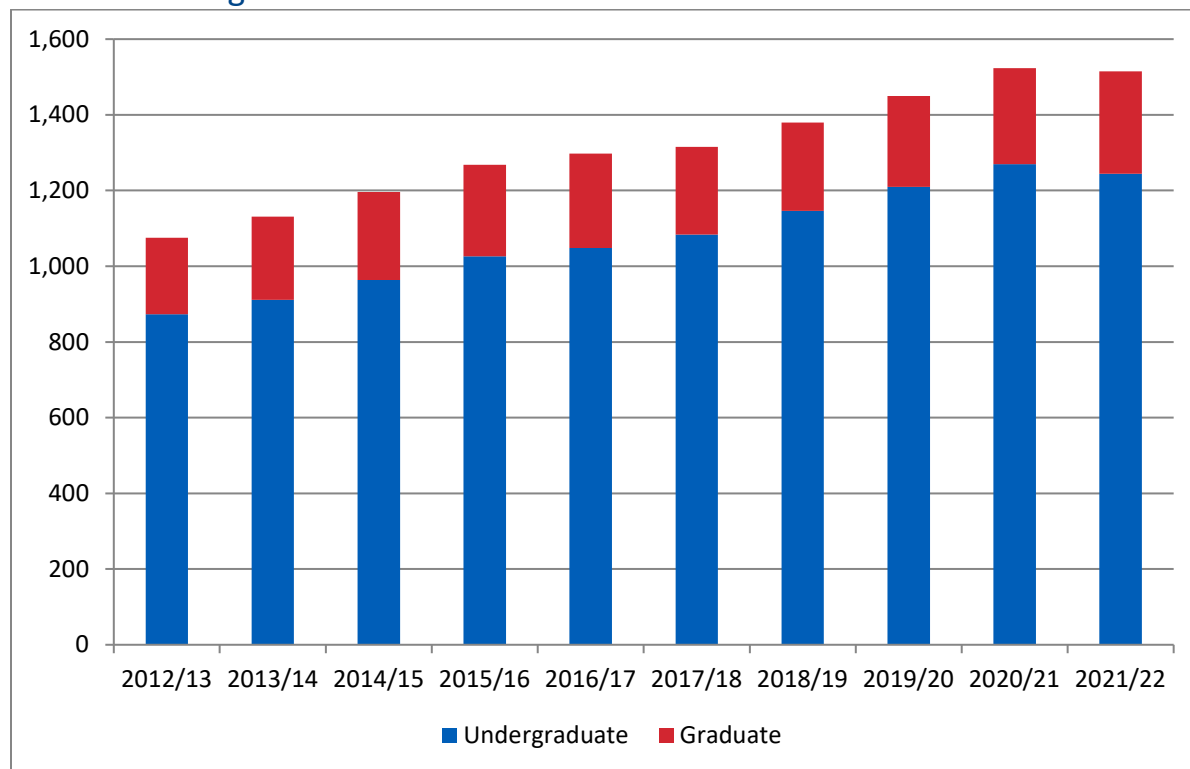
Indigenous enrolment

Since 2012/13, Indigenous student enrolment has grown from 1,075 to 1,515—an increase of 41%. As part of the SEM Plan, we are committed to doubling Indigenous enrolment across all

faculties by 2029, where Indigenous students comprise at least 10% of the overall student population at UVic.

Currently, Indigenous students comprise about 6.5% of the overall student population. Because Indigenous students may self-identify at any point in their education, there is some uncertainty as to actual enrolment numbers, which may be higher than indicated. Data are current to 2021/22 as self-identification figures are combined with information from MAEST on previous self-identification at K-12 and post secondary educational institutions.

Indigenous enrolment in graduate programs increased by 7.5% this year while undergraduate enrolment declined by 2%.

Growth in Indigenous students at UVic

The Faculty of Law has experienced a significant growth in Indigenous students in recent years as a result of the JD/JID program, with a 100% increase in overall Indigenous student enrolment in seven years. The Peter B. Gustavson School of Business has also made notable efforts to increase Indigenous enrolment through pathways and programs and is set to deliver the world's first custom MBA in Indigenous Reconciliation in 2023, in partnership with the BC Association of Aboriginal Friendship Centres. In 2018/19, UVic introduced Strategic Initiative Indigenous Grants to encourage faculty and staff across the university to revise their programs, courses, curricula, or learning resources aligned with UVic's commitment to reconciliation.

Indigenous students by faculty

Faculty	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021/ 22	7-yr % chg
Education	116	96	76	116	126	129	109	-6.0%
Engineering & Computer Science	98	101	116	119	120	111	100	2.0%
Fine Arts	77	63	64	75	84	84	96	24.7%
Human & Social Development	144	166	167	188	185	195	173	20.1%
Humanities	154	143	173	126	164	173	175	13.6%
Law	28	34	37	49	51	55	56	100.0%
Science	129	125	139	160	151	151	153	18.6%
Social Sciences	250	289	280	280	284	323	328	31.2%
Medical Sciences	7	9	11	10	13	16	17	142.9%
PB Gustavson Schl of Business	23	22	21	23	32	33	37	60.9%
Total undergraduates	1,026	1,048	1,084	1,146	1,210	1,270	1,244	21.2%
Total graduates	**241**	**249**	**230**	**233**	**237**	**252**	**271**	**12.4%**
University total	1,268	1,298	1,315	1,380	1,450	1,523	1,515	**19.5%**

Attracting new students

UVic sets enrolment targets every year for our new incoming classes to ensure overall enrolment levels are met and we achieve goals associated with new and growing programs (e.g., the recent engineering and computer science expansion) as well as our SEM Plan goals (e.g., growing Indigenous enrolments, diversifying international enrolments, etc.). The applications and admissions cycle requires us to work with each Faculty to set enrolment targets and admission cut-offs to meet those enrolment levels. As per the SEM Plan, our goal since 2019 has been to maintain overall enrolment levels for the university.

In 2021/22, in part due to grade inflation in the K-12 education system during the pandemic, we received far more applications and acceptances from high-achieving students (i.e., students with entering averages of 90–94% and averages of 95–100%). This resulted in UVic admitting the largest entering class in our history—with an almost 500 registrant increase over 2020/21—as well as overspending our entrance scholarships budget and suspending our first-year housing guarantee.

In 2022/23, we attempted to correct this anomaly and made adjustments to return to pre-pandemic levels; however, and despite a record number of applicants, we ended up with fewer undergraduate registrants. Several factors may have led to students not accepting offer letters, including competitive scholarships from other high-quality research universities, uncertainties and concerns related to the ongoing pandemic, study permit challenges, and a recovering labour market in BC and Canada. In particular, we experienced a significant decrease in the number of registrants from the Lower Mainland, which is a highly competitive environment with research universities like the University of British Columbia, Simon Fraser University and others.

Consistently, about 77% of UVic students come from outside of the Greater Victoria Area—one of the highest of any Canadian university west of Quebec. In terms of geographic distribution, the greatest number of undergraduate registrants has consistently been from Vancouver Island, while the next largest group has been from the Lower Mainland.

Fall undergraduate applicants, admits and registrants

	2018	2019	2020	2021	2022	5-yr % chg
Total applicants	15,576	15,982	15,443	16,680	17,854	14.6%
Total admits	10,038	10,657	10,757	12,147	11,297	12.5%
Registrants						
Vancouver Island	1,469	1,381	1,482	1,387	1,319	-10.2%
Lower Mainland	921	1,001	1,142	1,202	822	-10.7%
Rest Southern BC	442	487	454	525	419	-5.2%
Other BC	126	170	170	199	185	46.8%
Rest of Canada	698	688	707	894	758	8.6%
Outside Canada	786	761	371	611	591	-24.8%
Total registrants	**4,442**	**4,488**	**4,326**	**4,818**	**4,094**	**-7.8%**

The largest group of new undergraduate students has historically been high school students, and 2022 is no exception. Although we have seen a decrease in students coming from BC colleges, they continue to play an important role due to strong partnerships and pathway agreements. UVic and Camosun College have the single biggest transfer pathway in BC, with over 300 students per year transferring from Camosun to UVic. In any given year, over 1,500 students registered at UVic had a previous institution of Camosun. We continue to promote our engineering bridge program with Camosun while also exploring additional pathway programs and opportunities.

Undergraduate registrants by previous institution type

	2018	2019	2020	2021	2022	5-yr % chg
BC high schools	2,030	2,140	2,240	2,633	2,140	5.4%
BC colleges	654	654	710	503	438	-33.0%
Total BC	**2,684**	**2,794**	**2,950**	**3,136**	**2,578**	-3.9%
All high school	2,823	2,920	2,913	3,612	2,940	4.1%
All post-secondary	1,619	1,568	1,413	1,201	1,147	-29.2%
Total registrants	**4,442**	**4,488**	**4,326**	**4,813**	**4,087**	-8.0%

UVic currently has students from 153 countries. After Canada, the primary country of origin is China, with the United States a distant second. We are committed to diversifying the international student population by country and are actively exploring new international recruitment strategies, including potentially partnering with agencies and hiring more recruiters.

As a result of diversification efforts thus far, the proportion of students from China has declined in the past five years—from 50% to 31% of the overall international student population. In the same timeframe, we have seen an increase in students from Iran, Vietnam, Nigeria, Pakistan, Philippines, Mexico and Bangladesh, among other countries. Going forward, we are exploring

recruitment and partnership opportunities to grow recruitment from India, the United States, Germany, Vietnam, Mexico, and others.

International headcounts by country

Country	Graduate		Undergraduate		Total	
	Headcount	Percent	Headcount	Percent	Headcount	Percent
China	294	22%	963	35%	1,257	31%
USA	133	10%	275	10%	408	10%
India	126	9%	276	10%	402	10%
Iran	249	19%	61	2%	310	8%
Republic of Korea	11	1%	86	3%	97	2%
Nigeria	43	3%	51	2%	94	2%
Vietnam	11	1%	76	3%	87	2%
Brazil	44	3%	35	1%	79	2%
Japan	11	1%	65	2%	76	2%
United Kingdom	15	1%	61	2%	76	2%
Other	393	30%	809	29%	1,202	29%
Total	1,330		2,758		4,088	

Challenges, strategies and new initiatives

There are several strategies we will implement to recover our domestic and international enrolments and better position ourselves going forward, both in the short-term and longer-term. This includes strategic investments in recruitment and scholarships, reaffirming our value proposition to students and implementing strategies to attract new learners.

Domestic enrolment, for example, can be addressed in the short-term through scholarships and early offers. UVic annually reviews the size and scope of our scholarship programs to ensure we are competitive and successful in attracting and retaining top-performing students. We also continue to increase bursaries to improve access for equity-deserving groups and students who demonstrate financial need during their studies. From 2012/13 to 2021/22, the annual total value of all forms of student financial aid received by students increased by more than $9.6 million, or 92%.

Since 2014/15, the demographic trough of 18 to 24 year olds in the province of BC has increased competition among post-secondary institutions in the region. Of BC's 25 public post-secondary institutions, 16 are under their funded enrolment target. As we emerge from that demographic trough and expect growth in the coming decade for this cohort, competition for the best students will intensify further. In order to continue to remain competitive, attract high-quality students and meet our enrolment targets, we will need to continue to prioritize early entrance scholarship programs.

Our value proposition to students continues to be a high-quality and research-enriched education that includes significant experiential learning opportunities. Going forward, we will look for opportunities to expand and strengthen our programming in key areas of growth—both

in terms of provincial priorities and our own education and research strengths, informed by our strategic plans.

For example, we have once again applied for provincial funding to expand our engineering and computer science seats. The new West Shore campus, a partnership between UVic, Camosun College and Royal Roads University that's currently in development, will provide new space for computer science and software engineering students. We are also working with government and post-secondary partners to potentially expand or develop programs to help meet health care needs in the province, building on academic and research consultations from the UVic Health Initiative.

Professional masters programs, accelerated degree options and micro-credentials are other potential ways we can reach new learners, including adult learners, career professionals and international students. Micro-credentials are also a way for learners to stack or ladder credits into degree programs, certificate or diplomas.

To recover and achieve our international recruitment goals, we are diversifying countries of origin and developing additional strategies in the coming year. Initial ideas include working with recruiters, agencies and partner institutions; enhancing and targeting our branding and marketing efforts; reviewing our on-campus structures to ensure international students are well supported; and identifying program development opportunities. We need to adapt if we want to keep up with international recruitment—focusing on competing for the things we believe in, are experts at, and can deliver better than other institutions.

Finally, and importantly, UVic will continue to prioritize opportunities for Indigenous students and support their success. In recent years, we have increased one-to-one supports and culturally relevant co-op opportunities for Indigenous students; created new and expanded existing pathway opportunities for Indigenous students; expanded scholarships and bursaries for Indigenous students; and substantially increased community partnerships. We continue to work on decolonization efforts across the university, including through academic and non-academic programming, working towards our goal of increasing Indigenous student enrolment and success.

Conclusion

Overall, and despite the decline this year, UVic has a healthy enrolment and optimistic outlook. We will once again achieve our MAEST target, and we are well positioned to deliver on several of our key enrolment goals, including Indigenous enrolment. While our international enrolment was affected by pandemic-related factors and a significant backlog of student permit applications, we are confident that we will recover our numbers in the near future.

To continue to be successful, the university will focus on delivering quality academic programs; ensuring our outreach activities and pathways resonate in the increasingly competitive post-secondary market; offering competitive scholarship and bursary programs aligned with our recruitment and retention goals; maximizing research opportunities for students; and ensuring that key university supports and services are responsive to students' needs.

**University
of Victoria**

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 16, 2022

To:	Operations and Facilities Committee
From:	Elizabeth Croft, Vice-President Academic and Provost
cc:	President and Vice-Chancellor
Meeting Date:	November 29, 2022
Subject:	Report on Student Financial Aid 2021/22
Basis for Jurisdiction:	Strategic Framework
	Strategic Enrolment Management Plan
	Student Awards Policy AC1130

Strategic Relevance: The Report on Student Financial Aid 2021/22 provides information on UVic's longstanding commitment to recruit and retain outstanding students from diverse backgrounds and removing barriers to admission, retention and success through financial aid programs.

Offering competitive and supportive financial programs such as scholarships and bursaries helps UVic to attract, support and develop a diverse community of talented students through enhanced resources and programs (strategy 1.1). Targeted scholarships and bursaries enhances our Strategic Framework and Strategic Enrolment Management Plan goals of increasing the number and success of Indigenous students, as well as other under-represented groups who experience barriers to education (strategies 1.1 and 4.3).

Further, the work study program provides dynamic learning opportunities to many of our students, including those who have demonstrated financial need (strategy 3.1).

Previous Consultation: The Senate Committee on Awards releases an annual report to Senate outlining total scholarships awarded to undergraduate students.

Background: This annual report provides an overview of the types and levels of financial assistance available to undergraduate students and need-based funding received by graduate students. This includes scholarships, bursaries, awards and work study funding administered by the Office of Student Awards and Financial Aid.

Summary: The timeframe for this report is May 1, 2021 to April 30, 2022.

There has been a substantial and noteworthy change to reporting conventions in the report this year in order to make reporting consistent with Senate regulations around the classification of awards. It should be noted that historically student financial aid given as "awards" was reported with the bursary section of the report as many "awards" have a financial need component in addition to demonstrating academic merit. For the 2021/22 reporting year, the category of "awards" where the recipient is selected primarily on the basis of academic merit, is included in the scholarship section of the report. In 2021/22, 547 students received $828,715 in "award" funding given on the basis of merit and other criteria. These numbers are included with the scholarship statistics throughout the report and, as a result, have increased the numbers of merit-based funding and reduced the numbers of need-based funding over 2020/21.

In 2021/22, undergraduate and graduate students received more than $20 million in financial aid programs administered by Student Awards and Financial Aid from a variety of sources, including operating budget, annual donor funds and endowed sources of funding. UVic awarded more than $16 million in scholarships and awards to 4,711 full-time undergraduate students.

Additionally, 714 undergraduate students received bursaries valued at more than $2.7 million, and 166 graduate students received bursaries valued at nearly $600,000. Consistent with recent years, the bursary program was once again able to meet 100% of the total assessed unmet need of undergraduate and graduate recipients.

The work study program provided part-time employment opportunities to 453 undergraduate and graduate students who earned more than $687,000 combined from September 2021 to April 2022.

In the past 10 years, from 2012/13 to 2021/22, the annual total value of all forms of student financial aid received by students has increased by more than $9.6 million or 92%.

The university's gross expenditures (including expenditures from the specific purpose and sponsored research funds) for scholarships and bursaries for all students has increased by more than $17.4 million or 52%—from $33.5 million in 2012/13 to almost $51 million in 2021/22.

Attachment(s): Report on Student Financial Aid 2021/22

Report on Student Financial Aid

2021/22

University of Victoria

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Summary of student financial aid funding

This report details funding for undergraduate scholarships and awards, undergraduate and graduate bursaries and the work study program administered by Student Awards and Financial Aid (SAFA)[1]. Merit-based awards for graduate students are administered by the Faculty of Graduate Studies and are not included in this report.

Over the past 10 years, the commitment of additional funding from various sources (base budget, carry-over, annual donor funds and endowed sources) has made it possible to increase both the value and number of undergraduate scholarships and awards as well as undergraduate and graduate bursaries. Despite year-to-year fluctuations due to planned use of carry-over funds, the overall trend has been robust support for all forms of financial aid. The COVID-19 pandemic, in particular, has impacted our supports to students both in 2020/21 and 2021/22.

There has been a substantial and noteworthy change to reporting conventions in the report this year in order to make reporting consistent with Senate regulations around the classification of awards. Historically, student financial aid given as "awards" was reported with the bursary section of the report as many "awards" have a financial need component in addition to demonstrating academic merit. For the 2021/22 reporting year, the category of "awards" where the recipient is selected primarily on the basis of academic merit is included in the scholarship section of the report. In 2021/22, 547 students received $828,715 in "award" funding given on the basis of merit and other criteria. These numbers are included with the scholarship statistics throughout the report and, as a result, have increased the numbers of merit-based funding and reduced the numbers of need-based funding over 2020/21.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Scholarships	$ 5,990,420	$ 8,029,202	$ 9,849,772	$ 8,863,835	$ 8,424,656	$ 8,111,205	$ 8,888,680	$ 9,186,152	$12,870,136	$16,031,567
Bursaries and Awards	$ 3,727,287	$ 4,189,456	$ 4,585,880	$ 4,110,174	$ 3,967,071	$ 4,708,338	$ 4,147,739	$ 5,896,917	$ 5,640,417	$ 3,334,366
Work Study	$ 718,713	$ 706,772	$ 714,538	$ 661,929	$ 652,027	$ 640,990	$ 747,967	$ 906,128	$ 643,366	$ 687,395
Total	$ 10,436,420	$ 12,925,430	$ 15,150,190	$ 13,635,938	$ 13,043,754	$ 13,460,533	$ 13,784,386	$ 15,989,197	$ 19,153,919	$20,053,328

Figure 1: The total value of bursaries and awards received by domestic and international undergraduate and graduate students from 2012/13 to 2020/21 and bursaries only in 2021/22. Note that for 2021/22, reporting conventions on awards and bursaries categories have changed. A significant amount ($828,715) of blended bursaries and awards are now included in the scholarships total, rather than in the bursaries and awards total.

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[1]SAFA administers bursaries and work study for both undergraduate and graduate students, and the dollar values for these types of aid include funding awarded to graduate students.

All gross expenditures for scholarships, fellowships & bursaries

2012/13	$ 33,500,000
2013/14	$ 35,925,000
2014/15	$ 37,440,000
2015/16	$ 37,157,000
2016/17	$ 35,873,000
2017/18	$ 36,358,000
2018/19	$ 36,092,000
2019/20	$ 40,908,000
2020/21	$ 47,154,000
2021/22	$ 50,953,000

Figure 2: all types of student financial aid received by undergraduate and graduate students expended from general operating, specific purpose and sponsored research funds. Source: UVic's audited financial statements.

Undergraduate scholarship program

UVic offers one-time and renewable entrance and in-course scholarships and awards in support of the recruitment and retention of high-achieving students.

In 2021/22, 4,711 undergraduate students received 5,750 entrance and in-course scholarships and awards totalling more than $16 million from base budget, carry-over, annual donor and endowed sources of funding.

Scholarships are awarded to undergraduate students in two categories: entrance and in-course. The majority of entrance scholarships are offered based on the admission average of the applicant. There are also entrance scholarships awarded with consideration given to admission average, volunteer commitment, athleticism, leadership or other criteria specified in the terms of reference for each award, including equity-deserving groups and those who experience barriers to participating in post-secondary education.

The majority of in-course scholarships are adjudicated based on grades in a minimum of 12 units of UVic courses in two terms in the previous academic year, while others are awarded based on departmental nomination. There are also in-course scholarships awarded on the basis of specific criteria in addition to grades.

Summary of Entrance Scholarships			
	May 2020 - Apr 2021	May 2021 - Apr 2022	Change from 2020-21 to 2021-22
Number of scholarships	2,981	3,124	⬆ 143
Number of recipients	2,560	2,798	⬆ 238
Value of scholarships	$8,488,382	$9,735,247	⬆ $1,246,865
Average award per recipient	$3,316	$3,479	⬆ $164

Summary of In-Course Scholarships			
	May 2020 - Apr 2021	May 2021 - Apr 2022	Change from 2020-21 to 2021-22
Number of scholarships	1,915	2,626	⬆ 711
Number of recipients	1,365	1,913	⬆ 548
Value of scholarships	$4,381,754	$6,296,320	⬆ $1,914,566
Average award per recipient	$3,210	$3,291	⬆ $81

Figure 3: Comparison of all undergraduate scholarships awarded in 2020/21 and 2021/22. Note that for 2021/22, reporting conventions on awards and bursaries categories have changed.

Entrance scholarships

The largest category of entrance scholarships is automatic scholarships awarded based on admission average only. To be considered for this scholarship category in 2021/22, prospective students were required to self-report their grade 12 marks by March 15, 2021.

Students entering with a self-reported admission average of 85% or higher were offered entrance scholarships with values ranging from $2,000 to $7,000. Students' scholarship offer letters advised that the award would be granted upon confirmation of final grades in August and registration in a full course load in the 2021/22 Winter Session. The number and total value of offers made each year varies depending on the admission average of each student in the entering class.

Admisson average required to qualify	Value	2020/21 # Offered	2020/21 # Accepted	2020/21 $ Awarded	Value	2021/22 # Offered	2021/22 # Accepted	2021/22 $ Awarded	Change in # accepted from 2020/21 to 2021/22	Change in $ awarded from 2020/21 to 2021/22
Renewable Scholarships										
98.00 - 100%	**$7,000**	179	92	$ 644,000	**$7,000**	296	161	$1,127,000	⬆ 69	$ ⬆ 483,000
96.00 - 97.99%	**$6,000**	397	190	$1,140,000	**$6,000**	648	280	$1,680,000	⬆ 90	$ ⬆ 540,000
96.00 - 97.99% (*external scholarship provider limit imposed)	**$2,500**	2	2	$ 5,000					n/a	n/a
96.00 - 97.99 (*external scholarship provider limit imposed)	**$5,000**	7	7	$ 35,000	**$5,000**	4	4	$ 20,000	n/a	n/a
Total Renewable		585	291	$1,824,000		948	445	$2,827,000	⬆ 154	$ ⬆ 1,003,000
Non-Renewable Scholarships										
94.00 - 95.99%	**$3,500**	668	199	$ 696,500	**$3,500**	941	282	$ 987,000	⬆ 83	$ ⬆ 290,500
94.00 - 95.99%	**$3,000**	3	3	$ 9,000	**$3,000**	3	3	$ 9,000	n/a	n/a
90.00 - 93.99%	**$3,000**	1,936	585	$1,755,000	**$3,000**	2,434	750	$2,250,000	⬆ 165	$ ⬆ 495,000
90.00 - 93.99% (deferred)	**$2,500**	17	17	$ 42,500	**$2,500**	10	10	$ 25,000		
85.00 - 89.99%	**$2,000**	2,373	758	$1,516,000	**$2,000**	2,554	801	$1,602,000	⬆ 43	$ ⬆ 86,000
Base Budget Other	varies	23	23	$ 36,945	varies	14	8	$ 15,036		
Total Non-Renewable		5,020	1,585	$4,055,945		5,956	1,854	$4,888,036	⬆ 269	$ ⬆ 832,091
Totals		5,605	1,876	$5,879,945		6,904	2,299	$7,715,036	⬆ 423	$ ⬆ 1,835,091

Figure 4: Comparison of all automatic entrance scholarships offered and accepted in 2020/21 and 2021/22.

*A small number of external scholarship providers specify a dollar limit on the additional scholarship funding a student can receive from other sources. Scholarship recipients generally notify SAFA of these limits after receiving an entrance scholarship offer from UVic. If the student continues to receive funding from the external provider throughout their program, SAFA adjusts any scholarship offers from UVic to ensure students' external funds are not limited.

Automatic entrance scholarships:

- In 2021/22, 2,299 automatic renewable and non-renewable entrance scholarships were accepted, with a total value of $7,715,036.
- There was a 23% increase in the total number of scholarship recipients.
- The average value of entrance scholarships was $3,356.

Automatic renewable entrance scholarships:

- There were 948 offers of renewable entrance scholarships made to eligible applicants in 2021/22, and 445 of those were accepted.

- The entering averages required to qualify for the $24,000 and $28,000 renewable entrance scholarships were:
  - 98.00–100% $28,000 payable at $7,000/year for four years
  - 96.00–97.99% $24,000 payable at $6,000/year for four years

In-course scholarships and awards

Undergraduate students who attend UVic in the regular Winter Session are eligible for a number of scholarships and awards made available through contributions from corporate and individual donors as well as from UVic's operating budget. The comparison of these in-course scholarships and awards includes the following:

- In 2021/22, 1,913 students who demonstrated academic excellence in the previous academic year at UVic received in-course scholarships and awards with a total value of almost $6.3 million. Please note this includes "awards" previously reported in the bursary section of this report.
- This is a 40% increase in the number of in-course scholarship and award recipients compared to the previous year.
- There was a $1,914,566 increase in the total value of in-course scholarships and awards over the previous year.
- The summary of in-course scholarships includes renewals of entrance scholarships for 512 students with a total value of more than $3 million.
- This represents a 58% increase in the number of scholarship renewals and a 70% increase in the total value of renewals.
- In 2021/22, the average in-course scholarship and award value was $3,291, representing a 2.5% increase from the previous year.

Competitiveness of UVic's entrance scholarship program

With 77% of UVic students coming from outside the Southern Vancouver Island region, attendance at our university can result in high costs for students who relocate here to study.

Automatic Entrance Scholarship Comparators 2021-22			
School		**Amount**	**Admission Average**
UVic	UVic Excellence	$7,000 x 4 years	98% - 100% (IB 40+)
	UVic Excellence	$6,000 x 4 years	96% - 97.99% (IB 38-39)
	President's Entrance	$3,500	94% - 95.99% (IB 32-37)
	UVic Entrance	$3,000	90% - 93.99%
	UVic Entrance	$2,000	85% - 89.99%
	UVic Transfer Scholarship	$2,500	7.5/9.0
Guelph	University of Guelph Entrance Scholarship	$3,000	90%+
	University of Guelph Entrance Scholarship	$2,000	85% - 89.99%
Queen's	Senator Frank Carrel Merit Scholarship	$5,000 x 4 years	94% + (IB 38+)
	Principal's Scholarship	$4,000	95% + (IB 39+)
	Excellence Scholarship	$1,500	90% - 94.99% (IB 36-38)
SFU	International Summit Transfer Entrance Scholarship	$3,500	3.70/4.0
	Ken Caple Transfer Entrance Scholarship	$3,500	3.70/4.0
	University Transfer Entrance Scholarship	$3,000	Awarded to the top five applicants transferring from a Canadian University and admitted directly to any faculty.
U of Calgary	President's Admission Scholarships	$5,000	95%+
	University of Calgary International Baccalaureate Diploma Entrance Scholarship	$2,000	IB 35+
UBC	Automatic Entrance Scholarships	$0	None offered

Figure 5: UVic's comparative and competitive position in 2021/22.

In September 2019, SAFA reviewed the entrance scholarship program and proposed enhancements and new initiatives in support of Goal 1 of UVic's Strategic Enrolment Management (SEM) Plan, which launched in April 2019:

> *Goal 1: By 2024, strengthen the entering domestic undergraduate class by:*
>
> > a. *increasing the % of first-time enrolling students who have an entering average of 80% or higher from 79% to 89%;*
> > b. *increasing the % of admitted students with an entering average of at least 90% who choose to register at UVic from 37% to 45%; and*
> > c. *enhancing and developing initiatives that increase the representation of under-represented populations, including but not limited to students with lived experience in care and low socio-economic status.*
>
> *Strategy 2: Re-align and enhance our entrance scholarship and needs-based financial aid programs to provide incentives for students in targeted groups a, b and/or c above.*
>
> *Tactic 2: Increase the number of entering students with admission averages of 90% or higher by enhancing the competitiveness of our entrance scholarship program in support of Goal 1 b.*

That proposal was adopted and, commencing with the incoming class of fall 2020, applicants with an entering average of 90% or higher were offered scholarships with higher values. In addition, new scholarships were created to increase the participation of under-represented groups of students in the Faculty of Engineering and Computer Science to advance our diversity goals.

The enhanced scholarship program was also offered to the incoming class of fall 2021 and the impact of the following scholarship values and scholarships for students in engineering and computer science was significant.

Entrance scholarships 2021/22
The values of renewable and non-renewable scholarships were as follows:

Entrance scholarships based on admission average:

<u>Renewable Entrance Scholarships</u>:

98.00 to 100%	$7,000 x 4 = $28,000
96.00 to 97.99%	$6,000 x 4 = $24,000

<u>Non-Renewable Entrance Scholarships</u>:

94.00 to 95.99%	$3,500
90.00 to 93.99%	$3,000
85.00 to 89.99%	$2,000

<u>University/College Transfer Scholarships</u>:

GPA 7.5 to 9.0	$2,500

Scholarships for Indigenous Students Entering the Faculty of Engineering and Computer Science			
Admission average range	**Value**	**Number of students**	**Accepted $**
98.00-100%	$ 6,000	1	$ 6,000
96.00 - 97.99%	$ 5,500	0	$ -
94.00 - 95.99%	$ 5,000	0	$ -
90.00 - 93.99%	$ 4,500	2	$ 9,000
85.00 - 89.99%	$ 4,000	0	$ -
	TOTAL	3	$ 15,000

Scholarships for Women Students Entering the Faculty of Engineering and Computer Science			
Admission average range	**Value**	**Number of students**	**Accepted $**
98.00-100%	$ 3,000	16	$ 48,000
96.00 - 97.99%	$ 2,500	25	$ 62,500
94.00 - 95.99%	$ 2,000	14	$ 28,000
90.00 - 93.99%	$ 1,500	28	$ 42,000
85.00 - 89.99%	$ 1,000	11	$ 11,000
	TOTAL	94	$ 191,500

With regards to the scholarships for women students entering the Faculty of Engineering and Computer Science, there were 94 recipients who received $191,500 in 2021/22 compared to 72 recipients who received a total of $135,500 in the 2020/21 program year.

Entrance scholarships 2022/23
Due to the unprecedented demand on the automatic entrance scholarship program in 2020/21 and 2021/22, and to ensure future sustainability of the program, the scholarship values were lowered and the minimum qualifying admission average was increased for the fall 2022 incoming class. A modified automatic entrance scholarship program to recruit academically

well-prepared students has been offered for the 2022/23 program year; details will be included in the 2022/23 report presented to the Board of Governors in November 2023.

Bursary program

UVic's bursary program helps remove financial barriers and supports the retention and success of a diverse student population. As one of the major funding tools in the university's financial assistance strategy, bursaries reduce the gap between total financial need and available resources when primary resources are insufficient.

Students who have applied and qualify for government student assistance, and whose financial need exceeds the maximum government aid available, are eligible to apply for bursary funding. While the majority of bursary funds require applicants to also receive government student assistance, there are need-based bursaries that do not. For example, bursaries for international students, students with lived experience in care, childcare bursary applicants and the LE,NONET bursary program do not require recipients to participate in the government student assistance program to be eligible.

Students submit bursary applications that SAFA staff assess to determine eligibility. Basic educational expenses recognized by the provincial student assistance authority are included in the assessment of financial need. These costs include tuition and mandatory fees, books and supplies, accommodation, food, transportation, personal expenses and/or childcare costs, if applicable. For 2021/22, the living allowance used to assess financial need was enhanced to reflect the higher cost of living in the Greater Victoria region. The costs not covered by other sources, or unmet need, are calculated by deducting student, parental or spousal contributions and government aid from the allowable costs detailed above. Bursaries are made available to cover a percentage of the applicant's unmet need.

Students who do not qualify for government student assistance due to extenuating circumstances or who experience an unforeseen financial crisis are also eligible to apply for bursary funding. These students meet with a Financial Aid Officer virtually or in-person to discuss their financial situation, and bursary funding may be approved on a discretionary basis. Using the principles adopted with the allocation of international bursaries, SAFA will continue to work with students to explore all options available, including bursaries, to assist with financial need.

In 2021/22:

- 714 undergraduate students received bursaries valued at $2,735,404.
- 166 graduate students received bursaries valued at $599,062.
- Included in the totals above, 129 undergraduate and graduate international students received bursaries valued at $298,619.

Bursaries are awarded throughout the academic year with the majority of funding awarded on the basis of Summer Session and Winter Session online applications. See Appendix A and Appendix B for a breakdown of bursaries allocated to undergraduate and graduate students who applied via the online applications in 2021/22.

The allocation formula used to distribute bursary funding ensures a greater level of support for students with the most significant financial barriers. The pool of applicants with the highest

financial need is primarily composed of students with dependents. For 2021/22, the bursary program was once again able to meet 100% of the total assessed unmet need of undergraduate and graduate recipients.

In response to the global pandemic, the Canada Student Financial Assistance Program increased the Canada student loan weekly maximums for students with and without dependents and doubled the value of all Canada student grants for their 2020/21 program year. For the 2021/22 program year, the weekly loan maximums have been reduced to pre-pandemic levels, but the values of all Canada student grants continue to be doubled for the 2021/22 and 2022/23 program years. This additional government assistance has reduced the demand on our bursary program in 2021/22.

For 2021/22, there has been a substantial and noteworthy reporting change with regards to the category of "awards" that were historically included with the reporting of bursaries. As academic merit is a primary selection criteria for student financial aid given as "awards" they have been separated out for the 2021/22 reporting year and included in the scholarship section of this report. From May 2021 to April 2022, 547 students received "awards" totalling $828,715 and these numbers were included with the scholarship statistics reported earlier in this report.

Year	Number of Bursary and Award Recipients	Value of Bursaries and Awards ($)
2014/15	1,414	$ 4,585,880
2015/16	1,394	$ 4,110,175
2016/17	1,503	$ 3,697,071
2017/18	1,468	$ 4,708,338
2018/19	1,480	$ 4,147,739
2019/20	2,336	$ 5,896,917
2020/21	2,766	$ 5,640,417
2021/22	880	$ 3,334,466

Figure 6: The total value of bursaries and awards received by domestic and international undergraduate and graduate students from 2014/15 to 2020/21 and bursaries only in 2021/22. Note that for 2021/22, reporting conventions on awards and bursaries categories have changed.

Work study program

The work study program creates valuable experiential learning opportunities for students to engage in work, research and other activities at UVic during their studies. The program, which runs during the Winter Session only, provides work experience for registered undergraduate and graduate students (both domestic and international) who require financial assistance.

Students are not required to receive government student assistance to participate in the work study program but must demonstrate financial need according to a standardized needs assessment.

In 2021/22:

- The program had a budget of $695,000.
- The hourly rate of pay was a minimum of $16 per hour (up from $15.50 in 2020/21).

- 1,048 students were eligible to participate in the program.
- 453 students (353 domestic and 100 international) were hired into 340 positions.
- Participants earned $687,395 for an average of $1,517 per student.

Funding for Indigenous students

UVic is committed to increasing the recruitment, retention and success of Indigenous students across all faculties.

	2017/18		2018/19		2019/20		2020/21		2021/22	
	# of Recipients	$ Value	# of Recipients	$ Value	# of Recipients	$ Value	# of Recipients	$ Value	# of Recipients	$ Value
Scholarships (UG only)	82	$218,206	96	$305,024	120	$333,199	116	$444,842	143	$511,780
Bursaries (UG + GR)	90	$213,928	93	$274,381	109	$223,831	139	$370,910	104	$293,488
Awards (UG + GR)	9	$ 18,921	11	$ 19,706	14	$ 18,884	10	$ 17,937	11	$ 15,360
Work Study (UG + GR)	17	$ 19,788	30	$ 43,639	28	$ 50,994	7	$ 13,749	14	$ 28,576
Total $		$470,843		$642,750		$626,908		$847,438		$849,204

Figure 7: The types of funding received by undergraduate scholarship recipients—as well as undergraduate and graduate bursary, award and work study funding recipients—who have self-identified as Indigenous.

Funding for students with lived experience in care

In 2014/15, UVic created the University of Victoria Youth in Care Award, which is not awarded on the basis of academic merit. Originally the award covered up to eight terms of funding or completion of a first degree, whichever came first, of actual tuition costs excluding mandatory fees. Entering, in-course and transfer students who met the eligibility criteria and who were registered in their first undergraduate degree were eligible to apply.

In 2017/18, the terms of reference for the award were amended to complement the new BC Provincial Tuition Waiver Program announced by the BC Ministry of Advanced Education and Skills Training in September of that year. The UVic award now covers the actual tuition costs and mandatory fees for all terms of study required for completion of a first undergraduate degree for students previously in care in BC for at least one year but who do not meet the Provincial Tuition Waiver Program age or number of years in care criterion. In addition, donor-provided funds support book costs and living expenses.

Additional information about support for students with lived experience in care in BC:

- UVic's Youth in Care Award has no age limit and the minimum amount of time in care to qualify for the award is 12 months. Time in care must have been in the province of BC.
- The BC Provincial Tuition Waiver Program is available to students 19-26 years of age and who have been in care in BC for a minimum of 24 months.
- In 2021/22, 44 students received the UVic award (compared to 48 recipients in 2020/21), totaling $259,775. Of these students, 26 also qualified for the BC waiver.
- 13 UVic students with lived experience in care graduated in 2021/22.

Government student assistance

Federal loan and grant programs continue to play a significant role in meeting the financial needs of students.

As previously noted, the Canada Student Financial Assistance Program, in response to the global pandemic, increased the Canada student loan weekly maximums for students with and without dependents and doubled the value of all Canada student grants for their 2020/21 program year. For the 2021/22 program year, the weekly loan maximums are reduced to pre-pandemic levels, but the values of all Canada student grants continue to be doubled for the 2021/22 and 2022/23 program years. This additional government assistance has reduced the demand on our bursary program in 2021/22.

In 2021/22, 5,288 undergraduate and graduate students received $72 million in funding through all Canadian federal and provincial/territorial student assistance programs. More than $28 million of that total was awarded as non-repayable grant funding. By comparison, 5,154 students received $76.5 million in government student assistance in the 2020/21 program year with $26.1 million of the total awarded as non-repayable grant funding.

In addition to Canadian government student assistance, 59 students received Direct Loans from the US Department of Education totalling more than USD 770,139.

Next steps as we emerge from the global pandemic

Economic changes have impacted participation in post-secondary studies, government assistance levels and the demand on the UVic bursary program. UVic will continue to review trends in government student assistance and the impact on demand for post-secondary programs. We will, where possible and as they align with our enrolment and institutional goals, adjust our financial aid programs to meet the needs of students.

The enhanced automatic entrance scholarship program that was introduced for the incoming class of 2020/21 was impacted by unforeseen grading changes in secondary education. During the COVID-19 pandemic, the number of high achieving students increased dramatically and has resulted in an unprecedented number of students admitted with averages of 85% and higher.

For example, in 2019/20, 336 students admitted with an average of 96% to 100% were offered renewable entrance scholarships, of which 123 accepted. In 2020/21, we offered renewable scholarships to 585 students, of which 291 accepted. In 2021/22, 948 students were offered renewable scholarships, of which 445 accepted. The number of entrance scholarships offered to students admitted with averages in the 85% to 95.99% range was 4,344 in 2019/20, 5,040 in 2020/21 and 5,956 in 2021/22. These increases in the numbers of students admitted with averages of 96% and higher could not have been anticipated.

To ensure the financial sustainability of the entrance scholarship program, values were lowered and the admission average needed to qualify for automatic entrance scholarships was increased for the fall 2022 incoming class.

For the incoming class of fall 2023, we plan to offer a modified automatic entrance scholarship program to recruit students who are well prepared to succeed academically, while also focusing additional resources on supporting under-represented and equity-deserving student groups.

The university has made significant investments in student financial aid over the last 10 years, including in the context of our SEM Plan, and future budget priorities will continue to reflect our institutional goals.

Appendix A: Undergraduate bursary program

Undergraduate Bursary Program May 2021 - April 2022 (domestic students only)							
Range of Awards	Number of Recipients	Total Assessed Need of applicants	Average Assessed Need	Total Bursary Awarded	Average Bursary Awarded	Remaining Unmet Need	Total Remaining Unmet Need
Over $10,000	49	$ 738,263	$ 15,067	$ 738,263	$ 15,067	$ -	$ -
$9,001-10,000	15	$ 142,225	$ 9,482	$ 142,225	$ 9,482	$ -	$ -
$8,001- 9,000	22	$ 187,416	$ 8,519	$ 187,416	$ 8,519	$ -	$ -
$7,001-8,000	15	$ 112,929	$ 7,529	$ 112,929	$ 7,529	$ -	$ -
$6,001-7,000	29	$ 189,147	$ 6,522	$ 189,147	$ 6,522	$ -	$ -
$5,001-6,000	42	$ 227,423	$ 5,415	$ 227,423	$ 5,415	$ -	$ -
$4,001-5,000	58	$ 257,736	$ 4,444	$ 257,736	$ 4,444	$ -	$ -
$3,001-4,000	63	$ 217,195	$ 3,448	$ 217,195	$ 3,448	$ -	$ -
$2,001-3,000	123	$ 316,564	$ 2,574	$ 316,564	$ 2,574	$ -	$ -
$1,001-2,000	134	$ 209,676	$ 1,565	$ 209,676	$ 1,565	$ -	$ -
$401-1,000	71	$ 46,959	$ 661	$ 46,959	$ 661	$ -	$ -
$0 - $400	34	$ 8,381	$ 247	$ 8,381	$ 247	$ -	$ -
Totals	655	$ 2,653,913		$ 2,653,913	$ 4,052		$ -

Appendix B: Graduate bursary program

Graduate Bursary Program May 2021 - April 2022 (domestics students only)							
Range of Awards	Number of Recipients	Total Assessed Need of applicants	Average Assessed Need	Total Bursary Awarded	Average Bursary Awarded	Remaining Unmet Need	Total Remaining Unmet Need
Over $10,000	11	$ 151,223	$ 13,748	$ 151,223	$ 13,748	$ -	$ -
$9,001-10,000	1	$ 9,717	$ 9,717	$ 9,717	$ 9,717	$ -	$ -
$8,001- 9,000	0	$ -	$ -	$ -	$ -	$ -	$ -
$7,001-8,000	6	$ 44,885	$ 7,481	$ 44,885	$ 7,481	$ -	$ -
$6,001-7,000	5	$ 32,372	$ 6,474	$ 32,372	$ 6,474	$ -	$ -
$5,001-6,000	3	$ 15,941	$ 5,314	$ 15,941	$ 5,314	$ -	$ -
$4,001-5,000	5	$ 22,685	$ 4,537	$ 22,685	$ 4,537	$ -	$ -
$3,001-4,000	9	$ 31,737	$ 3,526	$ 31,737	$ 3,526	$ -	$ -
$2,001-3,000	10	$ 24,982	$ 2,498	$ 24,982	$ 2,498	$ -	$ -
$1,001-2,000	16	$ 25,993	$ 1,625	$ 25,993	$ 1,625	$ -	$ -
$401-1,000	5	$ 2,641	$ 528	$ 2,641	$ 528	$ -	$ -
$1-400	3	$ 658	$ 219	$ 658	$ 219	$ -	$ -
Totals	74	$ 362,834		$ 362,834	$ 4,903		$ -

University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To: Operations and Facilities Committee

From: Kevin Hall, President and Vice-Chancellor

cc:

Meeting Date: November 28, 2022

Subject: Updates to the Records Management Policy (IM7700)

Basis for Jurisdiction: *University Act* s. 27(1)
                                Strategic Framework Strategy 1.3

Strategic Relevance: Strategic Framework 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:
- Executive offices
- Administrative units including University Systems, General Counsel, Purchasing
- Records and Access Management Committee

- Students, faculty, librarians, and staff via online town halls and an open public consultation period

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the Updates to the Records Management Policy (IM7700) effective immediately.

Background:

The Records Management Policy (IM7700) has been reviewed and updated by University Archives and the University Secretary's Office. The policy was previously reviewed in 2017.

University Archives found that the policy has been working well, and only minor changes are recommended. These changes include clarifying the scope of the policy, and updating how transitory records are handled. The policy changes are now before the Board for approval.

Other updates to the associated procedures are also recommended; these changes will be approved by the university executive, and are attached to this memo for context.

Please see the attached memo from University Archives for more details on the proposed changes.

Planned Further Action: If the Board approves the updates to the Records Management Policy, then the associated procedures will be presented to their respective procedural authorities for approval.

Attachment(s):
- Memo from University Archives to the President, dated October 12, 2022
- Records Management policy (IM7700) and associated procedures, with tracked changes

University of Victoria Libraries

University Archives

To: Kevin Hall, President

From: Lara Wilson, University Archivist
Dave Young, Records Management Archivist

Date: October 12, 2022

Re: Revision to IM7700 University Records Management Policy and attendant
Procedures

We are pleased to submit for your review and approval revisions to the university's records
management policy and procedures. These amendments have been reviewed by the
executive leadership of the university, administrative personnel, faculty, as well as the
university community generally.

Following your review and approval, the policy will be submitted for Board of Governors
approval, and the procedures will be submitted to their respective procedural authorities
for approval.

The amendments are summarized as follows:

Records Management Policy

8.0

Scope is amended to clarify research and academic teaching records are not
university records.

22.0

Amended to clarify even transitory records must not be destroyed when subject to
legal, judicial or quasi-judicial processes.

Procedures for the Management of University Records

19.02

Added advice that semi-active records can be stored in private off-site storage
facilities.

Procedures for the Access to and Correction of Information

3.02.01

> Adding the unit's requirement to proactively assist the applicant.

3.03

> Requests found to be non-routine are to be transferred to the access office rather than asking the applicant to re-submit the request.

4.00 to 8.00

> Added to clarify unit requirements for information access requests.

11.00 to 14.00

> Updating and re-numbering of unit responsibilities steps in processing Freedom of Information (FOI) requests:
> - Establishing the "call for records" instrument;
> - Fees are determined by General Counsel or delegate;
> - Estimating number of responsive records.

23.00 to 25.00

> Updating and re-numbering of University Archives responsibilities processing FOI requests including applicability of the *Personal Information Protection Act* to donated records.

Guidelines for the Secure Destruction and Deletion of University Records and Information

> Promoted to "Procedures" from "Guidelines".

Procedures for the Imaging of University Records

> No changes.

University
of Victoria

Records Management Policy

University Policy No: IM7700
Classification: Information Management
Approving Authority: Board of Governors
Effective date: July 2018
Supersedes: June 2017
Last editorial change:
Mandated review: June 2020

Associated Procedures:
Procedures for the Management of University Records
Procedures for the Access to and Correction of Information
Guidelines for the Secure Destruction and Deletion of University Records and Information
Procedures for the Imaging of University Records

PURPOSE

1.00 The purpose of this policy is to:
- ensure that university Records are created, used, disposed of and preserved in a systematic manner, compliant with relevant legislation;
- ensure that Access is provided to Records in compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA); and
- define authorities, responsibilities, and accountabilities for Records Management.

DEFINITIONS

2.00 **Access** includes both disclosure of Records under FIPPA as a result of a request, and routine release of Records that contain information that is available to the public or to an individual.

3.00 **Administrative Authority** means individuals with administrative responsibility for Units including but not limited to: Vice-Presidents, Associate Vice-Presidents, Deans, Chairs, Directors, Executive Directors, Chief Information Officer, and other Unit heads.

4.00 **Disposition** means disposal of Records no longer needed for day-to-day operations by a Unit, through destruction, secure destruction, or transfer to the university archives.

5.00 **Records** means documents created or received, and retained in the day-to-day operations of business. These include, but are not limited to, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

6.00 **Records Management** means the application of systematic control to the creation, use, maintenance, storage, retrieval, dDisposition, and preservation of all forms of recorded information produced by the university in the conduct of its operations.

7.00   **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, offices, schools and centres.

JURISDICTION/SCOPE

8.00   This policy applies to all Records in the custody or under the control of the university and to the management of Records by all Units. It does not apply to academic instructional material or research data.

POLICY

9.00   The university will manage Records in order to meet its business, fiscal, and legal requirements.

Roles and Responsibilities

10.00   Consistent with section 64(1) of the *University Act*, the University Secretary is responsible for the oversight of records management at the university.

11.00   The University Archivist is responsible for:
- maintenance of the university's Records Management program, including the university-wide Records classification, retention and Disposition plan;
- developing Records Management policy and procedures, and providing standards and guidelines to assist Units in the implementation of Records Management;
- providing Records Management training and advisory services to Units; and
- providing Access to university Records selected for permanent retention.

11.01   The University Archivist reports to the University Secretary and the University Librarian for these purposes.

11.02   University Archives staff will assist Units with Records Management.

12.00   Administrative Authorities are responsible for making reasonable efforts to ensure that:
- Records in their Unit are managed according to this policy and related procedures;
- employees in their Unit manage Records according to this policy and related procedures; and
- Records containing personal or confidential information are protected from unauthorized Access and disclosure, in accordance with the Protection of Privacy Policy (GV0235) and the Information Security Policy (IM7800) and related procedures.

13.00   When leaving a position, a university employee must ensure that university Records are left in the custody or under the control of the university.

14.00   The Coordinating Committee for Privacy, Records Management, and Personal Information Security has oversight on policies, procedures, strategies and guidelines needed to:
- establish and maintain a university-wide framework to manage university Records;
- meet the university's business, legal and fiscal requirements; and
- ensure preservation of the university's corporate memory through selecting Records for permanent retention.

15.00 Any Records that are in the custody or under the control of the university as a result of the terms of a contract must be managed according to this policy, the Protection of Privacy Policy (GV0235), and the Information Security Policy (IM7800).

Creation

16.00 Records are created by Units in order to carry out the university's business and perform necessary transactions. Units are expected to use the university-wide classification plan to classify Records, thereby enabling effective retention and Disposition.

Access

17.00 The university is committed to providing Access through routine release of Records where possible.

18.00 Access to Records not covered by routine release is governed by the university's Procedures for the Access to and Correction of Information.

Disposition

19.00 Records scheduled for Disposition containing personal or confidential information and identified as having no long-term value must be destroyed in a secure and permanent manner.

20.00 Records that will be kept permanently by the university will be held by and preserved for Access as determined by the University Archivist.

21.00 When the university retains an external organization to undertake work on its behalf, and that work involves the Disposition of Records, including those containing Personal Information, the university will enter into an agreement with that organization that requires the organization to return or destroy those Records in a secure and permanent manner.

22.00 Records scheduled for Disposition (including Transitory records) must not be Disposed of when such Records are:
- identified in current or pending litigation;
- responsive to a current request made under FIPPA;
- the subject of an audit; or
- identified in quasi-judicial and legal proceedings.

Authorities and Officers
i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authorities: *Refer to individual procedures*
iv) Procedural Officers: *Refer to individual procedures*

Relevant Legislation
Freedom of Information and Protection of Privacy Act
University Act
Limitations Act

Related Policies and Documents
Associated Records Management Procedures
- Procedures for the Management of University Records
- Procedures for the Access to and Correction of Information
- Guidelines for the Secure Destruction and Deletion of University Records and Information
- Procedures for the Imaging of University Records

Protection of Privacy Policy (GV0235) and associated Procedures
- Procedures for the Disclosure of Personal Information in Emergency or Compelling Circumstances
- Procedures for the Management of University Surveillance Systems
- Procedures for Responding to a Privacy Incident or Privacy Breach
- Privacy Protection Schedule

Information Security Policy (IM7800)

University of Victoria

Procedures for the Management of University Records

Procedural Authority: University Secretary	**Effective Date:** ~~June 2017~~
Procedural Officer: University Archivist	**Supersedes:** June 2017~~April 2015~~
	Last Editorial Change: June 2017~~J 2013~~

Parent Policy: Records Management Policy (IM7700)

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PURPOSE

1.00 The purposes of these procedures are to:

- assist Units in making reasonable efforts to create, use, maintain and dispose of university Records, whether in paper, electronic, audio-visual or other format, in a manner that:
  - complies with the *Freedom of Information and Protection of Privacy Act* (FIPPA) and other pertinent legislation; and
  - is consistent with the university's Records Management (IM7700), Protection of Privacy (GV0235) and Information Security (IM7800) policies and the Directory of Records;
- regulate the Disposition of university Records in all formats, whether paper, electronic or other; and
- describe the process for approving new or revising the existing functional classification structure, Series, and Retention Rules contained in the Directory of Records.

DEFINITIONS

2.00 The definitions contained in the university's Records Management policy (IM7700) apply to these procedures.

3.00 **Active Records** are Records that are maintained and used by a Unit or Units for current business.

4.00 **Authorized Disposition** means a Disposition of Inactive Records carried out with the approval of the University Archivist and the Unit's Administrative Authority (see also Disposition definition in IM7700).

5.00 **Directory of Records (DOR)** is the university-wide classification, retention and Disposition plan that arranges Records according to the functions of the university and identifies these functional groups by a block-numeric system for the efficient access, retrieval and Disposition of Records.

6.00 **Inactive Records** are Records that are no longer needed for current business.

7.00   **Primary Office** is an office or offices responsible for keeping the original and/or official versions of Records, and responsible for carrying out the approved Disposition of such Records.

8.00   **Retention Rules** are the instructions in the Directory of Records to Primary and Secondary Offices regarding the length of time for which records should be kept.

9.00   **Secondary Office** is an office or offices which may hold duplicate copies of university Records that are to be maintained for shorter retention periods than original and/or official versions of Records.

10.00   **Semi-active Records** are Records that are required infrequently for current business; they are used for reference or required to comply with legislated retention. Semi-active records are an opportunity to make use of off-site or other less expensive secondary storage

11.00   **Series** is a group of Records relating to a particular function, resulting from the same activity, or having a particular form. Within the Directory of Records functions, Records are arranged in Series.

12.00   **Transitory Records** are Records of temporary usefulness, required only for a limited period of time for the completion of a routine action or the preparation of an ongoing Record. Transitory Records do not include those Records required to meet statutory obligations, or to sustain administrative or operational functions (i.e. subject to a retention rule). Transitory Records may include drafts, notes, calculations, and superseded documents.

13.00   **Vital Records** are Records that are necessary to re-establish or continue the business of the university in the event of a disaster, including those that are necessary to re-create the university's legal and financial position, necessary to preserve the rights of the university, its students and employees, and others associated with the university.

SCOPE

14.00   These procedures apply to all Units and to university Records held by external organizations that undertake work with the university.

PROCEDURES
Classifying and Managing Active and Semi-Active Records

15.00   Units should consult the Directory of Records in order to classify university Records for which they are responsible and identify the:
- function to which the file or single document relates;
- appropriate functional section from the Directory of Records (e.g., Financial Management, Human Resources, etc.);
- appropriate series by considering the action, content and source of the document; and
- primary and secondary number.

Units should consult university archives staff for Unit-specific advice on records classification.

16.00 Unit staff are expected to identify whether the Unit has any Vital Records and set procedures to give Vital Records the protection they require in case of disaster (the Directory of Records identifies Vital Records). The Primary Office, as identified on the Retention Rules, is responsible for ensuring the protection of Vital Records.

17.00 Unit staff are expected to identify the classification levels of the information and Records in the Unit for security purposes in accordance with the university's Information Security Classification Procedures.

18.00 Units should destroy or delete Transitory Records from files when such documents are no longer needed for reference.

18.01 Units should destroy or delete non-record materials when they are no longer required for reference by a Unit. Non-record materials include but are not limited to:
- published material such as books, pamphlets, circulars, newsletters, brochures, catalogues, and other information created for informational or reference purposes; and
- excess stock of forms.

Storage of Semi-Active Records

19.00 Units are responsible for storage of their own Semi-Active Records.

19.01 The University Archives does not provide storage for Semi-Active Records.

19.02 Units may make use of private, off-site storage of these records. Consult with the Archives for service providers.

Disposition of Inactive Records

20.00 Unit offices identified as Primary Offices for particular Record Series are responsible for conducting Authorized Dispositions of Inactive Records (whether in paper, electronic, audio-visual or other format) in accordance with the Directory of Records.

20.01 Units are responsible for determining on an annual basis what Records should be disposed of by consulting the Retention Rules of the Series that pertain to their activities.
- In consultation with Archives, use the Approved Retention Rule form for destruction of Records.

20.02 Some Series and sections in the Directory of Records have Retention Rules which are not yet approved. Incomplete retention rules do not preclude Authorized Disposition. In these cases, contact the University Archives for retention advice.

20.03 Refer to the university's Guidelines for the Secure Destruction and Deletion of University Records and Information for direction regarding acceptable forms of

secure Records destruction. The method for Secure Destruction must be appropriate for the medium on which information is stored.

21.00 Unit offices not identified as Primary Offices for particular Record Series may destroy or delete such Records as specified for "other offices" in the approved Retention Rules, or when they are no longer useful to the Secondary Office. There is no requirement to conduct an Authorized Disposition.

Transfer of Records to University Archives

22.00 Records transferred to the university archives are deemed Inactive Records that are either:
- specified by the Retention Rules for transfer to the university archives; or
- identified as having long-term legal, administrative or historical value by the University Archivist (or designate), in consultation with the respective Unit staff.

23.00 When a Unit seeks to transfer Records to the University Archives, it must contact the:
- University Archives before sending any Records to ensure that only Records with archival value are transferred; and
- University Archivist directly if the Records intended for transfer are in electronic form only.

23.01 The University Archivist or Associate Archivist will provide further direction regarding the transfer of Records to the university archives.

Access to Records Transferred to the University Archives

24.00 Primary Offices may access their archival Records transferred to the university archives without restriction. Other offices may, on a need-to-know basis, access records on request to University Archives.

25.00 University Records transferred to the archives are arranged and described according to archival principles, are listed in publicly available databases, and are available for Access to the public unless Access is restricted by FIPPA.

Approval of changes to the Directory of Records

26.00 As a part of the ongoing management of university Records, the University Archivist will review the Directory of Records' functional classification structure, Series, and Retention Rules in light of changes to university functions, organizational structure, Unit responsibilities, technologies and relevant legislation.

27.00 Following consultation with the Privacy, Records Management and Personal Information Security Co-ordinating and Advisory Committees, Archives staff will work with Primary Offices to identify DOR sections for review.

28.00 Following agreement between Archives and Primary Office staff that the new or revised functional classification structure, Series, and Retention Rules reflect the required or desired changes, the draft revisions will be presented for approval to the Administrative Authority for the Primary Office.

28.01 If the draft revisions require further consultation, Archives and Primary Office staff will work together to incorporate desired changes.

29.00 Following approval of new or revised functional classification structure, Series, and Retention Rules by the Administrative Authority for the Primary Office, the draft changes will be presented to the DOR Sub-committee of the Privacy, Records Management and Personal Information Security Co-ordinating Committee for review.

29.01 If the DOR Sub-committee determines that the new or revised functional classification structure, Series, and Retention Rules presented need further revisions, Archives and Primary Office staff will work together to incorporate desired changes.

30.00 The DOR Sub-committee will provide summary notice of the recommended changes to the Co-ordinating Committee. After consideration of any comments from the Co-ordinating Committee, the University Archivist will recommend the new or revised functional classification structure, Series, and Retention Rules to the University Secretary for approval and signature.

31.00 Following the approval of the University Secretary, the relevant sections of the Directory of Records will be updated in the official version.

32.00 The official version of the Directory of Records is the on-line database.

33.00 The original approved and signed functional classification structure, Series, and Retention Rules will be kept in hard-copy in the University Archives.

34.00 Editorial changes to DOR that do not affect Records classifications or retention periods may be made upon written recommendation from the Administrative Authority for the Primary Office and the University Archivist to the University Secretary.

RELEVANT LEGISLATION
Freedom of Information and Protection of Privacy Act
Evidence Act (B.C.)
Federal and Provincial legislation pertinent to specific Units and Records

RELATED POLICIES AND DOCUMENTS
Protection of Privacy Policy
- Procedures for the Management of Personal Information

Records Management Policy
- Procedures for Access to and Correction of Information
- Guidelines for the Secure Destruction and Deletion of University Records and Information
- Procedures for the Imaging of University Records

Information Security Policy
- University Information Security Classification Procedures

[Records Disposition Application – for records *without* an Approved Retention Rule](#)
[Records Disposition Application – for records *with* an Approved Retention Rule](#)
[Transitory Records](#)

Procedures for Access to Records and Correction of Personal Information

Procedural Authority: General Counsel	**Effective Date:** June 2017
Procedural Officer: University Archivist; Chief Privacy Officer	**Supersedes:** January, 2010
	Last Editorial Change: July 2018

Parent Policy: Records Management Policy (IM7700)

PURPOSE
1.00   The purpose of these procedures is to set out how the university will manage:
- Routine Access Requests
- Freedom of Information Access Requests;
- requests for correction of Personal Information in the university's custody or control;
- requests to access Records in the university archives;

in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA), and where appropriate, the *Personal Information Protection Act*.

DEFINITIONS
2.00   The definitions contained within the university's Records Management (IM7700) and Protection of Privacy (GV0235) policies apply to these procedures.

Applicant: Refers to a person submitting a Freedom of Information Request.

Routine Access Request ("Routine Request"): means a request for a Record that is processed and responded to by the Unit that holds the records.

Freedom of Information Access Request ("Access Request"): means a request for a Record processed and responded to under the FIPPA at the Privacy and Access to Information Office.

PROCEDURES

RESPONDING TO REQUESTS FOR INFORMATION

Routine or Freedom of Information Access Requests
4.003.00   When an individual contacts a Unit seeking Access to his or hertheir Personal Information or Access to a Record in the custody or under the control of the university,

the Unit's Administrative Authority (or designate) will assess whether the individual is seeking Access to:

(a) ~~his or her~~their Personal Information (e.g., the individual's file or a specific Record pertaining to that individual~~) only;~~); or

(b) a university Record on a particular subject.

3.01 If the individual is seeking access to ~~his or her~~their Personal Information, after confirming the individual's identity, the Unit may disclose the information to the individual if that information ~~can be~~is routinely disclosed ~~routinely. This is considered a routine Access request.~~ by the Unit in response to such requests.

3.02 If the individual is seeking Access to university Records on a particular subject that do not include the personal information of the Applicant, the Unit may disclose the information to the individual if that information is routinely disclosed by the Unit in response to such requests.

3.02.01 If the information or record sought is publicly available on the university's website, the Unit will proactively assist the individual in finding such information or record.

3.03 If the individual is seeking access to a Record(s) that ~~the individual is seeking~~ contains information about other individuals ~~or~~, was created with an expectation of confidentiality, ~~the Unit will ask the individual to make~~or is a ~~formal freedom~~type of Record that contains information that the Unit does not routinely disclose upon request ~~(FOI Access Request).~~, the request must be immediately transferred by the Unit to the Privacy and Access to Information Office to be processed as a Freedom of Information Access Request.

~~5.00 If the individual is seeking Access to university Records on a particular subject, the Unit may disclose the information to the individual if that information can be disclosed routinely. This is considered a routine Access request.~~

4.00 ~~If the Records contain~~After an Access Request is transferred by a Unit to the Privacy and Access to Information Office, all communication with the Applicant will be handled by that office.

~~7.00~~5.00 ~~Records or~~ information that ~~the Unit believes is confidential (such that the information may be subject~~are responsive to ~~exceptions in FIPPA), the Unit will ask the individual to make an FOI~~an Access Request must not be destroyed after a request has been received.

~~8.00~~ The retention rule for GV260-30 Freedom of Information requests~~Routine access requests will be processed as quickly as possible.~~

6.00 in the Directory of Records applies to a Unit's records created for Freedom of Information Access Request processing.

7.00 Employees must treat Freedom of Information Access Requests as confidential, including the Applicant's identity, contact details, and role. Information about Access Requests is to be used or shared only to the extent necessary to respond to the Access Request.

8.00 Applicants shall not be asked the reason(s) for which they have submitted an access request.

    8.01 If applicants voluntarily share this information with a staff or faculty member, it should not be used nor shared with anyone else at the university, doing so it is considered a breach of the FIPPA.

Receiving a Freedom of Information Access Request- Privacy and Access to Information Office

~~10.00~~9.00 In accordance with FIPPA, ~~FOI~~ Access Requests must be made in writing. ~~Units~~If the applicant has not made their request in writing, the Privacy and Access to Information Office shall ask the individual to make a ~~formal~~ written request in one of the following ways:

    (a) by completing and submitting the ~~FOI Access~~Freedom of Information Request form available on the Privacy and Access to Information Office's website ~~or in person at the Privacy and Access Office~~; or

    (b) by a written request that specifies the Records the ~~individual~~Applicant is seeking.

    (c) ~~5.01~~ Applicants must provide their ~~full~~ contact information.

    ~~5.02 The university may clarify an FOI Access Request.~~

10.00 If ~~a FOI~~an Access Request is for Records containing their personal information, then the applicant must ~~sign the request and~~ provide proof of their identity, ~~which means~~by providing government-issued photo identification matching the address and signature on the ~~FOI~~ Access Request.

    10.01 If a ~~FOI~~Freedom of Information Access Request is for a third party's personal information, then the applicant must submit proof of consent by the third party, in a manner that complies with the ~~FIPPA's regulations~~FIPPA regulation, and confirms the identity of the third party.

~~11.00 If a Unit receives an FOI Access Request, the Unit will forward it to the Privacy and Access Office.~~

~~12.00 Records or information responsive to a request must not be destroyed after a request has been received.~~

~~13.00 Employees must treat, in a confidential manner, individuals' requests for Access to their own information and all FOI Access Requests. Information about access requests is to be used only to the extent necessary to respond to a request. Applicants shall not be~~

~~asked the reason(s) for which they have requested the information or Record(s). If in doubt, employees should contact the Privacy and Access Office.~~

Processing a Freedom of Information Access Request – Unit Responsibilities

11.00   Upon receiving an ~~FOI~~ Access Request, the Privacy and Access to Information Office will ~~ask~~send the Unit(s) a Call for Records requiring them to provide Records responsive to that request~~. Units are then responsible for following the applicable Reasonable Search Guidelines, including:~~ before a given deadline.

~~(a) Making one single-sided copy of the requested Records;~~
~~(b) Printing a single-sided copy of any electronic Records, including e-mails and attachments;~~
~~Making arrangements~~11.01   The Unit's Administrative Authority (or designate) will appoint a Unit liaison to coordinate with the Privacy and Access to Information Office for ~~in person pick up or~~ the production and delivery of ~~materials while ensuring that security and confidentiality are maintained; and;~~the Unit records identified as responsive.
~~Advising the~~
11.02 In a search for and production of Records, Units must follow the instructions in the call for records.

~~(c)~~ 12.00   The Privacy and Access to Information Office ~~of any other~~will work closely with Unit(s) ~~that may hold~~asked to search, locate, and produce responsive Records~~.~~

~~If~~ by doing necessary~~, the Unit producing the Records will be contacted to answer any follow-up questions. The Privacy~~ follow up, answering to enquiries, and by providing one-to-one or team access training, when requested by Units processing an Access ~~Office will handle all communication with the applicant.~~Request.

~~14.00 FOI Access Requests must normally be processed within thirty (30) working days of their receipt, unless otherwise authorized by FIPPA and as determined by the General Counsel.~~

13.00   The university may consult with third parties ~~in limited circumstances~~, in accordance with FIPPA, if Records contain information about such parties. The Privacy and Access to Information Office will determine and manage consultations with third parties ~~subject to an FOI Access Request. ~~. Units may be asked to provide third parties' contact details for this purpose.

14.00   The university may charge fees for ~~FOI~~ Access Requests ~~made for general information,~~ in accordance with FIPPA~~. No~~ The General Counsel (or delegate) determines whether to apply these fees ~~can be charged for FOI ~~.

14.01 When a fee is applied to an Access ~~Requests for an individual's own information. In some cases, a Unit may be asked by~~Request, the Privacy and Access to Information Office will ask Unit(s) to estimate the number of hours ~~(less an initial three hours) ~~required to locate, retrieve and produce the Records, and provide an estimate of the number of Records initially identified as responsive

~~pages. The Privacy and Access Office will inform the applicant of the fee estimate where applicable.~~.

CORRECTION OF PERSONAL INFORMATION

~~14.00~~15.00   An individual who believes there is an error or omission in ~~his or her factual~~their Personal Information in the custody or under the control of the university may request that the university correct that information.

16.00   When an individual contacts a Unit to request a correction to ~~his or her~~their personal information, Unit staff, as authorized by the Unit's Administrative Authority will assess if the individual is able to make the change through the university's online self-service portal. Personal Information that may be changed through the self-service portal includes: ~~updates to~~ phone numbers ~~and~~, postal addresses, additional e-mail addresses, and ~~updates to~~ emergency contact information.

16.01 If the information cannot be changed by the individual through the online self-service portal, the Unit will inform the individual of the steps required to correct the factual personal information, including the provision of appropriate documentation.

17.00   If the steps set out in section 16.00 do not resolve the matter, the Unit will ask the individual to make ~~his or her~~their correction request by one of the following means:

(a) by completing and submitting the correction request form available on the Privacy and Access to Information website or in person at the Privacy and Access to Information Office;

(b) by writing a letter that specifies the correction they are seeking, the location of the information (Unit responsible), a description of the information, the reasons for the correction and the individual's contact address; or

(c) by procedures established by the Registrar.

18.00   The university will process the request and determine if the correction will be made, and the Privacy and Access to Information Office or the Office of the Registrar will notify the individual in writing.

19.00   If the request is approved, the appropriate Unit will replace the information with the correct information in a timely manner.

20.00   If the request is denied, the appropriate Unit will annotate the information with the correction requested, in accordance with FIPPA.

21.00   Evaluative comments or assessments and opinions about individuals may, on request, be annotated but not corrected. ~~Concerns regarding such information may be pursued through academic or Human Resources' channels.~~

22.00   If the General Counsel determines that a correction will be made to an individual's information, any other public body or any third-party to whom that information has

been disclosed during the one year period before the correction was requested will be notified of the correction.

ACCESS TO RECORDS IN SPECIAL COLLECTIONS AND THE UNIVERSITY ARCHIVES

23.00   In accordance with FIPPA, the University Archives may disclose Personal Information in university Records for archival or historical purposes.

23.01 Archival descriptions of university Records, also known as finding aids, will specify whether Records must be reviewed for any exceptions to disclosure under FIPPA prior to use of the Records.

24.00   The *Personal Information Protection Act* (PIPA) appliesmay apply to records donated to the university archives by individuals and organizations, and permits disclosure for archival or historical purposes.

The Associate Archivist or University Archivistresponsible will review records for Personal Information prior to Access by a person and apply PIPA including, if necessary, a research agreement regarding disclosure.

Archives Access Procedures

25.00   To access records in the University Archives, an individual may contact the archives andmust identify the accession number and file titles of the Records that are required (located in the finding aid).

25.01   The University Archivist or Associate Archivistresponsible will review the file.
(a) If Records containing information that may be subject to any exceptions to disclosure under FIPPA can reasonably be removed from the file, the remainder of the file will be provided to the individual requesting access, as mutually agreed.

(b) If an individual requests Access to information that may be subject to any exceptions to disclosure under FIPPA, the University Archivist or Associate Archivist will ask the individual to make a FOI Access Request.

(c) If an individual requests Access to a large body of Personal Information that may be subject to any exceptions to disclosure under FIPPA, the University Archivist or Associate Archivistresponsible will discuss the use of a research agreement with the individual.

Research Agreements

26.00   Some university Records have Access restrictions. In accordance with FIPPA, the university may allow access to Records containing Personal Information for statistical and research use through the signing of a research agreement between the university and an applicant governing the conditions of Access and use.

RELEVANT LEGISLATION

Freedom of Information and Protection of Privacy Act
Personal Information Protection Act

RELATED POLICIES AND DOCUMENTS

Protection of Privacy Policy (GV0235)

- Procedures for the Management of Personal Information

Records Management Policy (IM7700)

- Procedures for the Management of University Records

Information Security Policy (IM7800)

- University Information Security Classification Procedures

~~Reasonable Search Guidelines (Records Containing Personal Information)~~

- ~~Reasonable Search Guidelines (Records Containing Non-Personal Information)~~

University
of Victoria

~~Guidelines~~ University
of Victoria

Procedures for the Secure Destruction and Deletion of University Records and Information

Procedural Authority: University Secretary, Vice-President Finance & Operations
Procedural Officers: University Archivist and Chief Information Officer

Effective Date: November 2014
Supersedes: July 2014
Last Editorial Change: June 2017

Parent Policies: Records Management Policy (IM7700)
Information Security Policy (IM7800)

PURPOSE

1.00 The purpose of these ~~guidelines~~procedures is to protect Records and information in the custody or under the control of the university from unauthorized use or disclosure by informing university employees of:

1.01 How to conduct the physical destruction of paper Records and electronic devices containing information that is classified as Internal, Confidential or Highly-Confidential under the university Information Security Classification procedures, or designated in the Directory of Records as requiring confidential destruction; and

1.02 How to conduct deletion of information in electronic form that is classified as Internal, Confidential or Highly-Confidential under the university Information Security Classification procedures, or designated in the Directory of Records as requiring confidential destruction.

DEFINITIONS

2.00 The definitions contained within the university's Records Management (IM7700) and Information Security (IM7800) policies apply to these procedures.

3.00 **Primary Office** is an office or offices responsible for keeping the original and/or official versions of Records. **Secondary Office** is an office or offices which may hold duplicate copies of university Records that are to be maintained for shorter retention periods than original and/or official versions of Records.

3.004.00 **Secure Destruction** means permanent physical destruction of paper records and electronic devices, rendering unreadable or unrecoverable the information they contain.

4.005.00 **Deletion** means removal of information from electronic devices and storage media.

 3.01 **Routine Deletion** means removal or erasure of information from electronic devices and storage media by marking information as deleted. The information still exists, making data recovery possible unless the information is securely deleted or overwritten.

 3.02 **Secure Deletion** means the process of deliberately, permanently, and irreversibly removing or erasing information from electronic devices and storage media. Secure Deletion overwrites all addressable locations with a character, its complement, then a random character, and verifies. Where supported by the storage media, a firmware-based secure erase can be triggered to purge all data rendering recovery infeasible. If you require assistance, contact the Computer Help Desk to arrange for secure deletion of devices and storage media. http://www.uvic.ca/systems/services/contact/index.php

5.00 **Sanitization** is a process to render access to target data (the data subject to the sanitization technique) on the device or media either effectively inaccessible (but potentially recoverable through data recovery techniques) or effectively irrecoverable. Routine Deletion, erasure (deletion with overwriting),Secure Deletion, and destruction (physical destruction of the storage media)Secure Destruction are actions that can be taken to sanitize electronic devices and storage media.

SCOPE

6.00 These guidelinesprocedures apply to the following actions taken after the decision to dispose of Records and information consistent with Directory of Records (DOR) retention rules has been made:

 6.01 The physical destruction of information, whether in paper, electronic, audio-visual or other format. This includes computers and other electronic devices and storage media (e.g. mobile phones); see section 1618 below for further examples; and

 6.02 The Deletion or Sanitization of information in electronic form.

GUIDELINES
Note that these procedures do not apply where the retention rule calls for the transfer of the record to the Archives. In this circumstance, contact the University Archives.

PROCEDURES

7.00 The method for Secure Destruction, Deletion, or Sanitization must be appropriate for the medium on which the information is stored.

Security Classification

8.00 Units are expected to refer to the security classification level of the information and Records prior to their destruction to assist in determining an appropriate destruction method. (See http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7800.pdf)

Authorization for Secure Destruction and Secure Deletion

9.00 Unit offices identified as Primary Offices for a particular ~~Record series~~Records classification are responsible for obtaining authorization for Disposition from the University Archives prior to Secure Destruction or Secure Deletion in accordance with the university's Procedures for the Management of University Records and the Directory of Records. See http://www.uvic.ca/recordsmanagement/resources/forms/index.php for authorization forms.

9.01 Unit offices identified as Secondary Offices for a particular Record series may securely destroy or delete Records past their retention period without authorization from the University Archives.

Units are encouraged to consult the University Archives for specific guidance on Records Disposition, including Secure Destruction or Secure Deletion if they are not already familiar with the Disposition process.

~~Primary Office is an office or offices responsible for keeping the original and/or official versions of Records. Secondary Office is an office or offices which may hold duplicate copies of university Records that are to be maintained for shorter retention periods than original and/or official versions of Records.~~

Secure Destruction of Paper-Based Information

10.00 Records containing Highly-confidential, Confidential, and Internal information are to be shredded in a secure manner; Records containing public information may be recycled.

10.01 Records containing Highly-confidential information (see Information Security Procedures) should be shredded by a staff member of the Unit that holds the records, or on campus ("onsite") by an external supplier. Records containing Confidential or Internal information may be shredded off campus ("offsite") by an external supplier, or onsite by an external supplier or by a staff member of the Unit that holds the records.

Information Security Level	Highly-Confidential	Confidential	Internal	Public

Destruction, Paper Records	Onsite shredding	Offsite shredding (Onsite optional)	Offsite shredding (Onsite optional)	Recycle

11.00 Units should use the university's preferred external suppliers for shredding services. For supplier names, information on engaging them, and negotiated pricing, see https://www.uvic.ca/purchasing/resources/preferred-suppliers/index.php (requires NetLink logon).

    11.01 If a Unit does not wish to use the preferred external suppliers for shredding services, the following conditions must be met:
- The external supplier must be NAID certified
- The service is selected in accordance with the Purchasing Services Policy (FM5105).

12.00 Units may consider the appropriateness of a Unit staff member supervising shredding by an external supplier, but this is not required.

13.00 Small quantities of paper Records may be shredded by individual Units. Contact Purchasing Services for recommended shredder models if necessary.
- If a Unit uses its own shredders, the Records must be shredded in a secure manner; secure methods include shredding into strips that are a maximum of one centimetre wide, cross-cut shredding, re-shredding or mixing shredded Records to ensure that information cannot be reconstructed.
- For Records with Confidential or Highly-confidential information, cross-cut shredding or re-shredding is recommended.
- If such Records are not cross-cut shredded or re-shredded, the shredded Records should be mixed to ensure information cannot be reconstituted.

If a staff member of a Unit is uncertain about the security classification of the information or Record, the staff member shall use the destruction method for the higher level. Contact the Records Management Archivist with questions.

14.00 Records awaiting Secure Destruction must be kept in a secure manner (i.e. locked cabinet, controlled access area, secure supplier's console, or sealed boxes in a locked room).

Electronic Device or Storage Media Sanitization
15.00 The approach for handling electronic devices and storage media after use is dependent on whether the devices or media are being repurposed for university use or are no longer required for use~~.~~, and whether they are owned by the university.

~~Deletion of Electronic Device or Storage Media Information~~
16.00 Electronic devices and storage media ~~purchased with university funds or funds administered through~~that have been loaned to or leased by the university~~, and that are repurposed for university use,~~ such as multi-function devices must have ~~information~~

~~Sanitized prior to being repurposed.~~all data on the device in a manner that renders it effectively inaccessible.

16.01 Electronic devices and storage media that will be repurposed for university use that contain information classified as ~~Public or Internal may be Sanitized by Routinely Deleting all data on the device in a manner that renders it effectively inaccessible.~~

~~16.02~~ ~~Electronic devices and storage media that will be repurposed for university use that contain information classified as~~ Confidential or Highly-confidential must be Sanitized using a method that erases data by overwriting the ~~data multiple times, prior to being repurposed to another Unit or employee. Erasing overwrites all addressable locations with a character, its complement, then a random character, and verifies. If you require assistance, contact the Computer Help Desk to arrange for erasing of devices and storage media.~~ provider.

~~16.03~~ ~~For best practices on Deletion and erasure, please see the "How To" section on the following University Systems service page:~~

~~Destruction of Electronic Devices or Storage Media~~

17.00 Electronic devices and storage media purchased with university funds or funds administered through the university, and that are repurposed for university use, must have information Sanitized prior to being repurposed.

17.01 Electronic devices and storage media that will be repurposed for university use should have all data on the device Routinely Deleted in a manner that renders it effectively inaccessible unless the information is Confidential or Highly-confidential in which case all data on the device should be Securely Deleted.

18.00 Electronic devices and storage media purchased with university funds (including Professional Development funds) or funds administered through the university, that are not repurposed for university use, must undergo secure physical destruction when no longer required by a Unit or employee, whether or not they are known to store Internal, Confidential, or Highly-confidential information.

~~17~~18.01 Units must use the central secure physical destruction program provided by University Systems and Purchasing Services. ~~Contact the Computer Help Desk to arrange for Secure Destruction of electronic devices and storage media.~~

~~17.02~~ Electronic devices and media requiring secure physical destruction include, but are not limited to: hard drives, solid state storage, flash media, USB ~~keys,~~ thumb drives, ~~CDs, DVDs~~optical discs, floppy disks, computer tapes, audio and video storage devices, ~~PDAs, Smart Phones~~personal digital assistants, smartphones,

tablets, and ~~cell phones,~~cellphones. Contact the Computer Help Desk to arrange for Secure Destruction of electronic devices and ~~hard drives in all printers and copiers.~~storage media. http://www.uvic.ca/systems/services/contact/index.php

18.02 If the electronic device or storage media was encrypted in accordance with the university's information security standards, the device may be Sanitized using a method that erases data by overwriting the data multiple times instead of secure destruction.

18.04 Supervisors who are assessing employee requests to purchase ("buy back") devices purchased with professional development funds (as permitted under policies HR6400, HR6410, and HR6420) must assess whether secure physical destruction is required instead. For assistance, consult with University Systems by contacting the Computer Help Desk.

19.00 Electronic Devices or Storage Media that are covered by a manufacturer's warranty may be returned to the manufacturer for warranty repair or replacement if the device has been encrypted in accordance with the university's information security standards. Contact the Computer Help Desk for information on this service or visit http://www.uvic.ca/secureyourdata

Cloud Storage Sanitization
20.00 Information that has been provided to Cloud Service Providers must be Sanitized upon termination of the agreement with the Cloud Service Provider per the terms of the agreement.

21.00 Sanitization for Cloud Services normally means requesting that information is purged or destroyed and confirmed by a Certificate of Sanitization that affirms the information cannot be recovered (see NIST 800-88, Appendix G for a sample).

RELATED POLICIES AND DOCUMENTS
Protection of Privacy Policy (GV0235)
•   Procedures for Responding to Privacy Incidents or Privacy Breach

Records Management Policy (IM7700)
•   Procedures for Access to and Correction of Information
•   Procedures for the Management of University Records
•   Procedures for the Imaging of University Records

Information Security Policy (IM7800)
•   University Information Security Classification Procedures
•   Procedures for Responding to an Information Security Breach

•   NIST SP 800-88

- NAID certification

RESPONSIBLE OFFICES
Information Security Office
University Archives

University of Victoria

Procedures for the Imaging of University Records

Procedural Authority: University Secretary   **Effective Date:**
Procedural Officer: University Archivist   **Supersedes:** October 2017
                                                      Last Editorial Change:

Parent Policy: Records Management Policy (IM7700)

PURPOSE

1.00   The purpose of these procedures is to ensure that digital Imaging Programs will copy source records accurately and reliably, and follow applicable standards and legislation in order to produce Imaged Records that are as credible as their Source Records after the Source Records are disposed of. This will result in Imaging Programs that can dispose o f the Source Records once they have been Imaged and all control procedures followed.

2.00   These procedures have been drafted to conform to the latest version of the Canadian General Standard Board's *Microfilm and Electronic Images as Documentary Evidence* standard and *Electronic Records as Documentary Evidence* standard, and other applicable standards of evidence as determined by legislation and case law. An Imaging Program that complies with these procedures will also comply with the applicable evidentiary standards.

DEFINITIONS

3.00   The definitions contained in the university's Records Management policy (IM7700) apply to these procedures.

4.1   **Image** is the digital representation of a Source Record that can be used to generate an intelligible reproduction of that Record, or the reproduction itself, where:

      a. the reproduction is made with the intention of standing in place of the Source Record;
      b. the interpretation of the reproduction, for the purposes for which it is being used, yields the same information as the Source Record; and
      c. the limitations of the reproduction (e.g., resolution, tonal or hues) are well-defined and do not obscure significant details.

The Source Record may be subject to disposal for the purpose of constituting the Image as the permanent Record. (CAN/CGSB-72.11-93, 3.21)

5.00   **Imaging Program** is an authorized activity of a university Unit that follows strict control guidelines to achieve efficiency in its business operations through the digital capture, storage, retrieval and disposition of Images. This may also include the confidential disposal of Source Records.

6.00   **Evidence** is the body of testimony, documentation and physical objects that will be "admitted into evidence" by a court or tribunal as a proper source for determining facts and making decisions.

7.00   **Source Record(s)** is the original document(s) or copies thereof that have the same force as the original, used to produce Images.

8.00   **Accuracy** is the degree to which Records and Images are precise, correct, truthful, and free of error or distortion.

9.00   **Reliability** is the trustworthiness of a Record as a statement of fact, based on the completeness of the Record's form and the degree of control exercised on the process of its creation.

SCOPE

10.00   These procedures do not apply to convenience Imaging Programs where Source Records are retained.

11.00   Existing Imaging Programs where the Source Records have been retained but where the Unit would like to dispose of the Source Records will be able to do so with proof of the accuracy of the Images and by demonstrating the Unit's history of successful reliance on those Images.

12.00   These procedures will not apply to new digital business processes where the scope of the records is limited (see Appendix 1).

PROCEDURES

13.00   Units proposing to initiate an Imaging Program must seek and obtain approval as specified in these procedures.

13.01   A Unit proposing to initiate an Imaging Program will obtain the approval of:
   a. the Unit's Administrative Authority, and
   b. the University Secretary, upon recommendation of the Directory of Records sub-committee.

14.00   An Imaging Program must:
   a. become established as part of a Unit's usual and ordinary course of business; and
   b. have established and fully-documented software systems, procedures and manuals prior to its implementation.

Plan Imaging Program

15.00   A proposal to initiate an Imaging Program will address the following considerations:

15.01   How use of this technology will be cost-effective and also ensure the Reliability and Accuracy of information and Records and their preservation for as long as required by an approved Directory of Records series retention rule. Due to

preservation concerns about electronic formats, not all Records may be suitable for imaging. Consult the University Archives for recommendations on the appropriateness of a given Imaging Program

15.02 How necessary resources including but not limited to staff, Systems, and space will be assessed and provided.

15.03 That the storage of images shall use standard software and systems supported by University Systems. If standard software and systems cannot meet requirements, requirements must be documented and any alternative software and systems used must be compliant with University Systems requirements for security and support. Images, indices and other data about the Images should be kept in secure electronic storage; as well, backups of the Images and indices should be kept in secure off-site storage in case of disaster.

15.04 Identification of any legislation, regulations and university policies relevant to administration of the Records to be Imaged.

15.05 A description of how the Imaging Program will form part of the office's usual and ordinary course of business.

Establish Imaging Program

16.00 The establishment of Imaging Programs may require revisions to applicable Directory of Records series descriptions.

16.01 Consultation with the University Archives on the Imaging Program will include determination of whether series revision will be necessary.

~~17.00   The~~17.00 The procedures manual for an Imaging Program must be written prior to the implementation of the Program and accompany the proposal document as part of the approval package.

18.00 The procedures manual must cover the following points relating to Source Records and resulting Images.

18.01 A comprehensive listing of Records series or Records types within series that are to be imaged.

18.02 Steps outlined for Image capture (including steps to ensure all Records were captured).

18.03 Steps outlined for indexing, to ensure Accuracy and completeness, and steps to ensure indexing is done within a reasonable time frame.

18.04 The index to the Images will use the functional and series classification of the existing Directory of Records as a framework.

18.05 ~~Consideration~~18.05 Consideration of whether optical character recognition is required, for access and   reference purposes to the Images.

18.06 Images are checked for quality, both for readability and as an acceptable copy.

18.07 Ensure disposal of Source Records does not occur before Image is captured, indexed, and checked for quality.

18.08 Dispose of Source Records in a reasonable and regular time frame after imaging.

19.00 The procedures manual must cover the following points relating to the persons conducting the Imaging Program.

19.01 Delegation of responsibility for imaging to person(s) conducting imaging.

19.02 Person(s) who have permission to scan, edit and delete Images are defined.

19.03 Person(s) who have permission to view but not edit Images are defined.

19.04 Person(s) who have permission to initiate disposition of Source Records are defined.

20.00 The procedures manual must cover the following points relating to the security and confidentiality of Images.

20.01 Steps to ensure that no Images are created, accessed, changed or deleted except by those with permission.

20.02 Steps to ensure Images and index data containing personal information are kept secure and confidential in accordance with the Protection of Privacy Policy (GV0235) and Information Security Policy (IM7800). Consult the Information Security Classification Procedures for reasonable security arrangements.

20.03 Steps are in place for backup and recovery of Images, indices and other data.

Maintain Imaging Program
21.00 A log of daily imaging activity is a mandatory part of the Imaging Program.
If the imaging software does not automatically log the date, terminal and operator information for imaging, this must be recorded separately. In such cases, keep a log book that shows:
- description of each Record imaged
- identity of imager and person authorizing
- date Imaged
- date Source Record destroyed
- date Image will be disposed of.

22.00   Procedures manuals and logbooks must be retained at least as long as the Images to which they pertain to ensure admissibility of Images in court once the Source Records are disposed of.

23.00   The procedures manual must always be kept up-to-date to reflect any changes in procedure and should be reviewed every 2 years. Changes in the Imaging Program must be authorized the Administrative Authority, and the University Archivist. If the University Archivist determines the proposed changes are significant enough, the Directory of Records sub-committee and the University Secretary must also approve.

Perform Disposition of Source Records

24.00   The disposition of the Source records, as described in the procedures manual, must comply with the Guidelines for the Secure Destruction and Deletion of University Records and Information.

Perform Disposition of Images

25.00   Images must be disposed of in accordance with Retention Rules in the Directory of Records, and follow the Guidelines for the Secure Destruction and Deletion of University Records and Information. Contact the Archives to carry out dispositions.

RELEVANT LEGISLATION

Evidence Act (B.C.)
Electronic Transactions Act (B.C.)
Freedom of Information and Protection of Privacy Act (B.C.)
Federal and/or provincial legislation applicable to a functional area, such as the *Employment Standards Act* (B.C.) or the Canada *Income Tax Act*.

RELATED POLICIES AND DOCUMENTS

Canadian General Standards Board, CAN/CGSB-72.11-93 – *Microfilm and Electronic Images as Documentary Evidence*
Canadian General Standards Board, CAN/CGSB-72.34-2005 - *Electronic Records as Documentary Evidence*

RELEVANT CASE LAW

R. v. Oler, 2014 ABPC 130

University of Victoria
Libraries

Brief Guide to the Imaging Procedures

It is currently common to want to scan paper records taking up space in offices and storage, keep the scans, and destroy the original paper. This can improve efficiency in office workflows by making sharing easier and reducing duplication.

But hold on! There are a number of implications and risks to this. Therefore we have developed the **Procedures for the Imaging of University Records** and a risk-based assessment to determine when the procedures should be followed.

Risks and Implications

- If the records have a long retention period (e.g. longer than 7 years) or are kept permanently, the imaging must be done to high standards through a fully-documented process.
- If the scope of the imaging projects is large, e.g. an entire records classification, the imaging must be done to high standards through a fully-documented process.
- If the records are evidence of accountabilities the university has to students, staff, and faculty members, the records must be scanned accurately and reliably.

Scope of the procedures – when do they apply?

- When the project is large in scope and affects many individuals (e.g., all employee Benefits files).
- When the records are to be kept permanently by the university (e.g. Faculty members' Performance files).

Scope of the procedures – when do they likely not apply?

- When the original hard copy records are kept.
- When, for example, there is only one incoming or outgoing form.
- When there are new digital business processes where the scope of the records is limited.

Sample Proposal and Instruction documentation is available from the Archives.

The next page has a set of questions that units have to answer when contemplating any imaging, to enable assessment the proposed program and any associated risks.

Imaging Gateway Questions

Query	Why do we want to know?
1. What records are being imaged?	*Identification of the records*
2. Do the records contain confidential information, i.e. personal information or confidential business information?	*Confidential or Highly Confidential records require higher degrees of attention to security*
3. What is the DOR classification for these records?	*Identification of the records*
4. What is the retention period?	*Value of the records*
5. Is yours the primary office?	*Value of the records*
6. What format are you scanning them to?	*Integrity of the images – .tif and .pdf are the preferred formats*
7. What quality control will you perform on the scanned images (checking scanning quality)?	*Integrity of the records*
8. Where are you saving them to?	*Security of the records*
9. Who has access to these areas	*Security of the records*
10. Who administers access to these areas	*Security of the records*
11. Are you storing the images in more than one place – i.e. is there an intermediary storage location? What are the access restrictions for each of these locations?	*Security of the records*
12. What will the naming convention be for the images?	*Process control*
13. How long do you intend to keep the images in each location?	*Security of the records*
14. How long do you intend these scans to stay where you're saving them?	*Security and value of the records*
15. What are you doing with the original paper?	*Process control*
16. How soon after quality control check (7 above) do you intend to destroy the originals?	*Process control*
17. Do you have instructions for unit staff on when to dispose of the images?	*Process control*
18. Is any of the process above documented?	*Process control*
19. For existing imaging programs, how many successful retrievals occur annually (approx.)	*Integrity of the records*
20. For existing imaging programs, have any retrievals failed because the image was not clear enough or was missing?	*Integrity of the records*

University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 14, 2022

To: Operations and Facilities Committee

From: Kevin Hall, President and Vice-Chancellor

Meeting Date: November 28, 2022

Subject: Revisions to the Naming of Facilities and Physical Assets policy (BP3100) to incorporate Indigenous Naming

Basis for Jurisdiction: *University Act*, s. 27(1)
                                   Strategic Framework 1.3

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: Vice-President Indigenous; Vice-President External Relations; University Secretary; Indigenous Academic and Community Engagement; Advisory Committee on Naming Facilities and Physical Assets

Recommendation:

> *THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the Revisions to the Naming of Facilities and Physical Assets policy (BP3100) to incorporate Indigenous Naming, effective immediately.*

Background:
The Naming of Facilities and Physical Assets policy (BP3100) is undergoing a regular review according to the policy review cycle in the Policy on University Policies and Procedures (GV0100). During this review, it came to light that rules and procedures were needed for giving a facility or physical asset an Indigenous name. These provisions are urgently needed to help the university move forward with reconciliation and Indigenization initiatives in a good way. Therefore, we are presenting these updates to BP3100 for approval, while acknowledging that the work to update the balance of the policy and procedures is ongoing.

These rules and procedures for Indigenous naming were developed by the Vice-President Indigenous and the Vice-President External Relations, with the support of the University Secretary. They cover names that a local Indigenous community bestows on the university (through a new category called "Bestowed Naming"), as well as Honorific or Philanthropic names that are Indigenous. These revisions also set out how the university – through the Vice-President Indigenous – will engage with local Indigenous communities about naming proposals, following proper protocol.

The proposed policy changes are presented to the Board for approval. The proposed changes to the procedures are approved by the Executive and are provided to the Board for context.

Planned Further Action:
If the Board approves the recommended changes to the policy, then the procedure changes will go before the Procedural Authority (in this case, the President) for approval.

The Vice-President Indigenous, Vice-President External Relations, and University Secretary will continue to review the policy and procedures to update and streamline processes and improve the readability of the procedures. Such changes will be brought to the Board for approval at a later date.

Attachment(s):
Policy BP3100 – revised with tracked changes
Policy BP3100 – revised (clean copy)
Policy BP3100 – existing version

University of Victoria

Naming of Facilities and Physical Assets

University Policy No.: BP3100
Classification: Buildings and Properties
Approving Authority: Board of Governors
Effective Date: ~~March 2019~~November 2022
Supersedes: March 2019~~May, 2013~~
Last Editorial Change:
Mandated Review: March 2026

Associated Procedures:

Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets
Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset
Procedures for Implementing Names of Facilities and Physical Assets

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Purpose

1.00 This policy provides consistent principles for the naming of university Facilities and Physical Assets.

Definitions

2.00 **Bestowed** means a name that has been given to the university by one or more local Indigenous communities, and such communities have consented for the university to use that name.

3.00 **Facilities** include but are not limited to all or portions of: buildings, rooms, wings, physical structures, halls, laboratories, foyers, atria, ~~lounges,~~ recreation areas, athletic facilities, residences, and lounges that the university may wish to name from time to time.

4.00 **Functional** means the actual purpose for which a Facility or Physical Asset is designed for, or the particular function to which it is suited.

5.00 **Honorific** means ~~bestowing~~ conferring honour or respect in recognition of individuals who have made substantial or long-term contributions to the university or in recognition of a concept, word, value, or place that aligns with and reflects the university's mission, vision, and values or the history of the lands on which the university stands.

6.00 **Philanthropic** means the act of philanthropy: gifts to the university that have real or in-kind monetary value.

7.00 **Time-limited** means naming in recognition of sponsorship, or other, support to the university that has real or in-kind monetary value.

8.00   **Physical Assets** include but are not limited to all or portions of: major pieces of equipment, roads, parking lots, walkways, fields, parks, gardens, monuments, or other major physical resources that the university may wish to name from time to time.

Jurisdiction/Scope

9.00   This policy applies to the naming of university Facilities and Physical Assets.

Policy

General Principles

10.00 Naming recommendations may originate from any member of the university community.

11.00 The university will follow transparent and consistent processes in the naming of its Facilities and Physical Assets.

12.00 The naming of Facilities and Physical Assets shall be in accordance with applicable legislation and policies.

13.00 The names of Facilities or Physical Assets shall be compatible with the strategic direction, vision, mission, and values of the university and shall preserve the university's integrity.

14.00 No commitment shall be made by a member of the university regarding the naming of a Facility or Physical Asset until the proposal is approved by the requisite approval authority.

15.00 Naming will normally be for the useful life of the Facility or Physical Asset unless it is Time-Limited or an alternate arrangement is made.

16.00 The university will only name Facilities or Physical Assets after current public officials, current university employees, or current members of the Board of Governors in exceptional circumstances.

Advisory Committee on Naming Facilities and Physical Assets

17.00 To carry out this policy, the President shall establish an Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

17.01   The Advisory Committee is comprised of:
(a) the President, chair (ex officio);
(b) two members of the Board of Governors appointed by the board chair, one of whom must be a student;
(c) one staff member appointed by the President;
(d) two faculty members appointed by the President;
(e) the President, Alumni Association (or designate) (ex officio);
(f) the Executive Director, Facilities Management (ex officio);
(g) the Vice-President Finance and Operations (or designate) (ex officio);
(h) the Vice-President External Relations (ex officio);
(i) the Vice-President Indigenous (or designate) (ex officio);
(ji) the Associate Vice-President Alumni and Development (ex officio); and
(kj) the University Secretary (or designate), secretary to the Advisory Committee (ex officio);

17.02 Normally, appointments for non-student members will be for two years and appointments for student members will be for one year.

17.03 Normally, appointed Advisory Committee members will serve a maximum of two consecutive terms.

Interim Names

18.00 Once the Functional purpose for a Facility or Physical Asset has been confirmed, interim names for Facilities or Physical Assets under development, construction, or renovation shall not be assigned without prior endorsement from the Advisory Committee except where Facilities Management requires an interim name for planning purposes.

Naming Classifications

19.00 The university may name Facilities or Physical Assets:

- for Functional purposes;
- for Honorific purposes;
- with a name Bestowed by a local Indigenous community;
- in recognition of Philanthropic support; or
- for Time-limited purposes in recognition of sponsorship, or other, support.

Functional Naming

20.00 Proposals for naming a Facility or Physical Asset for Functional purposes shall be submitted in accordance with the associated procedures.

21.00 The President, acting on the recommendations of the Advisory Committee, may approve the naming of a Facility or Physical Asset where the name is solely Functional.

Honorific Naming

22.00 Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted in accordance with the associated procedures.

23.00 For the purpose of naming a Facility or Physical Asset for Honorific purposes, the use of names of individuals shall be reserved to honour individuals who:

- have made exceptional or long-term contributions to the development or status of the university; or
- the university deems appropriate to recognize in memoriam.

24.00 After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Honorific Purposes.

Bestowed Naming

25.00 Proposals for Bestowing a name to a Facility or Physical Asset shall be submitted in accordance with the associated procedures.

26.00 After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the decision to request a Bestowed name.

27.00   The university does not choose the Bestowed name. Upon deciding that the university should request a Bestowed name for a Facility or Physical Asset, the university will approach a local Indigenous community/communities in accordance with the procedures and following proper protocol.

Philanthropic Naming

25.0028.00   Proposals for naming a Facility or Physical Asset for Philanthropic purposes shall be submitted in accordance with the associated procedures.

26.0029.00   The naming of a Facility or Physical Asset in recognition of Philanthropic support shall be reserved to honour substantial contributions to the development or status of the university made through appropriate gifts.

298.01   The university's preference is to name Facilities or Physical Assets in recognition of Philanthropic support after individuals.

298.02   Philanthropic namings for organizations may be considered.

27.0030.00   After consulting with the Advisory Committee, the President may recommend to the Board of Governors the naming of a Facility or Physical Asset for Philanthropic purposes where a gift or bequest is made to the university that:

- represents all or an appropriate portion of the cost;
- is central to the completion of the Facility or Physical Asset; or
- could be recognized through the re-naming of an existing Facility or Physical Asset.

28.0031.00   Naming opportunities plans and proposals must be submitted and receive appropriate approvals in accordance with the associated procedures prior to implementation.

29.0032.00   Recognition extended for a donation received will be honoured in accordance with written agreements made with the donor(s) subject to the required approvals as set out in the associated procedures.

312.01   Individuals negotiating on behalf of the university are responsible for advising potential donors that the acceptance of any Philanthropic donation involving a proposal to name a Facility or Physical Asset is conditional upon final approval of the naming by the Board of Governors.

30.0033.00   Funding requirements for naming a Facility or Physical Asset for Philanthropic purposes are established by the Associate Vice-President Alumni and Development, and reviewed by the Vice-President External Relations prior to submission to the President for approval.

Time-limited Naming

31.0034.00   Proposals for naming a Facility or Physical Asset and a Naming Opportunities Plan for Time-limited purposes shall be submitted in accordance with the associated procedures prior to implementation. Due diligence must be undertaken to ensure

prospects, and their business practices, are in alignment with the university's mission, vision, and values.

32.0035.00   For the purpose of naming a Facility or Physical Asset for Time-limited purposes, an organization must currently have a positive relationship with the university and/or the region or be an organization that has the potential to have a positive relationship with the university and/or the region.

33.0036.00   No Time-limited name will be approved that will imply the university's endorsement of a commercial product. This does not preclude a naming with the name of a company that manufactures or distributes commercial products.

34.0037.00   After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Time-limited purposes.

Renaming a Facility or Physical Asset

35.0038.00   The university will only consider renaming a Facility or Physical Asset that has been named for Honorific or Philanthropic purposes under exceptional circumstances including where:

- the primary usage or occupancy of the Facility or Physical Asset has changed;
- the Facility or Physical Asset will no longer be used;
- the Facility or Physical Asset has been substantially altered;
- subsequent circumstances pertaining to an individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
- other exceptional circumstances occur where re-naming or revoking a name is warranted.

36.0039.00   The university will only change a Bestowed name at the request of the local Indigenous community/ies who Bestowed the name.

37.0040.00   The university may re-name Facilities or Physical Assets named for Time-limited purposes at the expiration of the term, or in the event of revocation or mutually agreed cancellation.

38.0041.00   The Board of Governors shall approve the re-naming of Facilities or Physical Assets for Bestowed, Honorific, Philanthropic, or Time-Limited purposes in accordance with the associated procedures.

39.0042.00   Where appropriate, individuals (or organizations) whom the Facility or Physical Asset were previously named after shall be recognized.

40.0043.00   Where a Facility or Physical Asset is proposed for re-naming, reasonable efforts shall be made in advance to inform the original namesake or next-of-kin, as appropriate.

41.0044.00   A proposal to re-name or to add an additional name to a Facility or Physical Asset shall adhere to the same principles and process as set out in this policy and its associated procedures.

Confidentiality of Naming Proposals

42.0045.00   All naming request proposals shall be treated as confidential by all involved in the process until the naming is publicly announced by the university. Announcements regarding the naming shall be held only after final approval of the proposed name is confirmed.

Signage

43.0046.00   Signage recognizing the naming of a university Facility or Physical Asset shall generally be of uniform design and in accordance with university policies and standards applicable to signage.

> 465.01   Signage or other methods associated with the naming of a Facility or Physical Asset shall not impact the quality, integrity, or safety of any associated area, Facility, property, or land.

> 46.02   Signage associated with an Indigenous name shall include the name in the appropriate Indigenous language(s).

> 465.032   Signage associated with the Time-limited naming of a Facility or Physical Asset may include an organization's logo as part of the design. Development of signage will be in accordance with the associated procedures.

Management of Naming Records

44.0047.00   The University Secretary shall keep records of all naming proposals and decisions.

45.0048.00   Facilities Management shall maintain an inventory of all named Facilities and Physical Assets.

46.0049.00   A copy of all gift and sponsorship agreements involving naming recognition shall be maintained in a central repository managed by the Development Office.

Authorities and Officers

47.0050.00   The authorities and officers for this policy are:

i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authority: President
iv) Procedural Officer: University Secretary/Vice-President External Relations

Relevant Legislation
University Act , RSBC 1996 c 468

Related Policies and Documents
Donations and Fundraising Policy (ER4105)
Policy for the Establishment of Endowed and Term Chairs and Professorships (AC1100)
Exterior Signs Policy (BP3115)
Interior Signs Policy (BP3120) University Signage Policy (BP3140)
Student Awards Policy (AC1130)

[British Columbia Government Naming Privileges Policy](#)

Associated Procedures

[Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets](#)
[Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset](#)
[Procedures for Implementing Names of Facilities and Physical Assets](#)

Administrative Forms

Naming Opportunities Plan
Naming Request Proposal
Minimum Funding Requirements for Naming Opportunities

University of Victoria

**Procedures for the Submission, Review, and Approval of
Proposals for Naming Facilities or Physical Assets**

Procedural Authority: President
Procedural Officer: University Secretary and
Vice-President External Relations

Effective Date: ~~March 2019~~TBD
Supersedes: March 2019~~May, 2013~~
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets (BP3100)

Purpose

1.00 The purpose of these procedures is to ensure that requests for naming Facilities or Physical Assets are consistently proposed, reviewed, and approved.

Definitions

2.00 Administrative Head means individuals with administrative responsibility for units (e.g., vice-presidents, executive directors, deans, the university librarian, chairs, directors, and other unit heads).

3.00 Naming Opportunities Plan is a plan developed for the naming of Facilities or Physical Assets in conjunction with an approved plan or campaign to secure contributions for multiple naming opportunities, in collaboration with the Development Office. It includes a letter of support from the Administrative Head, a list of naming opportunities, project specific information, and signed approval from the Administrative Head of the Unit and is subject to minimum funding requirements established in accordance with section 33.00 of the Naming of Facilities and Physical Assets policy.

4.00 Naming Request Proposal is a form submitted for Bestowed, Honorific, Philanthropic, or Time-limited naming requests that include:
- Facility or Physical Asset to be named (if known) and the proposed name (if known);
- classification of naming in accordance with the Naming of Facilities and Physical Assets policy;
- reason for proposal submission;
- a clear description of the naming recommendation being sought;
- name of an organization, individual, concept, word, value, or place proposed to be honoured or recognized and background information in accordance with section 13.00 of the Naming of Facilities and Physical Assets policy;
- proposed term of naming recognition in accordance with section 15.00 of the Naming of Facilities and Physical Assets policy;
- other particular conditions, concerns, or impacts;
- an appended letter of request from an Administrative Head indicating support for the proposal; and

- other information that would reasonably be required to assess the proposal.

5.00   Unit means academic or administrative areas including faculties, departments, divisions, offices, or centres.

Procedures
Submission, Review, and Approval of Functional Naming Proposals

6.00   Once the Functional purpose for a Facility or Physical Asset is confirmed, Functional naming proposals may be submitted in writing to the Executive Director Facilities Management who in collaboration with the Associate Vice-President Alumni and Development will conduct preliminary consultations and make recommendations as appropriate to the Vice-President Finance and Operations.

7.00   The Vice-President Finance and Operations will review the recommendations and consult with Executive Council, where appropriate.

8.00   After the proposed Functional name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

9.00   After consultation with Executive Council, the Vice-President Finance and Operations will forward the recommendation as appropriate to the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee).

10.00   The Advisory Committee will review and make a recommendation to the President for approval of the Functional name of a Facility or Physical Asset.

Submission, Review, and Approval of Honorific Naming Proposals

11.00   Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted by completing and forwarding a Naming Request Proposal to the Vice-President External Relations. The Vice-President External Relations will review the recommendations and consult with Executive Council, where appropriate.

12.00   If the proposal is for an Indigenous name, then the Vice-President External Relations will instead send the proposal to the Vice-President Indigenous. The Vice-President Indigenous will consult with local Indigenous communities (whose approval is required) and others as the Vice-President Indigenous considers appropriate, and will seek all necessary permissions to bring the proposal forward. Once this process is complete, and if local Indigenous communities give their approval, then the proposal returns to the Vice-President External Relations, who will consult with Executive Council where appropriate.

The Vice-President External Relations will review the recommendations and consult with Executive Council, where appropriate.

12.0013.00   After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

13.0014.00   Upon review and endorsement of the Naming Request Proposal by Executive Council, the Vice-President External Relations will present the proposal in confidence to the Advisory Committee.

14.0015.00   Upon recommendation by the Advisory Committee, the President will present the recommendations to the Board of Governors for review and approval.

15.01 All agreements for Honorific naming must include language that will enable the naming to be revoked if any act or association of the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Bestowed Naming Proposals
16.00   Proposals for Bestowing an Indigenous name on a Facility or Physical Asset shall be submitted by an Administrative Head to the Vice-President External Relations. As Bestowed names are chosen by a local Indigenous community/ies, the proposal will request a naming but shall not seek a specific name.

17.00   If the naming proposal meets university requirements, then the Vice-President External Relations will forward the request to the Vice-President Indigenous. The Vice-President Indigenous will review the request for a Bestowed name and consult with Executive Council, where appropriate.

18.00   After Executive Council has had an opportunity to discuss the request, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

19.00   Upon review and endorsement of the proposal by Executive Council, the Vice-President Indigenous will present the proposal in confidence to the Advisory Committee.

20.00   If the Advisory Committee recommends proceeding with a request for a Bestowed name, the President will present this recommendation to the Board of Governors for review and approval.

21.00   Following Board approval, the Vice-President Indigenous will approach one or more local Indigenous communities, according to proper protocol, and request a Bestowed name for the Facility or Physical Asset. If the community Bestows a name, then the Vice-President Indigenous will advise the university of the name and how it must be implemented. The Bestowed name is not subject to any further approvals at the university once Bestowed by the community/ies.

Submission, Review, and Approval of Philanthropic Naming Proposals
15.0022.00   Where applicable, a Naming Opportunities Plan shall be developed in collaboration with the Development Office and submitted by the Administrative Head to the Associate Vice-President Alumni and Development for review.

22.01 The Associate Vice-President Alumni and Development shall review the Naming Opportunities Plan in consultation with the Executive Director Facilities Management and make a recommendation on the plan to the Vice-President External Relations.

22.02   Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Unit that it may proceed to secure external contributions for naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

16.0023.00   Once a Unit, in conjunction with the Development Office, has secured a commitment for external funding designated for the naming of a Facility or Physical Asset, they shall complete and submit a Naming Request Proposal to the Associate Vice-President Alumni and Development.

17.0024.00   Upon endorsement of the Naming Request Proposal, the Associate Vice-President Alumni and Development shall forward the proposal to the Vice-President External Relations for review.

18.0025.00   The Vice-President External Relations will review the recommendations and consult with Executive Council.

25.01   If the request is for an Indigenous name, then the Vice-President External Relations will instead send the proposal to the Vice-President Indigenous. The Vice-President Indigenous will consult with local Indigenous communities (whose approval is required) and others as the Vice-President Indigenous considers appropriate, and will seek all necessary permissions to bring the proposal forward. Once this process is complete, and if local Indigenous communities give their approval, then the proposal returns to the Vice-President External Relations to bring to Executive Council.

19.0026.00   After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

20.0027.00   Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

21.0028.00   Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Philanthropic naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

28.01   All agreements for Philanthropic naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Time-limited Naming Proposals

22.0029.00   Where applicable, a Naming Opportunities Plan shall be developed by the Development Office in collaboration with internal stakeholders and submitted by the Administrative Head to the Vice-President External Relations for review.

29.01   Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Development Office that it may proceed to secure external contributions for Time-limited naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

23.0030.00   Proposals for naming a Facility or Physical Asset for Time-limited purposes shall be developed by the Development Office in collaboration with internal stakeholders including, but not limited to, the offices of Development and Purchasing. Terms of the proposal, including 'exclusivity' or 'non-exclusivity' clauses, are to be clearly indicated within the proposals.

24.0031.00   Once a commitment for external funding designated for the naming of a Facility or Physical Asset has been secured, the Development Office shall complete and submit a Naming Request Proposal to the Vice-President External Relations.

25.0032.00   The proposal will include associated signage as the logo of an organization may be included on the name temporarily affixed to an interior feature, object, space, building, or outdoor area if the logo is part of the design created in part for the purpose of acknowledging the relationship between the university and the organization.

26.0033.00   The Vice-President External Relations will review the recommendations and consult with Executive Council.

27.0034.00   After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

28.0035.00   Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

29.0036.00   Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Time-limited naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

36.01   All agreements for Time-limited naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

University of Victoria

Procedures for Renaming or Revoking the Name of a Facility or Physical Asset

Procedural Authority: President
Procedural Officer: University Secretary and
Vice-President External Relations

Effective Date: ~~March 2019~~TBD
Supersedes: March 2019~~May, 2013~~
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets BP3100

Purpose

1.00 The purpose of these procedures is to provide direction on the re-naming or revocation of the name of a university Facility or Physical Asset.

Procedures

2.00 The university will only rename a Facility or Physical Asset with an Honorific or Philanthropic name under exceptional circumstances.

3.00 The university cannot rename or revoke a Bestowed name without consultation with the local Indigenous community/ies who Bestowed it.

~~2.01~~3.01 If a local Indigenous community changes or revokes a name that it has Bestowed on the university, the university will implement this change as soon as possible.

~~3.00~~4.00 In the case of Time-limited naming, re-naming may take place at the expiration of the term, or in event of revocation, or mutually agreed cancellation and will be carried out in accordance with the Naming of Facilities and Physical Assets policy and its associated procedures. Any administrative costs associated with re-naming will be covered within the sponsorship agreement and will not be borne by the Administrative unit.

~~4.00~~5.00 Proposals for re-naming or revoking the name of a Facility or Physical Asset shall be forwarded to the University Secretary who will conduct preliminary consultations as necessary and forward the proposal to Executive Council for evaluation.

~~5.00~~6.00 If the President decides to proceed with the proposal, the President will present the proposal to the Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

~~6.00~~7.00 Upon recommendation of the Advisory Committee, the President may present the proposed change to the Facility or Physical Asset's name to the Board of Governors for approval where:
- the primary usage or occupancy of the Facility or Physical Asset has changed;
- the Facility or Physical Asset will no longer be used;
- the Facility or Physical Asset has been substantially altered;

- subsequent circumstances pertaining to the individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
- other exceptional circumstances occur where re-naming or revoking a name is warranted.

7.008.00   If a Facility or Physical Asset is demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new name shall be considered using the processes outlined in the Naming of Facilities and Physical Assets policy and associated procedures.

8.01   When possible, the university shall contact the namesake, next-of-kin, or other appropriate contact person to inform them of the decision to demolish, replace, or change the usage of the Facility or Physical Asset before the change takes place.

8.009.00   The Vice-President External Relations shall oversee communication regarding the revocation of a Philanthropic, Honorific, or Time-limited naming.

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University of Victoria

Procedures for Implementing the Names of Facilities or Physical Assets

Procedural Authority: President
Procedural Officer: University Secretary

Effective Date: ~~March 2019~~TBD
Supersedes: March 2019~~May, 2013~~
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets (BP3100)

1.00 After the proposed name for a Facility or Physical Asset has been discussed at Executive Council and before the President has sought advice from the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee), the University Secretary will inform the following individuals in confidence of the proposed name:

(a) the Director of University Ceremonies and Events;
(b) the ~~Executive Director of~~Associate Vice-President, University Communications + Marketing;
(c) the Executive Director of Facilities Management;
(d) the Associate Vice-President Alumni and Development;
(e) the Associate Vice-President Financial Planning and Operations; and
(f) the Vice-President and dean or director of the units in the affected Facility~~; and~~
~~(g) the Executive Director of Indigenous Academic and Community Engagement~~.

Such consultation will occur as appropriate and if time permits.

2.00 After the proposed name for a Facility or Physical Asset has been recommended by the Advisory Committee and before it has been approved in accordance with the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets Procedure, the University Secretary will notify the individuals listed in section 1.00 in confidence in order to make preparations to implement the proposed name.

Preparations for Implementing a Bestowed, Functional, or Honorific Naming

3.00 The Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the President (for Functional Naming) or Board of Governors (for Honorific naming); and
- whether a naming ceremony will be held, subject to budget.

A naming ceremony will normally be held if a name is Bestowed. Such a naming ceremony will be conducted according to the protocol of the community/ies who Bestowed the name.

4.00   If a naming ceremony is to be held, the Director of University Ceremonies and Events will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

5.00   The Director of University Ceremonies and Events will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the President (for Functional naming) or Board of Governors (for Bestowed or Honorific naming).

Preparations for Implementing a Philanthropic or Time-Limited Naming
6.00   The Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the Board of Governors; and
- whether a naming ceremony will be held, subject to budget.

7.00   If a naming ceremony is to be held, the Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

8.00   The Associate Vice-President Alumni and Development, will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the Board of Governors.

Post-Approval Implementation Procedures
9.00   Prior to the implementation of a Honorific, Philanthropic, or Time-limited Naming, the university shall advise the individual or the organization of the naming.

10.00   After the name for a Facility or Physical Asset has been approved, the University Secretary will advise the following individuals by means of a follow-up memorandum:

(a) the individuals listed in section 1.00;
(b) the Director of Occupational Health, Safety and Environment;
(c) the Director of Campus Security;
(d) the Manager of Scheduling; and
(e) the Registrar.

10.01   If the name for a Facility or Physical Asset is not approved, the University Secretary will advise the individuals in section 1.00.

11.00   If the name for a Facility or Physical Asset shall remain confidential until a date other than the date of approval, the follow-up memorandum will advise the individuals listed in section 10.00 of this requirement.

12.00   Implementation of the Philanthropic name or a Time-Limited naming for a Facility or Physical Asset will be coordinated by the Associate Vice-President Alumni and Development, in consultation with the Executive Director of Facilities Management and the Director of University Ceremonies and Events.

13.00   Implementation of a Bestowed name will be coordinated by the Vice-President Indigenous and the Vice-President External Relations, in consultation with the Executive Director of Facilities Management and the Director of University Ceremonies and Events, as appropriate.

14.00   Implementation of a Functional or Honorific name for a Facility or Physical Asset will be coordinated by the Executive Director of Facilities Management in consultation with the Director of University Ceremonies and Events

14.01   The Director of University Ceremonies and Events will advise the individuals listed in section 10.00 of the date for implementing the name.

14.02   The Executive Director of Facilities Management will ensure maps and other documents are prepared for distribution to the individuals listed in section 10.00.

14.03   The Executive Director of Facilities Management will coordinate communication of the name to external individuals and organizations (e.g., emergency services) as necessary and may delegate responsibility for this task to the individuals listed in section 10.00.

14.04   If the name for a Facility or Physical Asset is Bestowedgiven an Indigenous name, then the Vice-President Indigenous will co-ordinate communication of the name to the university community in conjunction with the Associate Vice-President, University Communications + Marketing.

14.045   If the name for a Facility or Physical Asset is Functional or Honorific, the Director of University Ceremonies and Events will co-ordinate communication of the name to the university community in conjunction with the Associate Vice-President, University Communications + MarketingDirector of Communications Services.

14.065   If the name for a Facility or Physical Asset is in recognition of Philanthropic or Time-limited support, the Associate Vice-President Alumni and Development, will collaborate with the Associate Vice-President, University Communications + MarketingDirector of Communications Services to coordinate communication of the name to the university community and the external community as appropriate.

154.00 After the name of a Facility or Physical Asset has been approved and implemented, the individuals listed in section 10.00 will co-ordinate the updating of records and procedures within their departments and with external individuals and organizations as required and will make any necessary adjustments to reflect the new name.

University of Victoria

Naming of Facilities and Physical Assets

University Policy No.: BP3100
Classification: Buildings and Properties
Approving Authority: Board of Governors
Effective Date: November 2022
Supersedes: March 2019
Last Editorial Change:
Mandated Review: March 2026

Associated Procedures:

Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets
Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset
Procedures for Implementing Names of Facilities and Physical Assets

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Purpose

1.00 This policy provides consistent principles for the naming of university Facilities and Physical Assets.

Definitions

2.00 **Bestowed** means a name that has been given to the university by one or more local Indigenous communities, and such communities have consented for the university to use that name.

3.00 **Facilities** include but are not limited to all or portions of: buildings, rooms, wings, physical structures, halls, laboratories, foyers, atria, recreation areas, athletic facilities, residences, and lounges that the university may wish to name from time to time.

4.00 **Functional** means the actual purpose for which a Facility or Physical Asset is designed for, or the particular function to which it is suited.

5.00 **Honorific** means conferring honour or respect in recognition of individuals who have made substantial or long-term contributions to the university or in recognition of a concept, word, value, or place that aligns with and reflects the university's mission, vision, and values or the history of the lands on which the university stands.

6.00 **Philanthropic** means the act of philanthropy: gifts to the university that have real or in-kind monetary value.

7.00 **Time-limited** means naming in recognition of sponsorship, or other, support to the university that has real or in-kind monetary value.

8.00 **Physical Assets** include but are not limited to all or portions of: major pieces of equipment, roads, parking lots, walkways, fields, parks, gardens, monuments, or other major physical resources that the university may wish to name from time to time.

Jurisdiction/Scope

9.00   This policy applies to the naming of university Facilities and Physical Assets.

Policy

General Principles

10.00   Naming recommendations may originate from any member of the university community.

11.00   The university will follow transparent and consistent processes in the naming of its Facilities and Physical Assets.

12.00   The naming of Facilities and Physical Assets shall be in accordance with applicable legislation and policies.

13.00   The names of Facilities or Physical Assets shall be compatible with the strategic direction, vision, mission, and values of the university and shall preserve the university's integrity.

14.00   No commitment shall be made by a member of the university regarding the naming of a Facility or Physical Asset until the proposal is approved by the requisite approval authority.

15.00   Naming will normally be for the useful life of the Facility or Physical Asset unless it is Time-Limited or an alternate arrangement is made.

16.00   The university will only name Facilities or Physical Assets after current public officials, current university employees, or current members of the Board of Governors in exceptional circumstances.

Advisory Committee on Naming Facilities and Physical Assets

17.00   To carry out this policy, the President shall establish an Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

   17.01   The Advisory Committee is comprised of:
   (a) the President, chair (ex officio);
   (b) two members of the Board of Governors appointed by the board chair, one of whom must be a student;
   (c) one staff member appointed by the President;
   (d) two faculty members appointed by the President;
   (e) the President, Alumni Association (or designate) (ex officio);
   (f) the Executive Director, Facilities Management (ex officio);
   (g) the Vice-President Finance and Operations (or designate) (ex officio);
   (h) the Vice-President External Relations (ex officio);
   (i) the Vice-President Indigenous (or designate) (ex officio);
   (j) the Associate Vice-President Alumni and Development (ex officio); and
   (k) the University Secretary (or designate), secretary to the Advisory Committee (ex officio);

   17.02   Normally, appointments for non-student members will be for two years and appointments for student members will be for one year.

17.03   Normally, appointed Advisory Committee members will serve a maximum of two consecutive terms.

Interim Names
18.00   Once the Functional purpose for a Facility or Physical Asset has been confirmed, interim names for Facilities or Physical Assets under development, construction, or renovation shall not be assigned without prior endorsement from the Advisory Committee except where Facilities Management requires an interim name for planning purposes.

Naming Classifications
19.00   The university may name Facilities or Physical Assets:

- for Functional purposes;
- for Honorific purposes;
- with a name Bestowed by a local Indigenous community;
- in recognition of Philanthropic support; or
- for Time-limited purposes in recognition of sponsorship, or other, support.

Functional Naming
20.00   Proposals for naming a Facility or Physical Asset for Functional purposes shall be submitted in accordance with the associated procedures.

21.00   The President, acting on the recommendations of the Advisory Committee, may approve the naming of a Facility or Physical Asset where the name is solely Functional.

Honorific Naming
22.00   Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted in accordance with the associated procedures.

23.00   For the purpose of naming a Facility or Physical Asset for Honorific purposes, the use of names of individuals shall be reserved to honour individuals who:

- have made exceptional or long-term contributions to the development or status of the university; or
- the university deems appropriate to recognize in memoriam.

24.00   After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Honorific Purposes.

Bestowed Naming
25.00   Proposals for Bestowing a name to a Facility or Physical Asset shall be submitted in accordance with the associated procedures.

26.00   After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the decision to request a Bestowed name.

27.00   The university does not choose the Bestowed name. Upon deciding that the university should request a Bestowed name for a Facility or Physical Asset, the university will

approach a local Indigenous community/communities in accordance with the procedures and following proper protocol.

Philanthropic Naming

28.00 Proposals for naming a Facility or Physical Asset for Philanthropic purposes shall be submitted in accordance with the associated procedures.

29.00 The naming of a Facility or Physical Asset in recognition of Philanthropic support shall be reserved to honour substantial contributions to the development or status of the university made through appropriate gifts.

29.01 The university's preference is to name Facilities or Physical Assets in recognition of Philanthropic support after individuals.

29.02 Philanthropic namings for organizations may be considered.

30.00 After consulting with the Advisory Committee, the President may recommend to the Board of Governors the naming of a Facility or Physical Asset for Philanthropic purposes where a gift or bequest is made to the university that:

- represents all or an appropriate portion of the cost;
- is central to the completion of the Facility or Physical Asset; or
- could be recognized through the re-naming of an existing Facility or Physical Asset.

31.00 Naming opportunities plans and proposals must be submitted and receive appropriate approvals in accordance with the associated procedures prior to implementation.

32.00 Recognition extended for a donation received will be honoured in accordance with written agreements made with the donor(s) subject to the required approvals as set out in the associated procedures.

32.01 Individuals negotiating on behalf of the university are responsible for advising potential donors that the acceptance of any Philanthropic donation involving a proposal to name a Facility or Physical Asset is conditional upon final approval of the naming by the Board of Governors.

33.00 Funding requirements for naming a Facility or Physical Asset for Philanthropic purposes are established by the Associate Vice-President Alumni and Development, and reviewed by the Vice-President External Relations prior to submission to the President for approval.

Time-limited Naming

34.00 Proposals for naming a Facility or Physical Asset and a Naming Opportunities Plan for Time-limited purposes shall be submitted in accordance with the associated procedures prior to implementation. Due diligence must be undertaken to ensure prospects, and their business practices, are in alignment with the university's mission, vision, and values.

35.00　For the purpose of naming a Facility or Physical Asset for Time-limited purposes, an organization must currently have a positive relationship with the university and/or the region or be an organization that has the potential to have a positive relationship with the university and/or the region.

36.00　No Time-limited name will be approved that will imply the university's endorsement of a commercial product. This does not preclude a naming with the name of a company that manufactures or distributes commercial products.

37.00　After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Time-limited purposes.

Renaming a Facility or Physical Asset
38.00　The university will only consider renaming a Facility or Physical Asset that has been named for Honorific or Philanthropic purposes under exceptional circumstances including where:

- the primary usage or occupancy of the Facility or Physical Asset has changed;
- the Facility or Physical Asset will no longer be used;
- the Facility or Physical Asset has been substantially altered;
- subsequent circumstances pertaining to an individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
- other exceptional circumstances occur where re-naming or revoking a name is warranted.

39.00　The university will only change a Bestowed name at the request of the local Indigenous community/ies who Bestowed the name.

40.00　The university may re-name Facilities or Physical Assets named for Time-limited purposes at the expiration of the term, or in the event of revocation or mutually agreed cancellation.

41.00　The Board of Governors shall approve the re-naming of Facilities or Physical Assets for Bestowed, Honorific, Philanthropic, or Time-Limited purposes in accordance with the associated procedures.

42.00　Where appropriate, individuals (or organizations) whom the Facility or Physical Asset were previously named after shall be recognized.

43.00　Where a Facility or Physical Asset is proposed for re-naming, reasonable efforts shall be made in advance to inform the original namesake or next-of-kin, as appropriate.

44.00　A proposal to re-name or to add an additional name to a Facility or Physical Asset shall adhere to the same principles and process as set out in this policy and its associated procedures.

Confidentiality of Naming Proposals

45.00 All naming request proposals shall be treated as confidential by all involved in the process until the naming is publicly announced by the university. Announcements regarding the naming shall be held only after final approval of the proposed name is confirmed.

Signage

46.00 Signage recognizing the naming of a university Facility or Physical Asset shall generally be of uniform design and in accordance with university policies and standards applicable to signage.

46.01 Signage or other methods associated with the naming of a Facility or Physical Asset shall not impact the quality, integrity, or safety of any associated area, Facility, property, or land.

46.02 Signage associated with an Indigenous name shall include the name in the appropriate Indigenous language(s).

46.03 Signage associated with the Time-limited naming of a Facility or Physical Asset may include an organization's logo as part of the design. Development of signage will be in accordance with the associated procedures.

Management of Naming Records

47.00 The University Secretary shall keep records of all naming proposals and decisions.

48.00 Facilities Management shall maintain an inventory of all named Facilities and Physical Assets.

49.00 A copy of all gift and sponsorship agreements involving naming recognition shall be maintained in a central repository managed by the Development Office.

Authorities and Officers

50.00 The authorities and officers for this policy are:

i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authority: President
iv) Procedural Officer: University Secretary/Vice-President External Relations

Relevant Legislation
University Act , RSBC 1996 c 468

Related Policies and Documents
Donations and Fundraising Policy (ER4105)
Policy for the Establishment of Endowed and Term Chairs and Professorships (AC1100)
University Signage Policy (BP3140)
Student Awards Policy (AC1130)
British Columbia Government Naming Privileges Policy

Associated Procedures

Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets

Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset

Procedures for Implementing Names of Facilities and Physical Assets

Administrative Forms

Naming Opportunities Plan

Naming Request Proposal

Minimum Funding Requirements for Naming Opportunities

University of Victoria

Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets

Procedural Authority: President
Procedural Officer: University Secretary and Vice-President External Relations

Effective Date: TBD
Supersedes: March 2019
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets (BP3100)

Purpose

1.00 The purpose of these procedures is to ensure that requests for naming Facilities or Physical Assets are consistently proposed, reviewed, and approved.

Definitions

2.00 Administrative Head means individuals with administrative responsibility for units (e.g., vice-presidents, executive directors, deans, the university librarian, chairs, directors, and other unit heads).

3.00 Naming Opportunities Plan is a plan developed for the naming of Facilities or Physical Assets in conjunction with an approved plan or campaign to secure contributions for multiple naming opportunities, in collaboration with the Development Office. It includes a letter of support from the Administrative Head, a list of naming opportunities, project specific information, and signed approval from the Administrative Head of the Unit and is subject to minimum funding requirements established in accordance with section 33.00 of the Naming of Facilities and Physical Assets policy.

4.00 Naming Request Proposal is a form submitted for Bestowed, Honorific, Philanthropic, or Time-limited naming requests that include:
- Facility or Physical Asset to be named (if known) and the proposed name (if known);
- classification of naming in accordance with the Naming of Facilities and Physical Assets policy;
- reason for proposal submission;
- a clear description of the naming recommendation being sought;
- name of an organization, individual, concept, word, value, or place proposed to be honoured or recognized and background information in accordance with section 13.00 of the Naming of Facilities and Physical Assets policy;
- proposed term of naming recognition in accordance with section 15.00 of the Naming of Facilities and Physical Assets policy;
- other particular conditions, concerns, or impacts;
- an appended letter of request from an Administrative Head indicating support for the proposal; and

- other information that would reasonably be required to assess the proposal.

5.00   Unit means academic or administrative areas including faculties, departments, divisions, offices, or centres.

Procedures
Submission, Review, and Approval of Functional Naming Proposals

6.00   Once the Functional purpose for a Facility or Physical Asset is confirmed, Functional naming proposals may be submitted in writing to the Executive Director Facilities Management who in collaboration with the Associate Vice-President Alumni and Development will conduct preliminary consultations and make recommendations as appropriate to the Vice-President Finance and Operations.

7.00   The Vice-President Finance and Operations will review the recommendations and consult with Executive Council, where appropriate.

8.00   After the proposed Functional name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

9.00   After consultation with Executive Council, the Vice-President Finance and Operations will forward the recommendation as appropriate to the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee).

10.00 The Advisory Committee will review and make a recommendation to the President for approval of the Functional name of a Facility or Physical Asset.

Submission, Review, and Approval of Honorific Naming Proposals

11.00 Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted by completing and forwarding a Naming Request Proposal to the Vice-President External Relations. The Vice-President External Relations will review the recommendations and consult with Executive Council, where appropriate.

12.00 If the proposal is for an Indigenous name, then the Vice-President External Relations will instead send the proposal to the Vice-President Indigenous. The Vice-President Indigenous will consult with local Indigenous communities (whose approval is required) and others as the Vice-President Indigenous considers appropriate, and will seek all necessary permissions to bring the proposal forward. Once this process is complete, and if local Indigenous communities give their approval, then the proposal returns to the Vice-President External Relations, who will consult with Executive Council where appropriate.

13.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

14.00 Upon review and endorsement of the Naming Request Proposal by Executive Council, the Vice-President External Relations will present the proposal in confidence to the Advisory Committee.

15.00 Upon recommendation by the Advisory Committee, the President will present the recommendations to the Board of Governors for review and approval.

15.01 All agreements for Honorific naming must include language that will enable the naming to be revoked if any act or association of the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Bestowed Naming Proposals

16.00 Proposals for Bestowing an Indigenous name on a Facility or Physical Asset shall be submitted by an Administrative Head to the Vice-President External Relations. As Bestowed names are chosen by a local Indigenous community/ies, the proposal will request a naming but shall not seek a specific name.

17.00 If the naming proposal meets university requirements, then the Vice-President External Relations will forward the request to the Vice-President Indigenous. The Vice-President Indigenous will review the request for a Bestowed name and consult with Executive Council, where appropriate.

18.00 After Executive Council has had an opportunity to discuss the request, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

19.00 Upon review and endorsement of the proposal by Executive Council, the Vice-President Indigenous will present the proposal in confidence to the Advisory Committee.

20.00 If the Advisory Committee recommends proceeding with a request for a Bestowed name, the President will present this recommendation to the Board of Governors for review and approval.

21.00 Following Board approval, the Vice-President Indigenous will approach one or more local Indigenous communities, according to proper protocol, and request a Bestowed name for the Facility or Physical Asset. If the community Bestows a name, then the Vice-President Indigenous will advise the university of the name and how it must be implemented. The Bestowed name is not subject to any further approvals at the university once Bestowed by the community/ies.

Submission, Review, and Approval of Philanthropic Naming Proposals

22.00 Where applicable, a Naming Opportunities Plan shall be developed in collaboration with the Development Office and submitted by the Administrative Head to the Associate Vice-President Alumni and Development for review.

22.01 The Associate Vice-President Alumni and Development shall review the Naming Opportunities Plan in consultation with the Executive Director Facilities Management and make a recommendation on the plan to the Vice-President External Relations.

22.02 Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Unit that it may

proceed to secure external contributions for naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

23.00 Once a Unit, in conjunction with the Development Office, has secured a commitment for external funding designated for the naming of a Facility or Physical Asset, they shall complete and submit a Naming Request Proposal to the Associate Vice-President Alumni and Development.

24.00 Upon endorsement of the Naming Request Proposal, the Associate Vice-President Alumni and Development shall forward the proposal to the Vice-President External Relations for review.

25.00 The Vice-President External Relations will review the recommendations and consult with Executive Council.

25.01 If the request is for an Indigenous name, then the Vice-President External Relations will instead send the proposal to the Vice-President Indigenous. The Vice-President Indigenous will consult with local Indigenous communities (whose approval is required) and others as the Vice-President Indigenous considers appropriate, and will seek all necessary permissions to bring the proposal forward. Once this process is complete, and if local Indigenous communities give their approval, then the proposal returns to the Vice-President External Relations to bring to Executive Council.

26.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

27.00 Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

28.00 Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Philanthropic naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

28.01 All agreements for Philanthropic naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Time-limited Naming Proposals

29.00 Where applicable, a Naming Opportunities Plan shall be developed by the Development Office in collaboration with internal stakeholders and submitted by the Administrative Head to the Vice-President External Relations for review.

29.01 Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Development Office that it may proceed to secure external contributions for Time-limited naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

30.00 Proposals for naming a Facility or Physical Asset for Time-limited purposes shall be developed by the Development Office in collaboration with internal stakeholders including, but not limited to, the offices of Development and Purchasing. Terms of the proposal, including 'exclusivity' or 'non-exclusivity' clauses, are to be clearly indicated within the proposals.

31.00 Once a commitment for external funding designated for the naming of a Facility or Physical Asset has been secured, the Development Office shall complete and submit a Naming Request Proposal to the Vice-President External Relations.

32.00 The proposal will include associated signage as the logo of an organization may be included on the name temporarily affixed to an interior feature, object, space, building, or outdoor area if the logo is part of the design created in part for the purpose of acknowledging the relationship between the university and the organization.

33.00 The Vice-President External Relations will review the recommendations and consult with Executive Council.

34.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

35.00 Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

36.00 Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Time-limited naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

36.01 All agreements for Time-limited naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

University of Victoria

Procedures for Renaming or Revoking the Name of a Facility or Physical Asset

Procedural Authority: President
Procedural Officer: University Secretary and Vice-President External Relations

Effective Date: TBD
Supersedes: March 2019
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets BP3100

Purpose

1.00 The purpose of these procedures is to provide direction on the re-naming or revocation of the name of a university Facility or Physical Asset.

Procedures

2.00 The university will only rename a Facility or Physical Asset with an Honorific or Philanthropic name under exceptional circumstances.

3.00 The university cannot rename or revoke a Bestowed name without consultation with the local Indigenous community/ies who Bestowed it.

   3.01 If a local Indigenous community changes or revokes a name that it has Bestowed on the university, the university will implement this change as soon as possible.

4.00 In the case of Time-limited naming, re-naming may take place at the expiration of the term, or in event of revocation, or mutually agreed cancellation and will be carried out in accordance with the Naming of Facilities and Physical Assets policy and its associated procedures. Any administrative costs associated with re-naming will be covered within the sponsorship agreement and will not be borne by the Administrative unit.

5.00 Proposals for re-naming or revoking the name of a Facility or Physical Asset shall be forwarded to the University Secretary who will conduct preliminary consultations as necessary and forward the proposal to Executive Council for evaluation.

6.00 If the President decides to proceed with the proposal, the President will present the proposal to the Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

7.00 Upon recommendation of the Advisory Committee, the President may present the proposed change to the Facility or Physical Asset's name to the Board of Governors for approval where:
   - the primary usage or occupancy of the Facility or Physical Asset has changed;
   - the Facility or Physical Asset will no longer be used;
   - the Facility or Physical Asset has been substantially altered;

- subsequent circumstances pertaining to the individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
- other exceptional circumstances occur where re-naming or revoking a name is warranted.

8.00   If a Facility or Physical Asset is demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new name shall be considered using the processes outlined in the Naming of Facilities and Physical Assets policy and associated procedures.

   8.01   When possible, the university shall contact the namesake, next-of-kin, or other appropriate contact person to inform them of the decision to demolish, replace, or change the usage of the Facility or Physical Asset before the change takes place.

9.00   The Vice-President External Relations shall oversee communication regarding the revocation of a Philanthropic, Honorific, or Time-limited naming.

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**University
of Victoria**

Procedures for Implementing the Names of Facilities or Physical Assets

Procedural Authority: President
Procedural Officer: University Secretary

Effective Date: TBD
Supersedes: March 2019
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets (BP3100)

1.00   After the proposed name for a Facility or Physical Asset has been discussed at Executive Council and before the President has sought advice from the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee), the University Secretary will inform the following individuals in confidence of the proposed name:

(a) the Director of University Ceremonies and Events;
(b) the Associate Vice-President, University Communications + Marketing;
(c) the Executive Director of Facilities Management;
(d) the Associate Vice-President Alumni and Development;
(e) the Associate Vice-President Financial Planning and Operations; and
(f) the Vice-President and dean or director of the units in the affected Facility.

Such consultation will occur as appropriate and if time permits.

2.00   After the proposed name for a Facility or Physical Asset has been recommended by the Advisory Committee and before it has been approved in accordance with the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets Procedure, the University Secretary will notify the individuals listed in section 1.00 in confidence in order to make preparations to implement the proposed name.

Preparations for Implementing a Bestowed, Functional, or Honorific Naming
3.00   The Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the President (for Functional Naming) or Board of Governors (for Honorific naming); and
- whether a naming ceremony will be held, subject to budget.

3.01   A naming ceremony will normally be held if a name is Bestowed. Such a naming ceremony will be conducted according to the protocol of the community/ies who Bestowed the name.

4.00   If a naming ceremony is to be held, the Director of University Ceremonies and Events will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

5.00   The Director of University Ceremonies and Events will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the President (for Functional naming) or Board of Governors (for Bestowed or Honorific naming).

Preparations for Implementing a Philanthropic or Time-Limited Naming
6.00   The Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the Board of Governors; and
- whether a naming ceremony will be held, subject to budget.

7.00   If a naming ceremony is to be held, the Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

8.00   The Associate Vice-President Alumni and Development, will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the Board of Governors.

Post-Approval Implementation Procedures
9.00   Prior to the implementation of a Honorific, Philanthropic, or Time-limited Naming, the university shall advise the individual or the organization of the naming.

10.00   After the name for a Facility or Physical Asset has been approved, the University Secretary will advise the following individuals by means of a follow-up memorandum:

(a) the individuals listed in section 1.00;
(b) the Director of Occupational Health, Safety and Environment;
(c) the Director of Campus Security;
(d) the Manager of Scheduling; and
(e) the Registrar.

10.01   If the name for a Facility or Physical Asset is not approved, the University Secretary will advise the individuals in section 1.00.

11.00   If the name for a Facility or Physical Asset shall remain confidential until a date other than the date of approval, the follow-up memorandum will advise the individuals listed in section 10.00 of this requirement.

12.00 Implementation of the Philanthropic name or a Time-Limited naming for a Facility or Physical Asset will be coordinated by the Associate Vice-President Alumni and Development, in consultation with the Executive Director of Facilities Management and the Director of University Ceremonies and Events.

13.00 Implementation of a Bestowed name will be coordinated by the Vice-President Indigenous and the Vice-President External Relations, in consultation with the Executive Director of Facilities Management and the Director of University Ceremonies and Events, as appropriate.

14.00 Implementation of a Functional or Honorific name for a Facility or Physical Asset will be coordinated by the Executive Director of Facilities Management in consultation with the Director of University Ceremonies and Events

14.01 The Director of University Ceremonies and Events will advise the individuals listed in section 10.00 of the date for implementing the name.

14.02 The Executive Director of Facilities Management will ensure maps and other documents are prepared for distribution to the individuals listed in section 10.00.

14.03 The Executive Director of Facilities Management will coordinate communication of the name to external individuals and organizations (e.g., emergency services) as necessary and may delegate responsibility for this task to the individuals listed in section 10.00.

14.04 If a Facility or Physical Asset is given an Indigenous name, then the Vice-President Indigenous will co-ordinate communication of the name to the university community in conjunction with the Associate Vice-President, University Communications + Marketing.

14.05 If the name for a Facility or Physical Asset is Functional or Honorific, the Director of University Ceremonies and Events will co-ordinate communication of the name to the university community in conjunction with the Associate Vice-President, University Communications + Marketing.

14.06 If the name for a Facility or Physical Asset is in recognition of Philanthropic or Time-limited support, the Associate Vice-President Alumni and Development, will collaborate with the Associate Vice-President, University Communications + Marketing to coordinate communication of the name to the university community and the external community as appropriate.

15.00 After the name of a Facility or Physical Asset has been approved and implemented, the individuals listed in section 10.00 will co-ordinate the updating of records and procedures within their departments and with external individuals and organizations as required and will make any necessary adjustments to reflect the new name.

University of Victoria

Naming of Facilities and Physical Assets

University Policy No.: BP3100
Classification: Buildings and Properties
Approving Authority: Board of Governors
Effective Date: March 2019
Supersedes: May, 2013
Last Editorial Change:
Mandated Review: March 2026

Associated Procedures:

Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets
Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset
Procedures for Implementing Names of Facilities and Physical Assets

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PURPOSE

1.00 This policy provides consistent principles for the naming of university Facilities and Physical Assets.

DEFINITIONS

2.00 **Facilities** include but are not limited to all or portions of: buildings, rooms, wings, physical structures, halls, laboratories, foyers, atria, lounges, recreation areas, athletic facilities, residences, and lounges that the university may wish to name from time to time.

3.00 **Functional** means the actual purpose for which a Facility or Physical Asset is designed for, or the particular function to which it is suited.

4.00 **Honorific** means bestowing honour or respect in recognition of individuals who have made substantial or long-term contributions to the university or in recognition of a concept, word, value, or place that aligns with and reflects the university's mission, vision and values or the history of the lands on which the university stands.

5.00 **Philanthropic** means the act of philanthropy; gifts to the university which have real or in-kind monetary value.

6.00 **Time-limited** means naming in recognition of sponsorship, or other, support to the university which has real or in-kind monetary value.

7.00 **Physical Assets** include but are not limited to all or portions of: major pieces of equipment, roads, parking lots, walkways, fields, parks, gardens, monuments, or other major physical resources that the university may wish to name from time to time.

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JURISDICTION/SCOPE

8.00   This policy applies to the naming of university Facilities and Physical Assets.

POLICY

General Principles

9.00   Naming recommendations may originate from any member of the university community.

10.00   The university will follow transparent and consistent processes in the naming of its Facilities and Physical Assets.

11.00   The naming of Facilities and Physical Assets shall be in accordance with applicable legislation and policies.

12.00   The names of Facilities or Physical Assets shall be compatible with the strategic direction, vision, mission, and values of the university and shall preserve the university's integrity.

13.00   No commitment shall be made by a member of the university regarding the naming of a Facility or Physical Asset until the proposal is approved by the requisite approval authority.

14.00   Naming will normally be for the useful life of the Facility or Physical Asset unless it is Time-Limited or an alternate arrangement is made.

15.00   The university will only name Facilities or Physical Assets after current public officials, current university employees, or current members of the Board of Governors in exceptional circumstances.

Advisory Committee on Naming Facilities and Physical Assets

16.00   To carry out this policy, the President shall establish an Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

    16.01   The Advisory Committee is comprised of:
            (a) the President, chair (ex officio);
            (b) two members of the Board of Governors appointed by the board chair, one of whom must be a student;
            (c) one staff member appointed by the President;
            (d) two faculty members appointed by the President;
            (e) the President, Alumni Association (or designate) (ex officio);
            (f) the Executive Director, Facilities Management (ex officio);
            (g) the Vice-President Finance and Operations (or designate) (ex officio);
            (h) the Vice-President External Relations (ex officio);
            (i) the Associate Vice-President Alumni and Development (ex officio); and
            (j) the University Secretary (or designate), secretary to the Advisory Committee (ex officio);

16.02   Normally, appointments for non-student members will be for two years and appointments for student members will be for one year.

16.03   Normally, appointed Advisory Committee members will serve a maximum of two consecutive terms.

Interim Names

17.00   Once the Functional purpose for a Facility or Physical Asset has been confirmed, interim names for Facilities or Physical Assets under development, construction, or renovation shall not be assigned without prior endorsement from the Advisory Committee except where Facilities Management requires an interim name for planning purposes.

Naming Classifications

18.00   The university may name Facilities or Physical Assets:
- for Functional purposes;
- for Honorific purposes;
- in recognition of Philanthropic support; or
- for Time-limited purposes in recognition of sponsorship, or other, support.

Functional Naming

19.00   Proposals for naming a Facility or Physical Asset for Functional purposes shall be submitted in accordance with the associated procedures.

20.00   The President, acting on the recommendations of the Advisory Committee, may approve the naming of a Facility or Physical Asset where the name is solely Functional.

Honorific Naming

21.00   Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted in accordance with the associated procedures.

22.00   For the purpose of naming a Facility or Physical Asset for Honorific purposes, the use of names of individuals shall be reserved to honour individuals who:

- have made exceptional or long-term contributions to the development or status of the university; or
- the university deems appropriate to recognize in memoriam.

23.00   After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Honorific Purposes.

Philanthropic Naming

24.00   Proposals for naming a Facility or Physical Asset for Philanthropic purposes shall be submitted in accordance with the associated procedures.

25.00　The naming of a Facility or Physical Asset in recognition of Philanthropic support shall be reserved to honour substantial contributions to the development or status of the university made through appropriate gifts.

25.01　The university's preference is to name Facilities or Physical Assets in recognition of Philanthropic support after individuals.

25.02　Philanthropic namings for organizations may be considered.

26.00　After consulting with the Advisory Committee, the President may recommend to the Board of Governors the naming of a Facility or Physical Asset for Philanthropic purposes where a gift or bequest is made to the university that:
- represents all or an appropriate portion of the cost;
- is central to the completion of the Facility or Physical Asset; or
- could be recognized through the re-naming of an existing Facility or Physical Asset.

27.00　Naming opportunities plans and proposals must be submitted and receive appropriate approvals in accordance with the associated procedures prior to implementation.

28.00　Recognition extended for a donation received will be honoured in accordance with written agreements made with the donor(s) subject to the required approvals as set out in the associated procedures.

28.01　Individuals negotiating on behalf of the university are responsible for advising potential donors that the acceptance of any Philanthropic donation involving a proposal to name a Facility or Physical Asset is conditional upon final approval of the naming by the Board of Governors.

29.00　Funding requirements for naming a Facility or Physical Asset for Philanthropic purposes are established by the Associate Vice-President Alumni and Development, and reviewed by the Vice-President External Relations prior to submission to the President for approval.

Time-limited Naming
30.00　Proposals for naming a Facility or Physical Asset and a Naming Opportunities Plan for Time-limited purposes shall be submitted in accordance with the associated procedures prior to implementation. Due diligence must be undertaken to ensure prospects, and their business practices, are in alignment with the university's mission, vision, and values.

31.00　For the purpose of naming a Facility or Physical Asset for Time-limited purposes, an organization must currently have a positive relationship with the university and/or the region or be an organization that has the potential to have a positive relationship with the university and/or the region.

32.00   No Time-limited name will be approved that will imply the university's endorsement of a commercial product. This does not preclude a naming with the name of a company that manufactures or distributes commercial products.

33.00   After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Time-limited purposes.

Renaming a Facility or Physical Asset

34.00   The university will only consider renaming a Facility or Physical Asset that has been named for Honorific or Philanthropic purposes under exceptional circumstances including where:
- the primary usage or occupancy of the Facility or Physical Asset has changed;
- the Facility or Physical Asset will no longer be used;
- the Facility or Physical Asset has been substantially altered;
- subsequent circumstances pertaining to an individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
- other exceptional circumstances occur where re-naming or revoking a name is warranted.

35.00   The university may re-name Facilities or Physical Assets named for Time-limited purposes at the expiration of the term, or in the event of revocation or mutually agreed cancellation.

36.00   The Board of Governors shall approve the re-naming of Facilities or Physical Assets for Honorific, Philanthropic or Time-Limited purposes in accordance with the associated procedures.

37.00   Where appropriate, individuals (or organizations) whom the Facility or Physical Asset were previously named after shall be recognized.

38.00   Where a Facility or Physical Asset is proposed for re-naming, reasonable efforts shall be made in advance to inform the original namesake or next-of-kin, as appropriate.

39.00   A proposal to re-name or to add an additional name to a Facility or Physical Asset shall adhere to the same principles and process as set out in this policy and its associated procedures.

Confidentiality of Naming Proposals

40.00   All naming request proposals shall be treated as confidential by all involved in the process until the naming is publicly announced by the university. Announcements regarding the naming shall be held only after final approval of the proposed name is confirmed.

Signage

41.00 Signage recognizing the naming of a university Facility or Physical Asset shall generally be of uniform design and in accordance with university policies and standards applicable to signage.

41.01 Signage or other methods associated with the naming of a Facility or Physical Asset shall not impact the quality, integrity, or safety of any associated area, Facility, property, or land.

41.02 Signage associated with the Time-limited naming of a Facility or Physical Asset may include an organization's logo as part of the design. Development of signage will be in accordance with the associated procedures.

Management of Naming Records

42.00 The University Secretary shall keep records of all naming proposals and decisions.

43.00 Facilities Management shall maintain an inventory of all named Facilities and Physical Assets.

44.00 A copy of all gift and sponsorship agreements involving naming recognition shall be maintained in a central repository managed by the Development Office.

AUTHORITIES AND OFFICERS
i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authority: President
iv) Procedural Officer: University Secretary/Vice-President External Relations

RELEVANT LEGISLATION
University Act, RSBC 1996 c 468

RELATED POLICIES AND DOCUMENTS
Donations and Fundraising Policy (ER4105)
Policy for the Establishment of Endowed and Term Chairs and Professorships (AC1100)
Exterior Signs Policy (BP3115)
Interior Signs Policy (BP3120)
Student Awards Policy (AC1130)
British Columbia Government Naming Privileges Policy

Associated Procedures
Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets
Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset
Procedures for Implementing Names of Facilities and Physical Assets

Administrative Forms
Naming Opportunities Plan
Naming Request Proposal
Minimum Funding Requirements for Naming Opportunities

University of Victoria

PROCEDURES FOR THE SUBMISSION, REVIEW, AND APPROVAL OF PROPOSALS FOR NAMING FACILITIES OR PHYSICAL ASSETS

Procedural Authority: President
Procedural Officer: University Secretary and Vice-President External Relations

Effective Date: March 2019
Supersedes: May, 2013
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets (BP3100)

PURPOSE

1.00 The purpose of these procedures is to ensure that requests for naming Facilities or Physical Assets are consistently proposed, reviewed, and approved.

DEFINITIONS

2.00 Administrative Head means individuals with administrative responsibility for units (e.g., vice-presidents, executive directors, deans, the university librarian, chairs, directors, and other unit heads).

3.00 Naming Opportunities Plan is a plan developed for the naming of Facilities or Physical Assets in conjunction with an approved plan or campaign to secure contributions for multiple naming opportunities, in collaboration with the Development Office. It includes a letter of support from the Administrative Head, a list of naming opportunities, project specific information, and signed approval from the Administrative Head of the Unit and is subject to minimum funding requirements established in accordance with section 29.00 of the Naming of Facilities and Physical Assets policy.

4.00 Naming Request Proposal is a form submitted for Honorific, Philanthropic, or Time-limited naming requests that include:
   - Facility or Physical Asset to be named (if known) and the proposed name (if known);
   - classification of naming in accordance with the Naming of Facilities and Physical Assets policy;
   - reason for proposal submission;
   - a clear description of the naming recommendation being sought;
   - name of an organization, individual, concept, word, value, or place proposed to be honoured or recognized and background information in accordance with section 12.00 of the Naming of Facilities and Physical Assets policy;
   - proposed term of naming recognition in accordance with section 14.00 of the Naming of Facilities and Physical Assets policy;
   - other particular conditions, concerns, or impacts;
   - an appended letter of request from an Administrative Head indicating support for the proposal; and

- other information that would reasonably be required to assess the proposal.

5.00   Unit means academic or administrative areas including faculties, departments, divisions, offices, or centres.

PROCEDURES

Submission, Review, and Approval of Functional Naming Proposals

6.00   Once the Functional purpose for a Facility or Physical Asset is confirmed, Functional naming proposals may be submitted in writing to the Executive Director Facilities Management who in collaboration with the Associate Vice-President Alumni and Development will conduct preliminary consultations and make recommendations as appropriate to the Vice-President Finance and Operations.

7.00   The Vice-President Finance and Operations will review the recommendations and consult with Executive Council, where appropriate.

8.00   After the proposed Functional name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

9.00   After consultation with Executive Council, the Vice-President Finance and Operations will forward the recommendation as appropriate to the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee).

10.00   The Advisory Committee will review and make a recommendation to the President for approval of the Functional name of a Facility or Physical Asset.

Submission, Review, and Approval of Honorific Naming Proposals

11.00   Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted by completing and forwarding a Naming Request Proposal to the Vice-President External Relations.

12.00   The Vice-President External Relations will review the recommendations and consult with Executive Council, where appropriate.

13.00   After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

14.00   Upon review and endorsement of the Naming Request Proposal by Executive Council, the Vice-President External Relations will present the proposal in confidence to the Advisory Committee.

15.00   Upon recommendation by the Advisory Committee, the President will present the recommendations to the Board of Governors for review and approval.

15.01 All agreements for Honorific naming must include language that will enable the naming to be revoked if any act or association of the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Philanthropic Naming Proposals

16.00 Where applicable, a Naming Opportunities Plan shall be developed in collaboration with the Development Office and submitted by the Administrative Head to the Associate Vice-President Alumni and Development for review.

16.01 The Associate Vice-President Alumni and Development shall review the Naming Opportunities Plan in consultation with the Executive Director Facilities Management and make a recommendation on the plan to the Vice-President External Relations.

16.02 Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Unit that it may proceed to secure external contributions for naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

17.00 Once a Unit, in conjunction with the Development Office, has secured a commitment for external funding designated for the naming of a Facility or Physical Asset, they shall complete and submit a Naming Request Proposal to the Associate Vice-President Alumni and Development.

18.00 Upon endorsement of the Naming Request Proposal, the Associate Vice-President Alumni and Development shall forward the proposal to the Vice-President External Relations for review.

19.00 The Vice-President External Relations will review the recommendations and consult with Executive Council.

20.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

21.00 Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

22.00 Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Philanthropic naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

22.01 All agreements for Philanthropic naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Time-limited Naming Proposals

23.00   Where applicable, a Naming Opportunities Plan shall be developed by the Development Office in collaboration with internal stakeholders and submitted by the Administrative Head to the Vice-President External Relations for review.

      23.01   Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Development Office that it may proceed to secure external contributions for Time-limited naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

24.00   Proposals for naming a Facility or Physical Asset for Time-limited purposes shall be developed by the Development Office in collaboration with internal stakeholders including, but not limited to, the offices of Development and Purchasing. Terms of the proposal, including 'exclusivity' or 'non-exclusivity' clauses, are to be clearly indicated within the proposals.

25.00   Once a commitment for external funding designated for the naming of a Facility or Physical Asset has been secured, the Development Office shall complete and submit a Naming Request Proposal to the Vice-President External Relations.

26.00   The proposal will include associated signage as the logo of an organization may be included on the name temporarily affixed to an interior feature, object, space, building or outdoor area if the logo is part of the design created in part for the purpose of acknowledging the relationship between the university and the organization.

27.00   The Vice-President External Relations will review the recommendations and consult with Executive Council.

28.00   After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

29.00   Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

30.00   Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Time-limited naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

      30.01   All agreements for Time-limited naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

University of Victoria

PROCEDURES FOR RE-NAMING OR REVOKING THE NAME OF A FACILITY OR PHYSICAL ASSET

Procedural Authority: President
Procedural Officer: University Secretary and
Vice-President External Relations

Effective Date: March 2019
Supersedes: May, 2013
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets BP3100

PURPOSE
1.00   The purpose of these procedures is to provide direction on the re-naming or revocation of the name of a university Facility or Physical Asset.

PROCEDURES
2.00   The university will only rename a Facility or Physical Asset with an Honorific or Philanthropic name under exceptional circumstances.

3.00   In the case of Time-limited naming, re-naming may take place at the expiration of the term, or in event of revocation, or mutually agreed cancellation and will be carried out in accordance with the Naming of Facilities and Physical Assets policy and its associated procedures. Any administrative costs associated with re-naming will be covered within the sponsorship agreement and will not be borne by the Administrative unit.

4.00   Proposals for re-naming or revoking the name of a Facility or Physical Asset shall be forwarded to the University Secretary who will conduct preliminary consultations as necessary and forward the proposal to Executive Council for evaluation.

5.00   If the President decides to proceed with the proposal, the President will present the proposal to the Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

6.00   Upon recommendation of the Advisory Committee, the President may present the proposed change to the Facility or Physical Asset's name to the Board of Governors for approval where:
- the primary usage or occupancy of the Facility or Physical Asset has changed;
- the Facility or Physical Asset will no longer be used;
- the Facility or Physical Asset has been substantially altered;
- subsequent circumstances pertaining to the individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
- other exceptional circumstances occur where re-naming or revoking a name is warranted.

7.00   If a Facility or Physical Asset is demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new

name shall be considered using the processes outlined in the Naming of Facilities and Physical Assets policy and associated procedures.

7.01   When possible, the university shall contact the namesake, next-of-kin, or other appropriate contact person to inform them of the decision to demolish, replace, or change the usage of the Facility or Physical Asset before the change takes place.

8.00   The Vice-President External Relations shall oversee communication regarding the revocation of a Philanthropic, Honorific, or Time-limited naming.

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![University of Victoria logo] **University of Victoria**

PROCEDURES FOR IMPLEMENTING NAMES OF FACILITIES AND PHYSICAL ASSETS

Procedural Authority: President **Effective Date:** March 2019
Procedural Officer: University Secretary **Supersedes:** May, 2013
Last Editorial Change:

Parent Policy: Naming of Facilities and Physical Assets (BP3100)

1.00   After the proposed name for a Facility or Physical Asset has been discussed at Executive Council and before the President has sought advice from the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee), the University Secretary will inform the following individuals in confidence of the proposed name:

(a) the Director of University Ceremonies and Events;
(b) the Executive Director of University Communications + Marketing;
(c) the Executive Director of Facilities Management;
(d) the Associate Vice-President Alumni and Development;
(e) the Associate Vice-President Financial Planning and Operations;
(f) the Vice-President and dean or director of the units in the affected Facility; and
(g) the Executive Director of Indigenous Academic and Community Engagement.

Such consultation will occur as appropriate and if time permits.

2.00   After the proposed name for a Facility or Physical Asset has been recommended by the Advisory Committee and before it has been approved in accordance with the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets Procedure, the University Secretary will notify the individuals listed in section 1.00 in confidence in order to make preparations to implement the proposed name.

Preparations for Implementing a Functional or Honorific Naming
3.00   The Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the President (for Functional Naming) or Board of Governors (for Honorific naming); and
- whether a naming ceremony will be held, subject to budget.

4.00   If a naming ceremony is to be held, the Director of University Ceremonies and Events will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

5.00   The Director of University Ceremonies and Events will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the President (for Functional naming) or Board of Governors (for Honorific naming).

Preparations for Implementing a Philanthropic or Time-Limited Naming
6.00   The Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the Board of Governors; and
- whether a naming ceremony will be held, subject to budget.

7.00   If a naming ceremony is to be held, the Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

8.00   The Associate Vice-President Alumni and Development, will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the Board of Governors.

Post-Approval Implementation Procedures
9.00   Prior to the implementation of a Honorific, Philanthropic, or Time-limited Naming, the university shall advise the individual or the organization of the naming.

10.00   After the name for a Facility or Physical Asset has been approved, the University Secretary will advise the following individuals by means of a follow-up memorandum:

(a) the individuals listed in section 1.00;
(b) the Director of Occupational Health, Safety and Environment;
(c) the Director of Campus Security;
(d) the Manager of Scheduling; and
(e) the Registrar.

10.01   If the name for a Facility or Physical Asset is not approved, the University Secretary will advise the individuals in section 1.00.

11.00   If the name for a Facility or Physical Asset shall remain confidential until a date other than the date of approval, the follow-up memorandum will advise the individuals listed in section 10.00 of this requirement.

12.00   Implementation of the Philanthropic name or a Time-Limited naming for a Facility or Physical Asset will be coordinated by the Associate Vice-President Alumni and

Development, in consultation with the Executive Director of Facilities Management and the Director of University Ceremonies and Events.

13.00   Implementation of a Functional or Honorific name for a Facility or Physical Asset will be coordinated by the Executive Director of Facilities Management in consultation with the Director of University Ceremonies and Events

   13.01   The Director of University Ceremonies and Events will advise the individuals listed in section 10.00 of the date for implementing the name.

   13.02   The Executive Director of Facilities Management will ensure maps and other documents are prepared for distribution to the individuals listed in section 10.00.

   13.03   The Executive Director of Facilities Management will coordinate communication of the name to external individuals and organizations (e.g., emergency services) as necessary and may delegate responsibility for this task to the individuals listed in section 10.00.

   13.04   If the name for a Facility or Physical Asset is Functional or Honorific, the Director of University Ceremonies and Events will co-ordinate communication of the name to the university community in conjunction with the Director of Communications Services.

   13.05   If the name for a Facility or Physical Asset is in recognition of Philanthropic or Time-limited support, the Associate Vice-President Alumni and Development, will collaborate with the Director of Communications Services to coordinate communication of the name to the university community and the external community as appropriate.

14.00   After the name of a Facility or Physical Asset has been approved and implemented, the individuals listed in section 10.00 will co-ordinate the updating of records and procedures within their departments and with external individuals and organizations as required and will make any necessary adjustments to reflect the new name.