MEMORANDUM

To: Senate

From: Tim Haskett, Chair
Senate Committee on Curriculum

Re: 2016/2017 Cycle 3 Curriculum Submissions

All curriculum submissions are available for viewing by Senate on its Connect site using the following link:

On the left hand side, click on the link ‘2016 - 2017 Senate Meeting Agendas and Materials' then select the folder
‘Curriculum Changes effective January 1, 2017'.

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee

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

Annual Report on the 2015-16 Work of the Committee: 2016-17 Calendar Cycles 1, 2, 3

Curriculum Submissions.
The Committee assessed 1,359 submissions over the three Cycles (629, 618, 112).

Visiting International Research Student (Undergraduate) Courses.
New courses VIRS 301 through 309 were placed in the Calendar to allow registration for and administrative tracking of
these students in all Faculties and the Gustavson School of Business.

Clarification of Term Vocabulary.
While the Calendar formally refers to the two terms in Winter Session as 'First' and 'Second', common usage in the
University also includes 'Fall' and 'Spring'. The Committee concluded that standardizing solely to either form would cause
considerable disruption to the academic community, so has included a clarification in the Terms Used at UVic section of the
Undergraduate Calendar to indicate that 'First or Fall' and 'Second or Spring' terms are acceptable and equivalent usage.
Occurrences of the word 'semester' have been replaced in the Calendars by 'session' or 'term' as appropriate; UVic has no
semesters.

Retention or Removal of Courses Not Offered for Five Years (Sunsetting of Courses).
The Office of the Registrar, Curriculum & Calendar Office, is now able to generate every June a list of all courses that fall
under this provision (AC1120, s.47.00 – 47.01). As per the policy and procedures, all units that have courses on the list must
submit curriculum change forms to retain or delete them in Cycle 1.
### Members of the Committee

**Chair**

*Tim Haskett*

**Vice-Chair**

*Leslee Francis-Pelton*

- VP Academic & Provost, or designate
  - Gordon Fulton
- President, or nominee
  - Gary MacGillivray

### Faculty Curriculum Chairs

- **Business**
  - David McCutcheon
- **Education**
  - Catherine McGregor
- **Engineering**
  - LillAnne Jackson
- **Fine Arts**
  - Evanthia Baboula
- **Human & Soc. Dev.**
  - Esther Sangster-Gormley
- **Law**
  - Freya Kodar
- **Science**
  - Kathryn Gillis
- **Social Sciences**
  - Rosaline Canessa

**Dean of the Faculty of Graduate Studies, or nominee**

- Stephen Evans

### Senate Committee on Academic Standards

**Chair**

*Sara Beam*

**Student Senator**

*Bernadette Peterson*

### Ex officio, non-voting

- **Associate University Secretary**
  - Carrie Andersen
- **Registrar**
  - Nicole Greengoe
- **Associate Registrar**
  - Laurie Barnas
- **Director, Graduate Admissions & Records**
  - Ada Saab
- **University Calendar Editor**
  - Asia Longphee
- **Director, Co-operative Education & Career Services, or designate**
  - Andrea Giles

### Invited Guests, non-voting

**Office of the Registrar, Curriculum & Calendar Office**

- **Manager / Committee Secretary**
  - Melody Foreman
- **Curriculum and Calendar Assistant**
  - Sara Henderson
- **Curriculum Specialist**
  - Yumeng Wang
- **Technical Specialist**
  - Carl Masri

- **Graduate Studies**
  - Carolyn Swayze
- **Scheduling**
  - Kim Wurban
- **Tri-Faculties Advising**
  - Joyce Gutensohn