The next open meeting of the Senate of the University of Victoria is scheduled for Friday, January 8, 2016 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

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

1. APPROVAL OF THE AGENDA
   ACTION

2. MINUTES
   ACTION
   a. December 4, 2015 [SEN-JAN 8/16-1]
      Motion: That the minutes of the open session of the meeting of the Senate held on December 4, 2015 be approved and that the approved minutes be circulated in the usual way.

3. BUSINESS ARISING FROM THE MINUTES

4. REMARKS FROM THE CHAIR
   INFORMATION

5. CORRESPONDENCE

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES
   a. Senate Committee on Admission, Re-registration and Transfer – Dr. Kenneth Stewart, Chair
      i. Revised calendar entries relating to failure to disclose [SEN-JAN 8/16-2]
         Motion: That Senate approve the attached revisions to the academic calendar regarding failure to disclose studies elsewhere, effective May 1, 2016.
   b. Senate Committee on Agenda and Governance – Prof. Jamie Cassels, Chair
      i. Annual Report [SEN-JAN 8/16-3]
c. Senate Committee on Awards – Dr. John Walsh, Chair

i. New and Revised Awards

ACTION (SEN-JAN 8/16-4)

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

- Cassels Shaw Graduate Fellowship (new) *
- Trussel Undergraduate Scholarship in Science and Technology (Faculty of Engineering) (new)
- Trussel Undergraduate Scholarship in Science and Technology (Faculty of Science) (new)

* Administered by the University of Victoria Foundation

ii. Undergraduate Scholarships, Medals and Prizes

ACTION (SEN-JAN 8/16-5)

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

7. PROPOSALS AND REPORTS FROM FACULTIES

8. PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST

a. UVic’s Response to the Truth and Reconciliation Commission

INFORMATION

9. OTHER BUSINESS

a. Renewal of the Centre for Social and Sustainable Innovation

INFORMATION (SEN-JAN 8/16-6)

10. ADJOURNMENT
A meeting of the Senate of the University of Victoria was held on December 4, 2015 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

1. **APPROVAL OF THE AGENDA**

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

2. **MINUTES**

   a. **November 6, 2015**

   In response to the change to the way Senate minutes are drafted, a comment was made that too many details had been removed. Although there was support for not capturing the name of every speaker in the minutes, it was requested that some additional details of the discussion be included.

   **Motion:** (B. Peterson/K. Gillis)
   That the minutes of the open session of the meeting of the Senate held on November 6, 2015 be approved and that the approved minutes be circulated in the usual way.  
   **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

   There was none.

4. **REMARKS FROM THE CHAIR**

   a. **President’s Report**

   Prof. Cassels provided a report to Senate. He reported on the recent annual meeting of the Royal Society of Canada hosted by the university. He noted that many UVic faculty had been honoured during the event.

   Prof. Cassels reported that a $2 million dollar donation from the Sisters of St. Ann had recently been received to create an endowment to support youth transitioning out of care. He also provided information on the scholarships already created by the university for these youth.
b. University Rankings

Mr. Tony Eder, Executive Director, Academic Resource Planning provided a presentation on university rankings. He reported on UVic’s standing in the following rankings and publications – Maclean’s, Globe and Mail, Re$earch Infosource, Times Higher Education, QS World University Rankings, AWRU, U-Multirank and CWTS Leiden. He commented on the rankings industry, how the university uses ranking information, risks and rankings trends.

In response to questions from members of Senate, Mr. Eder provided information on how reputational information is gathered, changes to the Globe and Mail publication, and the impact rankings have on student decision making. In response to a question about UVic’s ranking with respect to student services, Dr. Kuehne provided information on the continuous evaluation and assessment of services provided to students to ensure needs are being met.

c. Final Draft of the Strategic Research Plan

Dr. Castle provided a report on the draft Strategic Research Plan. He reviewed the project planning process, communications and consultation. Dr. Castle discussed how the feedback received was incorporated into the plan and what the next steps were.

Members of Senate provided feedback on the draft plan. In response to a question regarding the impact of the plan on individual faculty members, Dr. Castle reviewed supports provided by the Office of Research Services and commented on plans to locate support services within the faculties. In response to a further question, Dr. Castle provided some information about how the development of large research projects is contemplated in the plan. A comment was made regarding the role of postdoctorals at the university. Dr. Castle commented on how postdoctorals are referenced in the plan and acknowledged their contributions. In response to a question, Dr. Castle provided information about graduate student input into development of the plan.

Dr. Castle provided information regarding implementation of the plan, noting that an annual planning cycle for research was being contemplated that would align with the academic planning process.

d. Update on the Canada First Research Excellence Fund

Dr. Castle provided an update on a letter of intent submitted by the university to the Canada First Research Excellence Fund secretariat. He provided information on the process for making funding submissions.

5. CORRESPONDENCE

a. Campus Planning Committee

i. Semi-annual report

Dr. Kuehne introduced the report.
A comment was made with respect to how use of the Cedar Hill Corner was described in the draft Campus Plan. It was agreed this could be corrected.

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Academic Standards

i. 2015 University of Victoria Grading Patterns Report

Dr. Beam introduced the report. She noted that the Senate Committee on Academic Standards had formed a sub-committee to further examine and provide guidance on grading issues.

A question was raised about practices at other institutions. Dr. Beam said the committee had been provided with some comparative data, although this was difficult to obtain. She said the trends at UVic were similar to those at other universities. It was suggested that the sub-committee examine the impact of the new grading scale on grading patterns.

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

i. 2014/2015 Annual Report

Dr. Kenneth Stewart, Chair, Senate Committee on Admission, Re-registration and Transfer introduced the report.

c. Senate Committee on Agenda and Governance

i. Appointments to the 2015/2016 Senate Standing Committees

A question was raised regarding the process for making nominations to the committee. It was suggested that other nominations be invited before Senate votes on the appointments. After conferring with the University Secretary, Prof. Cassels said further examination into the procedure would take place. He noted that the complex nature of Senate committee membership meant it would not be possible to simply accept and vote on nominations on the floor. It would be desirable to receive nominations in advance of the meeting at which Senate was asked to approve the committee appointments.

For the current set of nominations, Prof. Cassels asked members of Senate if there were any additional nominations. There were none.

Motion: (A. Lepp/C. Shankman)
That Senate approve the appointments to the 2015/2016 Senate standing committees for the terms indicated in the attached document.

CARRIED
d. Senate Committee on Awards

i. New and Revised Awards

Dr. Walsh introduced the proposal.

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

- Grad Class of 1964 Entrance Scholarship (new)*
- Grace and Harry Hickman Scholarship (revised) *
- Cuchulain Vikes Rugby Award (new) *
- Lawson Lundell LLP Prize in Securities (revised)

* Administered by the University of Victoria Foundation

CARRIED

e. Senate Committee on Planning

i. Proposal for a new stream in Masters of Music – Music Technology

Dr. Mateer introduced the proposal. Dr. Lewis provided details about the program. Support for the proposal was expressed.

Motion: (S. Lewis/P. Driessen)
That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a stream in Masters of Music – Music Technology, as described in the document “Music Technology Program”, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

CARRIED

7. PROPOSALS AND REPORTS FROM FACULTIES

There were none.

8. PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST

There was none.
9. OTHER BUSINESS

a. Letter from UVSS

Prof. Cassels introduced Ms. Brontë Renwick-Shields, UVSS Chairperson, and invited her to speak to the letter.

Ms. Renwick-Shields provided an overview of the request to Senate to grant academic amnesty to students participating in the event on February 3, 2016.

Dr. Kuehne reviewed the memo that had been circulated to all departments regarding the February 3 event. She provided information on past practice with respect to the event and explained that she had received confirmation from the Deans that this approach had proved effective.

Concern was raised about passing the motion because it removed all flexibility, which would create a difficult situation for some labs or seminars where attendance was necessary and the ability to cancel or reschedule the learning opportunity was not available. Operational challenges resulting from the motion were raised, including the ability to enforce the motion.

Some members of Senate expressed concern that the language in the motion was confusing, and that it was unclear what obligations were being imposed on instructors in what circumstances. A question was raised regarding whether practicum students would be absolved from the requirement to attend their practicum that day. Not all members of Senate agreed that the motion was confusing. Support for voting on the motion in its current form was expressed.

With respect to distribution of the memo, it was noted that not all teaching assistants had received a copy. One member of Senate indicated that the memo had been circulated within her department. Another thought it was still too early for the memo to have been circulated.

Ms. Renwick-Shields responded to concerns raised by members of Senate, noting that she hoped students would work with instructors to mitigate challenges arising from their decision to participate in the event. She said the intent of the motion was to provide students with some assurance that flexibility would be granted with respect to classes on that day.

It was suggested that instead of considering the proposed motion, Senate be asked to endorse the Provost’s memo. It was also suggested that the wording of the motion be amended to clarify its intent.

With respect to the intent of the motion, there was some discussion regarding whether approving the motion with the current wording could result in appeals to the Senate Committee on Appeals.

Members of Senate expressed support for the request made in the Provost’s memo and for the spirit of the request from the UVSS. The need for flexibility was reiterated.

A motion to amend the wording of the original motion was proposed. This motion was seconded and opened for discussion.
A motion to table the discussion was made. This motion was not seconded.

A concern was expressed that defeating the motion would indicate diminished support for the UVSS.

**Motion:** (B. Peterson/J. Walsh):
That the section of the motion stating “BIFRT this academic amnesty would absolve students of the obligation to hand in coursework, write exams or participate in classroom discussion on the day of February 3rd, 2016” be amended to read

BIFRT this academic amnesty would prevent students from being penalized for absences in lectures, tutorials and labs, and will be accommodated by rescheduling labs, exams, tests quizzes or deadlines missed on February 3, 2016.

DEFEATED

**Motion:** (B. Peterson/J. Walsh)
Whereas participating in student advocacy efforts around post-secondary education is a longstanding part of campus culture; and

Whereas on February 3rd, 2016 the University of Victoria Student Society (UVSS) will be holding the Education is Right rally at the Provincial Legislature in Victoria in support of fully funded post-secondary education; and

Whereas the UVSS is not asking the University of Victoria Senate to endorse this rally, however, they are asking that the Senate open up the space for students to engage in their democratic right to organize on issues that directly affect them; therefore

BIRT the Senate grant academic amnesty for all undergraduate students for February 3rd, 2016; and

BIFRT this academic amnesty would absolve students of the obligation to hand in coursework, write exams or participate in classroom discussion on the day of February 3rd, 2016.

DEFEATED

Prof. Cassels noted that he had heard support for the spirit of the request from the UVSS. Members of Senate agreed.

**Motion:** (C. Shankman/S. Rogers)
That Senate affirm support for the memorandum issued by the Vice-President Academic and Provost regarding Academic Amnesty for National Day of Action on February 3, 2016.

CARRIED
b. Senate vacancy

Ms. Andersen reported that the student member from Business had resigned. An alternate had been appointed.

Prof. Cassels reported that this was Ms. Charlton’s last meeting of Senate as the Registrar. He thanked her for years of service to the university and said he looked forward to seeing her on the Senate floor in her capacity as a Convocation senator.

There being no other business the meeting was adjourned at 5:38 p.m.
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**EX OFFICIO MEMBERS** - University Act: Section 35 (2) (a-f)

Chancellor: Shelagh Rogers (31/12/17)
President and Vice-Chancellor: Jamie Cassels, Chair
V.P. Academic & Provost: Valerie Kuehne
V.P. Research: David Castle
Dean, Peter B. Gustavson School of Business: Saul Klein
Dean of Education: Ralf St. Clair
Dean of Engineering: Thomas Tiedje
Dean of Continuing Studies: Maureen MacDonald
Acting Dean of Fine Arts: Susan Lewis
Dean of Graduate Studies: David Capson
Acting Dean of Humanities: Cedric Littlewood
Dean of HSD: Patricia Marck
Dean of Law: Jeremy Webber
Acting Dean of Science: Kathryn Gillis
Dean of Social Sciences: Catherine Krull
University Librarian: Jonathan Bengtson

**MEMBERS ELECTED BY THE FACULTIES**  
- Section 35 (2) (g)

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<th>FACULTY</th>
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| BUSI:   | Rebecca Grant (30/6/16)  
          | Brock Smith (30/6/18)  |
| EDUC:   | Carolyn Crippen (30/6/16)  
          | John Walsh (30/6/17) |
| ENGR:   | Peter Driessen (30/6/16)  
          | Nikolai Dechev (30/6/17) |
| FINE:   | Carolyn Butler-Palmer (30/6/16)  
          | Patricia Kostek (30/6/18) |
| GRAD:   | Sara Beam (30/6/16)  
          | Charlotte Schalliè (30/6/17) |
| HSD:    | Andre Kushniruk (30/6/18)  
          | Esther Sangster-Gormley (30/6/16) |
| HUMS:   | Jason Colby (30/6/18)  
          | Annalee Lepp (30/6/16)  |
| LAWF:   | Gillian Calder (30/6/17)  
          | Mark Gillen (30/6/16) |
| SCIE:   | Florin Diacu (30/6/17)  
          | Diana Varela (30/6/17) |
| SOSC:   | Janni Aragon (30/6/18)  
          | Doug Baer (30/6/17) |

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

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<td>Deborah Begoray – EDUC</td>
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<td>Alexandra Branzan Albu – ENGR</td>
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<td>Penny Bryden – HUMS</td>
<td>(30/6/16)</td>
</tr>
<tr>
<td>Aaron Devor – SOSC</td>
<td>(30/6/17)</td>
</tr>
<tr>
<td>Tim Haskett – HUMS</td>
<td>(30/6/17)</td>
</tr>
<tr>
<td>Robin Hicks – SCIE</td>
<td>(30/6/18)</td>
</tr>
<tr>
<td>Helga Hallgrimsdottir – SOSC</td>
<td>(30/6/18)</td>
</tr>
</tbody>
</table>

**MEMBERS ELECTED BY THE FACULTY**  
- Members (continued)

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI:</td>
<td>Leslee Francis Pelton – EDUC (30/6/17)</td>
</tr>
<tr>
<td>EDUC:</td>
<td>Ann Stahl - SOSC (30/6/16)</td>
</tr>
<tr>
<td>ENGR:</td>
<td>Patrick von Aderkas - SCIE (30/6/16)</td>
</tr>
<tr>
<td>FINE:</td>
<td>Victoria Wyatt – FINE (30/6/16)</td>
</tr>
</tbody>
</table>

**MEMBERS ELECTED FROM THE STUDENT SOCIETIES**  
- Section 35 (2) (h)

<table>
<thead>
<tr>
<th>SOCIETY</th>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI:</td>
<td>Wesley-Ryan Boyd (SOSC) (30/6/16)</td>
</tr>
<tr>
<td>EDUC:</td>
<td>Lee Brekstad (HUMS)</td>
</tr>
<tr>
<td>ENGR:</td>
<td>Jordan Crocker (HUMA)</td>
</tr>
<tr>
<td>FINE:</td>
<td>Julia Denley (SCIE)</td>
</tr>
<tr>
<td>GRAD:</td>
<td>Bhupinder Dulku (BUS)</td>
</tr>
<tr>
<td>HUMS:</td>
<td>Kayleigh Erickson (SOSC)</td>
</tr>
<tr>
<td>LAW:</td>
<td>Ivelina Ivanova (LAW)</td>
</tr>
<tr>
<td>HSD:</td>
<td>Andrew Lemieux (GRAD)</td>
</tr>
<tr>
<td>SCIE:</td>
<td>Dakota Mellin (EDUC)</td>
</tr>
<tr>
<td>SOSC:</td>
<td>Alex Neiman (ENGR)</td>
</tr>
<tr>
<td>SOSC:</td>
<td>Bernadette Peterson (SCIE)</td>
</tr>
<tr>
<td>SOSC:</td>
<td>Diana Popova (GRAD)</td>
</tr>
<tr>
<td>SOSC:</td>
<td>Tristan Ryan (SOSC)</td>
</tr>
<tr>
<td>SOCIETY</td>
<td>MEMBERS</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>SOSC:</td>
<td>Phillip Schrod (SOSC)</td>
</tr>
<tr>
<td>SOSC:</td>
<td>Cory Shankman (GRAD)</td>
</tr>
<tr>
<td>SOSC:</td>
<td>vacancy (FINE)</td>
</tr>
</tbody>
</table>

**MEMBERS ELECTED BY THE CONVOCATION**  
- Section 35 (2) (i)

<table>
<thead>
<tr>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rizwan Bashir</td>
</tr>
<tr>
<td>Chandra Beaveridge</td>
</tr>
<tr>
<td>Peter Liddell</td>
</tr>
<tr>
<td>Incumbent on leave to Dec. 31/15</td>
</tr>
</tbody>
</table>

**ADDITIONAL MEMBERS**  
- Section 35 (2) (k)

<table>
<thead>
<tr>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head, Division of Medical Sciences: Bruce Wright</td>
</tr>
<tr>
<td>Member elected by the Professional Librarians: John Durno (30/06/18)</td>
</tr>
<tr>
<td>Continuing Sessional: Alicia Ulysses (30/06/17)</td>
</tr>
</tbody>
</table>

**SECRETARY OF SENATE**  
- Section 64 (2)

<table>
<thead>
<tr>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Secretary: Julia Eastman</td>
</tr>
</tbody>
</table>

**BY INVITATION**  
- Seated with specified speaking rights

<table>
<thead>
<tr>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. V.P. Student Affairs: Jim Dunson</td>
</tr>
<tr>
<td>Assoc. V.P. Academic Planning: Catherine Mateer</td>
</tr>
<tr>
<td>Registrar: Lauren Charlton (to Dec. 31/15)</td>
</tr>
<tr>
<td>Associate University Secretary: Carrie Andersen</td>
</tr>
</tbody>
</table>
In recent years a number of cases have come to SCART in which students failed to disclose prior attendance at other institutions when they applied to UVic. This has prompted the Committee to review the Calendar entries relating to Failure to Disclose with a view to improving clarity and consistency.

The overriding goal is to emphasize that Failure to Disclose is a serious matter: it is taken seriously by the institution and carries serious repercussions. Students who fail to disclose studies elsewhere do so at their peril.

The attached proposed Calendar changes are the outcome of this review. In addition to deliberation within SCART and the Office of the Registrar, the proposal has benefited from consultation with the university Ombudsperson Martine Conway and the university's General Counsel Don Barnhardt. We have also received useful feedback from SCAS and the Division of Continuing Studies. SCAS considered the proposal at its September and October meetings.

We now submit the proposed Calendar revisions for consideration by Senate, and ask for approval of the following motion.

“That Senate approve the attached revisions to the academic calendar regarding failure to disclose studies elsewhere, effective May 1, 2016.”

Respectively submitted,

2015/2016 Senate Committee on Admission, Re-registration and Transfer
Kenneth Stewart (Chair), Faculty of Social Sciences
Laurie Barnas, Associate Registrar
Sue Butler, Academic Advisor, Faculty of Engineering
Alison Chapman, Faculty of Humanities
Lauren Charlton, Registrar
Julia Denley, Student Senator
Kayleigh Erickson, Student Senator
Tim Haskett, Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee
Cindy Holder, Associate Dean Academic Advising (HUMS, SCIE, SOSC)
Joel Lynn, Director, Student Services (President’s nominee)
David O’Brien, Representative from Counselling Services
Leslee Francis Pelton (Vice-Chair), Faculty of Education
Bronte Renwick-Shields, UVSS representative
Stephen Tax, Peter B. Gustavson School of Business
Caterina Valeo, Faculty of Engineering
Diana Varela, Faculty of Science
Patricia Konkin (Secretary), Office of the Registrar
Revised Calendar entries related to Failure to Disclose Studies Elsewhere  
(Organized by calendar entries that already reference Failure to Disclose)

**Calendar entry: Student Discipline – page 12**

Student Discipline

A student or former student may be reported to the President for disciplinary action and may be suspended, subject to appeal to the Senate, for misconduct, including but not limited to such matters as a breach of University regulations or policy (for example, Acceptable Use of Electronic Information Resources (Policy IM7200), Discrimination and Harassment Policy (and Associated Procedures) (GV0205), Violence and Threatening Behaviour Policy (SS9105), a breach of a provision in the University Calendar, or a violation of provincial law or a law of Canada). In particular, a student may be reported for unlawfully entering a building or restricted space on University property, providing false information on an application for admission, reregistration or other University document, submitting a falsified transcript or other document or participating in hazing, which is prohibited by University regulation.

**Calendar entry: Requirement to Disclose Information (New Students section) – page 21**

Requirement to Disclose Information

Applicants are required to provide the information necessary for the University record. This includes disclosing all secondary and post-secondary institutions (if applicable) where any course registrations were made, and arranging for all official transcripts to be sent directly to Undergraduate Admissions. Applicants who fail to meet these requirements may have their admission and registration cancelled and/or lose transfer credit.

Penalties for failure to disclose studies elsewhere prior to attending UVic

Failure to disclose attendance at other institutions or to submit transcripts from those institutions may result in one or more penalties. Penalties are:

- the denial or cancellation of an application for admission
- the rescinding of an offer of admission and a ban on any new applications for at least one term
- the cancellation of current registration (due to undisclosed studies elsewhere)
- the denial of transfer credit from institutions where attendance was not disclosed
- the placement of the students’ name on the national institutional listserv, as appropriate
- the display on the official transcript of all penalties assigned
- placement on disciplinary probation

The appropriate penalty will be determined by the Registrar after consideration of any statement from the applicant and is subject to appeal. Students who believe they have grounds for appeal as noted under “Appealing Admission/Reregistration Decisions”, page 23, may appeal to the Senate Committee on Admission, Reregistration, and Transfer, stating why the penalty assigned should be reconsidered.
Applicants should note that any UVic course credit accumulated before the Failure to Disclose is determined will not be considered in the re-assessment of admissibility.

**Calendar entry:** Documentation required for First Admission (New Students section) – page 22

**Additional Documentation Required for First Admission**

In addition to the documentation requirements shown on page 22, applicants may be required to submit additional documentation or meet additional requirements as specified in the faculty and departmental regulations. Refer to individual faculty or department entries in the Calendar or their website for more information.

**Calendar entry:** Official Transcripts – page 22

**Official Transcripts**

An official transcript is one which is issued directly to Undergraduate Admissions from the institution previously attended. The student’s copy, a photocopy or an unsealed transcript is considered unofficial. No final decision regarding admission will be made until final official transcripts have been received directly from the originating institution. Transcripts in languages other than English or French must be submitted together with notarized translations into English.

Applicants submitting falsified documentation or failing to disclose attendance at another institution and providing the relevant transcripts from those institutions will be subject to the penalties detailed under “Penalties for failure to disclose studies elsewhere”, page 21 and 27, will have their applications cancelled and no further applications will be considered.

**Calendar entry:** Other Returning Students – page 27

**Other Returning or Continuing Students**

Students who were not registered in the most recent winter or summer session must submit an application for reregistration. A $18.50 fee is required with the application to reregister from all students (including off-campus) not registered in the most recent winter or summer session. Applications received after the published deadline will be charged a $35.75 late fee. Applications to reregister are available from the Undergraduate Records website: <registrar.uvic.ca>.

Students who have registered at another post-secondary educational institutions while attending UVic are required to state the names of all post-secondary educational institutions attended on the reregistration application (including withdrawals, incomplete and failed studies) and to submit official transcripts of their academic records at these institutions by the due date shown on page 8.

**Penalties for failure to disclose studies elsewhere while attending UVic**

Failure to disclose attendance at other institutions or to submit transcripts from those institutions may result in one or more penalties. Penalties are:
- the denial or cancellation of an application for reregistration
- the rescinding of an offer of admission and a ban on any application for at least one term
- the cancellation of current registration (due to undisclosed studies elsewhere)
- the denial of transfer credit from institutions where attendance was not disclosed
- the display on the official transcript of all penalties assigned
- placement on disciplinary probation
- recommendation to the President of suspension for a minimum of one year

The appropriate penalty will be determined by the Registrar after consideration of any statement from the student and the decision of penalty assigned is subject to appeal. Students who have grounds for appeal as noted under “Appealing Admission/Reregistration Decisions”, page 23, may appeal to the Senate Committee on Admission, Reregistration, and Transfer, stating why they should be considered for an adjustment to the penalty assigned.

Applicants for reregistration who have completed studies at another postsecondary institution since they last attended UVic must submit a document evaluation fee of $40 with their application. This fee is not required for visiting students or from students who have obtained a Letter of Permission from UVic to study elsewhere. The fee is not refundable and cannot be applied to tuition.
The Terms of Reference for the Senate Committee on Agenda and Governance define its scope and relationship with Senate and other Senate committees. Each winter term the committee presents an annual report on its business and proceedings to Senate over the previous academic year.


During the course of the year, the committee reviewed the draft Senate agenda and materials, made recommendations to Senate, initiated projects in areas of the committee’s concern, and received proposals for input from other Senate committees and campus constituencies. Within these areas, the committee considered a number of issues over the course of the year, including:

- reviewing responses to the annual Senate committee evaluations and revising the evaluation questionnaire;
- monitoring attendance at Senate and Senate committee meetings;
- recommending revisions to the Senate Rules and Procedures;
- recommending revisions to the terms of reference for the Senate Committee on Learning and Teaching and the Senate Committee on Libraries;
- revising the manner in which information items are reported to Senate; and
- recommending Senate committee appointments to Senate.

Review of Draft Senate Agenda

At each of its meetings, the Senate Committee on Agenda and Governance assisted the Chair in preparing the Senate agenda and reviewed each of the items proposed for submission to Senate.
Senate Committee Evaluations

Members of Senate committees are provided an annual opportunity to evaluate their experience serving on their respective Senate committees. Results from the evaluation survey are used to determine possible areas to improve the members’ experience and the committee’s overall effectiveness.

At the September 2014 meeting, the committee reviewed the 2013-14 evaluation results for each Senate committee. It also identified some questions that could have been more clearly stated. A revised evaluation questionnaire was approved by the committee in February 2015.

Senate Committee Attendance

The Office of the University Secretary continued to track Senate committee attendance and report to the Senate Committee on Agenda and Governance on committee attendance trends and concerns.

Revisions to Senate Rules and Procedures

At its March 2015 meeting, the committee considered two minor revisions to the Senate Rules and Procedures:

1. A provision to allow the Chair to invite guests that will add value to the discussion of closed Senate sessions.

2. Moving the submission date of the Senate Committee on Curriculum (SCC) annual report to better align with the three-cycle submission schedule.

These changes to the Senate Rules and Procedures were approved at the April 2015 Senate meeting.

Revisions to Senate Committee Terms of Reference

As part of a systematic review of the terms of reference of all Senate committees, the committee considered revisions to the terms of reference of the Senate Committee on Learning and Teaching. The committee also considered revisions to the membership of the Senate Committee on Libraries. The revisions to the Senate Committee on Learning and Teaching terms of reference were approved by Senate in December 2014 and those for the Senate Committee on Libraries were approved in April 2015.

Receiving items for information

At its October 2014 meeting, the committee approved a proposal to change Senate’s current practice of passing motions to receive reports for information.
2014/15 Appointments to Senate Committees

At its September 2014, October 2014 and January 2015 meetings the nominations sub-committee discussed and approved nominations for vacancies on the Senate Committees for 2014-15. Senate approved these nominations at the October 2014, November 2014 and February 2015 Senate meetings respectively.

Respectfully submitted,

2015/2016 Senate Committee on Agenda and Governance
Jamie Cassels, Chair *
Alexandra Branzan-Albu, Engineering *
David Capson, Vice-Chair, Graduate Studies *
John Durno, Library
Julia Eastman, University Secretary
Mark Gillen, Law
Robin Hicks, Science
Valerie Kuehne, Vice-President Academic and Provost
Andrew Lemieux, Student Senator *
Annalee Lepp, Humanities *
Carrie Andersen (Secretary) *

2014/15 Senate Committee on Agenda and Governance
Jamie Cassels, Chair *
Alexandra Branzan-Albu, Engineering
Julia Eastman, University Secretary
Kathy Gillis, Science *
Valerie Kuehne, Acting Vice-President Academic and Provost
Robbyn Lanning, Convocation senator
Annalee Lepp, Humanities *
Mary Ellen Purkis, Dean, Faculty of Human and Social Development *
Abdul Roudsari, Human and Social Development
Tracie Smith, Library
Gabrielle Sutherland, Student senator *
Cassbreea Dewis (Acting Secretary) *

*Members of the nominations sub-committee
TO: Secretary of Senate  
University Secretary’s Office

DATE: December 16, 2015

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

RE: Awards Recommended to Senate for Approval

_______________________________
Lori Nolt

2015/2016 Senate Committee on Awards
J. Walsh (Chair), S. Banerjee, K. Barnes, D. Begoray  
A. Cirillo, M. Runtz, H. Hallgrimsdottir, D. Mellin, J. Wood  
A. McLaughlin, L. Charlton, L. Nolt, Y. Rondeau, F. Canjura

The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

*Administered by the University of Victoria Foundation  
Additions are underlined  
Deletions are struck through

CASSELS SHAW GRADUATE FELLOWSHIP* (NEW-GS)
One or more fellowships each year will be awarded to an outstanding graduate student, entering or continuing in the Faculty of Graduate Studies. The recipient will be selected on the basis of high academic achievement and demonstrated financial need. Students must be nominated by their academic department, and complete a budget assessment form. Selection of the recipient will be made by the Graduate Awards Committee of the Faculty of Graduate Studies.

TRUSSEL UNDERGRADUATE SCHOLARSHIP IN SCIENCE AND TECHNOLOGY (FACULTY OF ENGINEERING) (NEW-UG)
One or more scholarships totalling $2,750 are awarded to academically outstanding entrance, transfer or in-course undergraduate students in the Faculty of Engineering who have graduated from a secondary school in the Kootenay-Boundary area of British Columbia (School Districts #5, 6, 8, 10, 20 and 51).
TRUSSELL UNDERGRADUATE SCHOLARSHIP IN SCIENCE AND TECHNOLOGY (FACULTY OF SCIENCE) (NEW-UG)
One or more scholarships totalling $2,750 are awarded to academically outstanding entrance, transfer or in-course undergraduate students in the Faculty of Science who have graduated from a secondary school in the Kootenay-Boundary area of British Columbia (School Districts #5, 6, 8, 10, 20 and 51).
TO: Secretary of Senate  
University Secretary’s Office  

DATE: December 16, 2015  

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

RE: Undergraduate Scholarships, Medals and Prizes  

The Senate Committee on Awards recommends that Senate approve the proposed editorial changes to the Undergraduate Financial Aid and Undergraduate Scholarships, Medals and Prizes sections of the Undergraduate Academic Calendar. The intent of these changes are to improve the clarity and transparency of policies detailed in these sections of the Calendar.

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

Lori Nolt  

2015/2016 Senate Committee on Awards  
J. Walsh (Chair), S. Banerjee, K. Barnes, D. Begoray  
A. Cirillo, M. Runtz, H. Hallgrimsdottir, D. Mellin, J. Wood  
A. McLaughlin, L. Charlton, L. Nolt, Y. Rondeau, F. Canjura
Revised Terms

Undergraduate Scholarships, Awards, Medals and Prizes

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

General Regulations: Undergraduate Scholarships and Awards

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

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

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

Except where the terms and conditions of an undergraduate scholarship or award specifically state otherwise, recipients must normally register and maintain enrolment as a full-time student in a minimum of 12 academic units in their first Winter Session to receive the scholarship or award.

Deferral of a scholarship or award for up to one year may be granted upon written request to Undergraduate Admissions.

**In-Course Scholarships**

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

To be eligible for any scholarship offered by UVic, an undergraduate student must normally be a full-time student registered in a minimum of 12 academic units of study, of which 10.5 units are graded using the standard nine point scale, in the two academic terms in the 12 month period (May to April) immediately preceding the adjudication of the scholarships and awards.

Except where the terms and conditions of an undergraduate scholarship or award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and register and maintain enrolment as a full-time student in a minimum of 12 academic units to receive the scholarship or award.

Other scholarships and awards, such as medals or book prizes, if not presented directly by the donors or their agents will be forwarded to the winners.
Proposed Terms – Showing Revisions

Undergraduate Scholarships, Awards, Medals and Prizes

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

General Regulations: Undergraduate Scholarships and Awards

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

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

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

Except where the terms and conditions of an undergraduate scholarship or award specifically state otherwise, award winners recipients must normally register and maintain enrolment as a full-time student in a minimum of 12.0 or more academic units in their first next Winter Session to receive the scholarship or award.

Deferral of a scholarship or award for up to one year may be granted upon written request to Undergraduate Admissions.

**In-Course Scholarships**

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 or from the University’s operating budget. The majority of these scholarships and awards do not require an application; they are assigned on the basis of merit or on nomination by departments nomination. Others require an application. Detailed information about in-course scholarships and awards and including application procedures are available at on the Student Awards and Financial Aid website: <www.uvic.ca/registrar/safa/in-course-scholarships>.

To be eligible for any scholarship offered by UVic, an undergraduate student must normally be a full-time student registered in a total minimum of 12 or more academic units of study, of which 10.5 units are graded using the standard nine point scale, in the two academic terms in the 12 month period (May to April) immediately preceding the adjudication of the scholarships and awards.

Except where the terms and conditions of an undergraduate scholarship or award specifically state otherwise, award winners must normally return to UVic in the next Winter Session and register and maintain and enrolment as a full-time student in a minimum of 12.0 or more academic units to receive the scholarship or award.

Other scholarships and awards, such as medals or book prizes, if not presented directly by the donors or their agents, will be forwarded to the winners upon receipt.
MEMORANDUM

DATE: 20 November 2015

TO: Senate

FROM: Dr. David Castle, Vice-President Research

RE: Renewal of the Centre for Social and Sustainable Innovation

The Centre for Social and Sustainable Innovation is an intra-faculty research centre in the Peter B. Gustavson School of Business. In accordance with the policy on the Establishment and Review of Research Centres (RH8300) and the associated procedures, I am writing to inform Senate that Dean Klein has informed me that it is his decision that CSSI be renewed for a five year term which will begin on January 1, 2016.

DC/MM:jm

Attachment: Memorandum from Saul Klein, Dean, Peter B. Gustavson School of Business
MEMO

DATE: November 3, 2015

TO: David Castle, Vice President Research

FROM: Saul Klein, Dean

RE: Renewal Recommendation for the Centre for Social and Sustainable Innovation (CSSI)

Per UVic’s Establishment and Review of Research Centres policy, I am writing to recommend the renewal of the CSSI for another five year term.

Please find attached a copy of the recommendation from the Centre Director as well as copies of the yearly reviews from 2011-2015. After careful consideration and discussion with the Gustavson School’s Executive Committee, I am satisfied that the Centre is meeting the objective and goals set out at the time of its establishment.

Please let me know if you have any questions or if you require additional information.

Thank you.
INTEROFFICE MEMORANDUM

TO: SAUL KLEIN, DEAN
FROM: MONIKA WINN, DIRECTOR, CSSI
SUBJECT: CSSI CENTER RENEWAL
DATE: OCTOBER 19, 2015
CC: RACHEL GOLDSWORTHY, CSSI COORDINATOR

As per our recent conversation, I recommend renewal of Gustavson’s intra-faculty research centre, the Centre for Social and Sustainable Innovation (CSSI) for another 5 years.

The CSSI has met many of the goals set out in our original three-year strategic plan, laid out in some detail in our original CSSI Year-in-Review report. The plan was collectively developed, and approved by Faculty Council. Those strategic goals that we haven’t met have been re-evaluated; we either continue to work toward achieving them or are doing ongoing adjustments.

The attached set of CSSI Year-in-Review reports provides considerable detail on the strategic goals, key initiatives and evolving role of the CSSI in and for Gustavson. The reports are also available on the CSSI website, via the following links and hyperlinks:

2011-12 (http://www.uvic.ca/gustavson/cssi/assets/docs/CSSIYearInRvw.pdf)

Thank you for your consideration.