



University  
of Victoria

**The next open meeting of the Senate of the University of Victoria is scheduled for Friday, January 5, 2018 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 1, 2017 (SEN-JAN 5/18-1)  
  

Motion: That the minutes of the open session of the meeting of the Senate held on December 1, 2017 be approved and that the approved minutes be circulated in the usual way.
  
- 3. BUSINESS ARISING FROM THE MINUTES**
  
- 4. REMARKS FROM THE CHAIR**
  - a. President's report **INFORMATION**
  - b. Update on strategic planning process **INFORMATION**
  
- 5. CORRESPONDENCE**
  - a. Campus Planning Committee – V. Kuehne and G. Gorrill, Co-Chairs
    - i. Semi-annual report (SEN-JAN 5/18-2) **INFORMATION**
  
- 6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES**
  - a. Senate Committee on Agenda and Governance – Prof. Jamie Cassels, Chair
    - i. 2016/2017 Annual Report (SEN-JAN 5/18-3) **INFORMATION**

ii. Upcoming Senate committee vacancies (**SEN-JAN 5/18-4**)      **INFORMATION**

iii. Appointment to the Senate Committee on Libraries      **ACTION**  
(**SEN-JAN 5/18-5**)

Motion: That Senate approve the appointment to the Senate Committee on Libraries for the term indicated in the attached document.

iv. Proposed Revisions to the Senate Committee on Appeals      **ACTION**  
Terms of Reference and Procedural Guidelines (**SEN-JAN 5/18-6**)

Motion: That Senate approve the revised terms of reference, including the procedural guidelines, for the Senate Committee on Appeals.

b. Senate Committee on Awards – Dr. John Walsh, Chair

i. New and Revised Awards      **ACTION**  
(**SEN-JAN 5/18-7**)

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:

- Ailsa and Roger Bishop Bursary Fund (revised)\*
- Olive, Mary & Claude McGregor Scholarship in Music (revised)\*
- Faculty of Social Sciences Undergraduate Entrance Scholarship (new)\*
- Peter B. Gustavson Golf Award (new)
- Dr. E. and Mrs. M. Von Rudloff Award (revised)\*
- Lorene Kennedy Environmental Studies PhD Award (new)\*
- She Shoots She Scores Award (new)\*
- Sisters of St Ann Living Expenses Award (new)\*

*\* Administered by the University of Victoria Foundation*

c. Senate Committee on Planning – Dr. Nancy Wright, Chair

- i. Joint Degree Program in Nursing Name Change (**SEN-JAN 5/18-8**) **ACTION**

Motion: That Senate approve the name of the Nursing program offered in partnership with Camosun College be changed from “Joint Degree Program in Nursing” to the “(UVic) BSN in partnership with Camosun College”.

- ii. Proposal to Establish an Indigenous Studies Major: Bachelor of Arts (**SEN-JAN 5/18-9**) **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a major in Indigenous Studies, as described in the document “Indigenous Studies Major: Bachelor of Arts”, and that this approval be withdrawn if the program should not be offered within five years of the granting of the approval.

- iii. Major modification to the Student-designed Interdisciplinary Minor (**SEN-JAN 5/18-10**) **ACTION**

Motion: That Senate approve the major modification to the Student-designed Interdisciplinary Minor as proposed in the memorandum “Major curriculum changes to Student-designed Interdisciplinary Minor” dated December 7, 2017.

- iv. Major Modification to the Concentration in Cultural, Social and Political Thought (CSPT) Program (**SEN-JAN 5/18-11**) **ACTION**

Motion: That Senate approve the major modification to the Concentration in Cultural, Social and Political Thought (CSPT) program, as proposed in the memorandum originally submitted as “Minor curriculum change to the Concentration in Cultural, Social and Political Thought (CSPT) program” dated December 7, 2017.

## 7. PROPOSALS AND REPORTS FROM FACULTIES

a. Faculty of Humanities

- i. Report on Faculty Taskforces **INFORMATION**

b. Faculty of Social Sciences

- i. Faculty Membership Statement Changes for Senate Approval **ACTION**  
(SEN-JAN 5/18-12)

Motion: That Senate approve the revisions to the Faculty of Social Sciences' Faculty Membership Statement.

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

**9. OTHER BUSINESS**

**10. ADJOURNMENT**



University  
of Victoria

## MINUTES

A meeting of the Senate of the University of Victoria was held on December 1, 2017 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

### 1. APPROVAL OF THE AGENDA

Motion: (R. Lipson/M. Garcia-Barrera)  
That the agenda be approved as circulated.

**CARRIED**

### 2. MINUTES

#### a. November 3, 2017

Motion: (P. Kostek/S. Hundza)  
That the minutes of the open session of the meeting of the Senate held on November 3, 2017 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 acknowledged Senate members Patricia Kostek and Rebecca Grant, whose terms were ending.

Prof. Cassels commented on the November Convocation ceremonies. He provided members of Senate with information regarding recent funding announcements. Prof. Cassels also commented on the successful Victoria Forum, and advised members that UVic would be hosting the 2018 Reconciliation Forum.

#### b. Update on strategic planning process

Prof. Cassels thanked members of Senate for their participation in the Joint Senate Board Retreat, which had focused on the strategic plan. He provided a brief outline of next steps, including

consideration of consultation feedback and drafting. Prof. Cassels said a draft strategic plan would be prepared in the early new year.

### **c. University Rankings**

Mr. Tony Eder, Executive Director Academic Resource Planning provided a presentation on university rankings. He reviewed UVic's placement in domestic and international rankings. Mr. Eder commented on the measures used to formulate the rankings, noting that UVic scores high in areas such as research intensity and impact, but continues to struggle with reputational surveys. He commented on work being undertaken to address these challenges. Mr. Eder also provided information on a global reputation and rankings project being undertaken.

In response to a question regarding UVic's declining placement in some international rankings, it was acknowledged that the increasing number of universities included in the rankings could account for some shift in results. Mr. Eder added that some analysis of the placement of other Canadian universities over time had been conducted and results were mixed.

A suggestion was made regarding tools to increase the university's visibility and reputation via social media and other avenues. Mr. Eder confirmed the value of intentionally featuring university strengths and accomplishments. A suggestion was made to utilize current and former students to enhance visibility and profile internationally. A suggestion was also made to enhance the reputation of the university by contributing to furthering the reputation of the city.

In response to a question regarding the rationale for investing resources in rankings and reputations, Prof. Cassels commented that a university's reputation is a valuable asset essential for attracting students, researchers and research grants, partnerships and philanthropy.

In response to a question, Mr. Eder commented on the importance of communications and marketing in the global reputations and rankings project. Prof. Cassels commented that the university's investment in advertising has historically been less than most universities in Canada.

## **5. CORRESPONDENCE**

There was none.

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

### **a. Senate Committee on Academic Standards**

#### **i. University of Victoria Grading Patterns Reporting Portal**

Dr. Beam introduced the report. She added that the committee had recently received an update on implementation of the recommendations regarding grading patterns that were approved by Senate last year.

**b. Senate Committee on Agenda and Governance**

**i. Revised Terms of Reference for the Senate Committee on Planning**

Prof. Gillen introduced the proposal.

Motion: (M. Gillen/S. Lewis)

That Senate approve the revised terms of reference for the Senate Committee on Planning.

**CARRIED**

**c. Senate Committee on Awards**

**i. New and Revised Awards**

Dr. Walsh introduced the proposal.

An editorial change was proposed to the YLaw's Best Lawyering Award. This change was accepted.

Motion: (D. Begoray/S. Hundza)

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:

- Balbir Singh Sidhu Memorial Bursary in the Faculty of Science (revised)\*
- Carmen Kirkness Award (new)\*
- Grace Swannell Memorial Scholarship in Piano (revised)\*
- W.R. (Bill) Gordon Scholarship (revised)\*
- G. Neil Perry Award in Public Administration (revised)\*
- Simon Ibell Vikes Inspiration Award (new)\*
- Faculty of Humanities Undergraduate Research Travel Award (revised)
- Speakman-Granewall Bursary in Mechanical Engineering (revised)\*
- Bayview Place Vikes Tour Award (new)
- Jean Foley International Business Scholarship (new)
- Mohamed and Prabha Ibrahim Undergraduate Scholarship in Chemistry (new)\*
- Mohamed and Prabha Ibrahim Graduate Scholarship in Chemistry (new)\*
- YLaw's Best Lawyering Award (new)

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**CARRIED**

**d. Senate Committee on Planning****i. Proposal to Establish a Minor in Art Education**

Dr. Wright introduced the proposal. Dr. St. Clair provided details about the program.

Motion: (R. St. Clair/B. Wright)

That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a minor in Art Education, as described in the document “Proposal for a Minor in Art Education”, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

**CARRIED**

**ii. Proposal to Establish a Combined Major in Biology and Mathematics and Statistics**

Dr. Lipson introduced the proposal and provided details about the program.

Motion: (R. Lipson/L. Charlton)

That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a combined major in Biology and Mathematics and Statistics, as described in the document “Proposal for a Combined Major in Biology and Mathematics and Statistics”, 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****a. Establishment of Raincoast Research Chair in Applied Conservation Science**

Dr. Kuehne introduced the proposal.

In response to questions regarding the proposal, Dr. Rosaline Canessa, Associate Dean, Faculty of Social Sciences discussed opportunities for renewal and teaching load for the appointed faculty member. Dr. Kuehne provided details regarding funding.

Motion: (V. Kuehne/M. Garcia-Barrera)

That Senate approve, and recommend that the Board of Governors also approve, the establishment of the Raincoast Research Chair in Applied Conservation Science.

**CARRIED**

There being no other business the meeting was adjourned at 4:36 p.m.

Draft

Name	In Attendance	Regrets		Position
Alamchandani, Dheeraj	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Andersen, Carrie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate University Secretary	By invitation
Angelblazer, Pierre-Paul	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Aragon, Janni	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Baer, Doug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Bashir, Rizwan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Beam, Sara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Beaveridge, Chandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Begoray, Deborah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the faculty members
Bengtson, Jonathan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	University Librarian	Ex officio
Burford, Neil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Butler-Palmer, Carolyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Calder, Gillian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law	Elected by the Faculty
Cantarutti, Brent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Capson, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Graduate Studies	Ex officio
Cassels, Jamie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President and Vice-Chancellor	Chair of Senate
Castle, David	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vice-President Research	Ex officio
Charlton, Lauren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Chasib, Noor	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Clarke, Jo-Anne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Division of Continuing Studies	Ex officio
Colby, Jason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Cumberland, Mackenzie	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Devor, Aaron	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Driessen, Peter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Dunsdon, Jim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Student Affairs	By invitation
Durno, John	<input type="checkbox"/>	<input type="checkbox"/>	Librarian	Elected by the Professional Librarians
Eastman, Julia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Secretary	Secretary of Senate
Fairley, Kate	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Foster, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Fry, Kate	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Gagné, Lynda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Garcia-Barrerra, Mauricio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Gillen, Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law	Elected by the Faculty
Goto-Jones, Christopher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Humanities	Ex officio
Grant, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
Gray, Garry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Greengoe, Nicole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registrar	By invitation
Hallgrimsdottir, Helga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Haskett, Tim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the faculty members
Haynes, Carl	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Hicks, Robin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Science	Elected by the faculty members
Hundza, Sandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Husband, Alyssa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Karpovskaia, Natalia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Klein, Saul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Peter B. Gustavson School of Business	Ex officio
Koning, Hannah	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Kostek, Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Krull, Catherine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Social Sciences	Ex officio
Kuehne, Valerie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice-President Academic and Provost	Ex officio
Kurki, Helen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Kushniruk, Andre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Laidlaw, Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Lepp, Annalee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Lewis, Susan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Fine Arts	Ex officio
Liddell, Peter	<input type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Lipson, Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Science	Ex officio
Marck, Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Human and Social Development	Ex officio
Nwoko, Ngozi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Popova, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senators	Elected by the students
Prendergast, Monica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education	Elected by the Faculty
Rogers, Shelagh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chancellor	Ex officio
Saint-Vil, Colin	<input type="checkbox"/>	<input type="checkbox"/>	Student Senators	Elected by the students
Salem, Joseph	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Smith, Brock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
St. Clair, Ralf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Education	Ex officio
Struchtrup, Henning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Tiedje, Tom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Engineering	Ex officio
Ulysses, Alicia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continuing Sessional	Elected by the Continuing Sessionals
Varela, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Warburton, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the faculty members
Webber, Jeremy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Law	Ex officio
Welling, Linda	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Wright, Bruce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head, Division of Medical Sciences	
Wright, Nancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Academic Planning	By invitation
Wyatt, Victoria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Yadawad, Deepti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students

## MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

**Effective October 6, 2017**EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)

Chancellor: Shelagh Rogers (31/12/20)  
 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: Jo-Anne Clarke  
 Dean of Fine Arts: Susan Lewis  
 Dean of Graduate Studies: David Capson  
 Dean of Humanities: Christopher Goto-Jones  
 Dean of HSD: Patricia Marck  
 Dean of Law: Jeremy Webber  
 Dean of Science: Robert Lipson  
 Dean of Social Sciences: Catherine Krull  
 University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI: Rebecca Grant (30/6/19)  
 Brock Smith (30/6/18)  
 EDUC: Sandra Hundza (30/6/20)  
 Monica Prendergast (30/6/19)  
 ENGR: Peter Driessen (30/6/19)  
 Henning Struchtrup (30/6/20)  
 FINE: Carolyn Butler Palmer (30/6/19)  
 Patricia Kostek (30/6/18)  
 GRAD: Sara Beam (30/6/19)  
 Mauricio Garcia-Barrera (30/6/20)  
 HSD: Lynda Gagné (30/6/19)  
 Andre Kushniruk (30/6/18)  
 HUMS: Jason Colby (30/6/18)  
 Annalee Lepp (30/6/19)  
 LAWF: Gillian Calder (30/6/20)  
 Mark Gillen (30/6/19)  
 SCIE: Neil Burford (30/6/20)  
 Diana Varela (30/6/20)  
 SOSC: Janni Aragon (30/6/18)  
 Helen Kurki (30/6/20)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Doug Baer - SOSC (30/6/20)  
 Deborah Begoray – EDUC (30/6/18)  
 Aaron Devor – SOSC (30/6/20)  
 Garry Gray – SOSC (30/6/19)  
 Helga Hallgrimsdottir – SOSC (30/6/18)  
 Tim Haskett – HUMS (30/6/20)  
 Robin Hicks – SCIE (30/6/18)  
 Mark Laidlaw – SCIE (30/6/20)

MEMBERS ELECTED BY THE FACULTYMEMBERS (continued)

Joseph Salem – FINE (30/6/20)  
 Rebecca Warburton - HSD (30/6/19)  
 Linda Welling – SOSC (30/6/20)  
 Victoria Wyatt - FINE (30/6/19)

MEMBERS ELECTED FROM THE STUDENTSOCIETIES – Section 35 (2) (h)

Dheeraj Alamchandani (ENGR) (30/6/18)  
 Pierre-Paul Angelblazer (SOSC) “  
 Brent Cantarutti (GRAD) “  
 Noor Chasib (SCIE) “  
 Mackenzie Cumberland (SOSC) “  
 Kate Fairley (BUSI) “  
 David Foster (LAW) “  
 Kate Fry (HUMS) “  
 Carl Haynes (BUSI) “  
 Alyssa Husband (EDUC) “  
 Natalia Karpovskaia (SOSC) “  
 Hannah Koning (FINE) “  
 Ngozi Nwoko (GRAD) “  
 Diana Popova (GRAD) “  
 Colin Saint-Vil (SOSC) “  
 Deepti Yadawad (HSD) “

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

Rizwan Bashir (30/06/18)  
 Chandra Beaveridge (30/06/18)  
 Lauren Charlton (30/06/18)  
 Peter Liddell (30/06/18)

ADDITIONAL MEMBERS - Section 35 (2) (k)

Head, Division of Medical Sciences: Bruce Wright  
 Member elected by the Professional Librarians:

John Durno (30/06/18)

Continuing Sessional: Alicia Ulysses (30/06/20)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Julia Eastman

BY INVITATION - Seated with specified speaking rights

Assoc. V.P. Student Affairs: Jim Dunsdon

Assoc. V.P. Academic Planning: Nancy Wright

Registrar: Nicole Greengoe

Associate University Secretary: Carrie Andersen



Office of the Vice-President Finance and Operations

MEMO

University  
of Victoria

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**Date:** December 14, 2017

**To:** Julia Eastman  
University Secretary

**From:** Valerie Kuehne, Vice-President Academic and Provost  
Gayle Gorrill, Vice-President Finance and Operations  
Co-Chairs, Campus Planning Committee

**RE: SEMI-ANNUAL REPORT TO SENATE ON CAMPUS DEVELOPMENT**

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Please find attached the semi-annual report to Senate on campus development for its January 5, 2018 meeting.

A handwritten signature in blue ink that reads "Valerie Kuehne".

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Valerie Kuehne  
*Vice-President, Academic and Provost*

A handwritten signature in black ink that reads "Kristi Simpson".

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Kristi Simpson  
*Acting Vice-President Finance and Operations*



University  
of Victoria

## Semi-Annual Report to Senate on Campus Development

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### Executive Summary

The Office of Campus Planning and Sustainability is engaged in two significant projects at this time. The first is the development of additional student housing on campus. UVic's number one capital priority is student residences (plus associated infrastructure) that would be self-funded and that would, as a minimum, provide 600 additional beds. The Campus Planning Committee (CPC) has recommended four sites for the construction of new residence buildings on campus be approved. The project is also examining the feasibility of replacing or renewing the residence dining facility in Cadboro Commons. As a result of this, only two of the four sites will ultimately be developed. Further engagement with the campus community and neighbours is expected in February 2018 as the program is refined and development sites are confirmed.

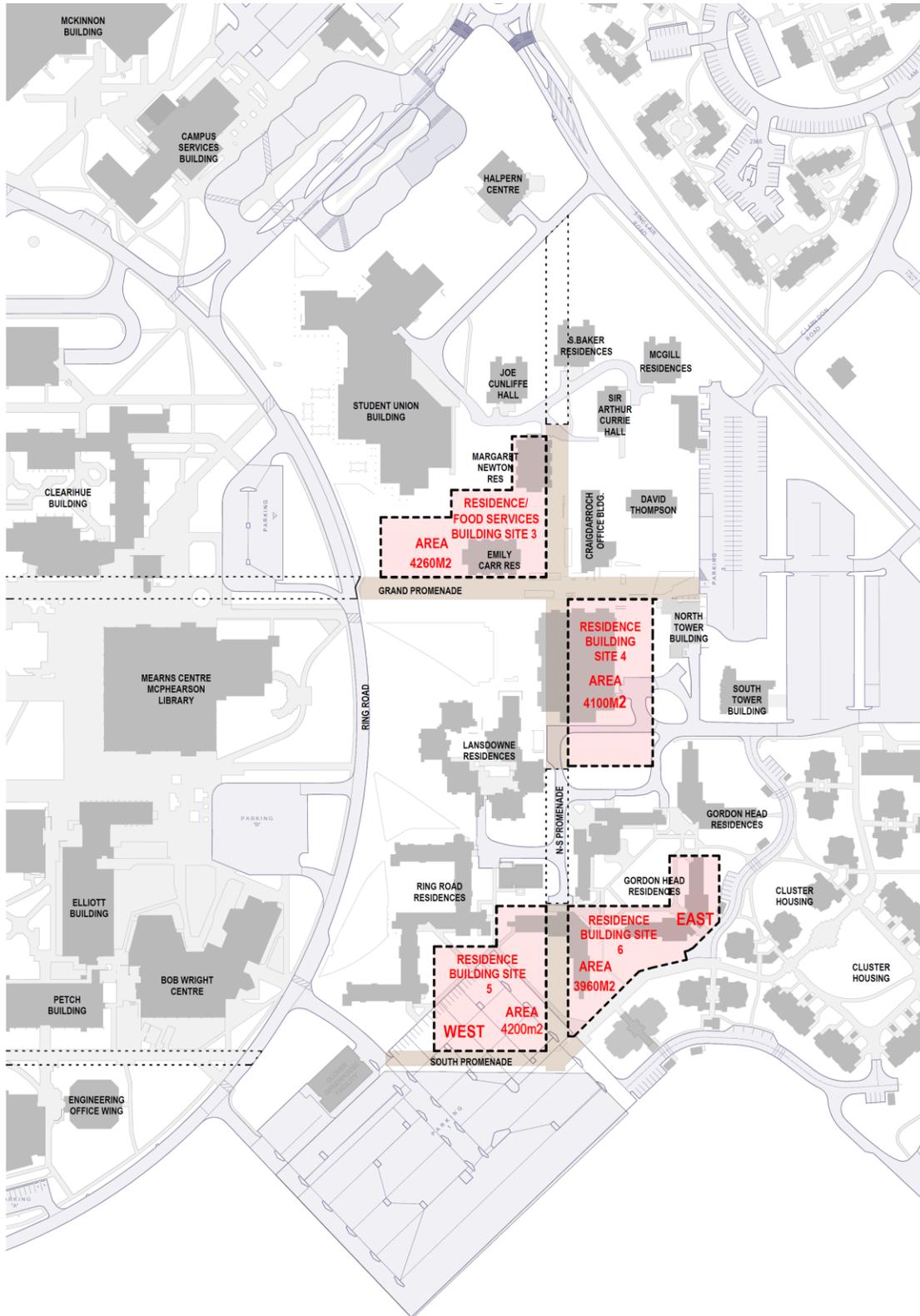
The CPC also received an update report on the development of the Campus Cycling Plan. The CPC identified the development of a Cycling Plan as a key priority in implementing the renewed Campus Plan in 2016. The Office of Campus Planning and Sustainability has engaged with Urban Systems Ltd. to contribute their expertise in transportation planning to develop the Plan. The first phase of the planning process is nearly complete. A summary report of the feedback received from the campus community will be available in January 2018.

Facilities Management is also making progress on several capital projects including new construction and building renovations. The new Facilities Management Services Building will be completed early in the new year. The building will house a vehicle repair shop, a fabrication and welding shop as well as grounds maintenance support space. The science building renewals include \$20M from the government for lab upgrades in the Petch Building. Cunningham and Elliott buildings will receive cooling and mechanical system upgrades for lab spaces. Preliminary program planning has begun for additions to the Engineering Computer Science Building and the Fraser Building.

### 1.0 New Student Residence

The 2017/2018 Five-Year Capital plan sets capital planning priorities for the university. The Capital Plan identifies UVic's number one capital priority as student residences (plus associated infrastructure) that would be self-funded and that would, as a minimum, provide 600 additional beds. The University has engaged Perkins + Will architects to aid in the site selection process and building program development. The project team evaluated site options in order to maximize opportunities for improvements to the campus that will benefit both students in residence and the broader campus community. Residence Services were fully engaged in the process to ensure the proposed sites met their operational needs and promoted the efficient delivery of service for students in residence.

Site selection criteria narrowed sites for consideration to the east side of campus amongst existing residence buildings. The scale of the building program required that two buildings be developed in order to respect the existing building context and maintain a sense of pedestrian scale. Site 3 (Ring Road), Site 4 (Cadboro Commons), Site 5 (Parking Lot 1 - West) and Site 6 (Parking Lot 1 - East) were identified as preferred candidates for the siting of new residence buildings. The Committee supported each of the sites for student housing. However; it is important to note that only two of the four sites will ultimately be developed for this project. Sites 3 and 4 will be developed if a new dining facility is included with the project. If a dining facility is not included, Sites 5 and 6 will be developed.



Map 1: Recommended Sites for New Student Residence Buildings

Each of the recommended sites also presents excellent opportunities for public realm improvements that support Campus Plan priorities. The site analysis demonstrated that the residence area could be further

improved by providing a north/south pedestrian promenade. The introduction of a north/south promenade would better promote walkability and compact growth, as recommended in the Campus Plan. The use of each of the proposed sites for new student residences is consistent with the direction provided in the Campus Plan for future building development. Sites 1 and 2 (both located in Parking Lot 5) were not selected due to limited opportunities to implement policy directions set out within the renewed Campus Plan.

As the project progresses there will be a need to keep members of the campus community and other interested parties up to date. The project's size and location will constitute a significant change to the east side of the campus. Additional details on building height, massing and exterior details will be presented to the Committee once the design has been further developed in consultation with our campus community and adjacent neighbours.

### 2.0 Campus Cycling Plan

In 2016, the University of Victoria renewed its Campus Plan. Through the planning process, members of the campus community raised concerns with respect to bicycle-vehicle and bicycle-pedestrian safety. Cyclist-vehicle safety concerns were primarily identified on the main approach roads to campus and Ring Road, while concerns regarding cyclist-pedestrian safety were primarily identified in the pedestrian-oriented lands located within Ring Road. These safety concerns also persist, particularly at peak travel times, on several multi-modal pathways that connect the university to adjoining neighborhoods.

The Campus Cycling Plan, a first for the University, will provide a comprehensive and coordinated approach to support cycling as a safe, enjoyable and convenient form of transport on campus for students, faculty, staff and visitors. The Plan will serve as a framework to guide the development of future cycling infrastructure, including bicycle parking, cycling paths and end-of-trip facilities on campus. The Plan will also provide policy direction on strategies to improve levels of comfort and safety for both cyclists and pedestrians on campus.

The planning process commenced on October 12, 2017 with the Campus Cycling Plan Launch. On-campus engagement continued through October with pop-up booths and an online survey. The Consultant Team will be providing a summary report of the community feedback gathered in the first phase of the planning process. In collaboration with our Cycling Plan Advisory Team and Technical Advisory Team, the consultant will then develop options for physical improvements to the campus as well as policies related to end-of-trip facilities that are to be presented for consideration by the community in March 2018. The CPC will be presented with the draft options for physical improvements to the campus as well as policy options in March of 2018. It is expected that the final Plan will be presented to CPC in November 2018.

### 3.0 District Energy Plant

The construction of the District Energy Plant is underway. This new building will house new energy efficient natural gas boilers that will ensure the long-term reliable and cost effective operation of the campus district energy system. It will replace older boilers on campus that are located in the Engineering Lab Wing, the Mackinnon Building and at Cadboro Commons.

The building foundation walls have now been poured. It is expected that the building will be operational in the fall of 2018. The project site is located in the Oak Bay side of the campus at the south west corner of Parking Lot no. 6, which is south of the Visual Arts building and west of the Interfaith Chapel.

#### 4.0 Facilities Management Services Building

The new service building, approximately 533 m<sup>2</sup> in size is located north of the Saunders building. The building will house a vehicle repair shop, a fabrication and welding shop as well as grounds maintenance support space. These units are currently located in the two main FMGT shop buildings. Relocating these units out of these buildings will allow for the internal expansion of the existing trade shops. The remaining space will accommodate the relocation of the shop storage space currently located in Q Hut. The project cost is estimated at \$2.8M. The project is expected to be completed in early 2018.

The project has been targeted to meet the Leadership in Energy and Environmental Design (LEED) system gold certification level. A LEED consultant has been retained to guide the certification process.

#### 5.0 Science Building Renewals

The science building renewals include \$20M from the government for lab upgrades in the Petch Building. Cunningham and Elliott Buildings will receive cooling and mechanical system upgrades for lab spaces. Construction is currently underway and expected to be completed in December 2018.

#### 6.0 Engineering, Computer Science and Fraser Building Expansion

Preliminary program planning has begun for additions to the Engineering Computer Science Building and the Fraser Building. The addition to the Engineering and Computer Science Building would house the Civil Engineering program. A secondary, stand-alone building is also planned to host a high bay testing lab.

An addition to the Fraser Building is also in the planning stages. This addition would host the Indigenous Legal Lodge. Building programming and features are currently being developed.



**Date:** December 13, 2017  
**To:** Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** **2016/2017 Annual Report**

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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 over the previous academic year.

The Senate Committee on Agenda and Governance met eight times in 2016/17: September 23, 2016, October 21, 2016, November 21, 2016, December 19, 2016, January 23, 2017, February 20, 2017, March 24, 2017, and April 21, 2017.

The nominations sub-committee met six times in 2016/17: September 23, 2016, October 21, 2016, December 19, 2016, March 24, 2017, April 21, 2017 and June 29, 2017.

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:

- continued review of a proposal from the University of Victoria Students' Society and the Graduate Students' Society regarding extension of Fall Reading Break;
- review of responses to the annual Senate committee evaluations;
- consideration of a request to add a question period to the open Senate agenda;
- review of eligibility of students to vote in the Board of Governors student elections; and
- revisions to the terms of references for the Senate Committee on Admission, Re-registration and Transfer, Senate Committee on Learning and Teaching, and the Senate Committee on University Budget.

### 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.

### Extension of Fall Reading Break

At the September 2016 meeting, the committee was provided an update on the work done throughout the summer by the sub-committee established to consider this proposal. The sub-committee continued to meet throughout the year.

At the February 2017 meeting, committee members reviewed the final report from the sub-committee. At the March 2017, Senate received the committee's report, which stated that it was not possible to make a recommendation to extend Fall Reading Break.

### Senate Committee Evaluations

Every year, members of Senate committees are asked to evaluate their experience serving on their respective Senate committees. Results from the evaluation survey are used to identify opportunities to improve members' experience and the committee's overall effectiveness.

At the September 2016 meeting, the committee reviewed the 2015/2016 evaluation results for each Senate committee.

### Request to Add a Question Period to the Senate Agenda

At the November 2016, December 2016, and January 2017 meetings, committee members reviewed and discussed a request from some members of Senate to add a question period to the open Senate agenda. Committee members expressed unanimous support for a report to Senate outlining the committee's recommendation to not add a question period to the regular Senate agenda. This report was presented to Senate at the February 2017 meeting.

### Eligibility of Students to Vote in the Board of Governors Student Elections

At its February and March 2017 meetings, the committee reviewed an inquiry regarding the eligibility of students concurrently registered as graduate and undergraduate students to vote in the Board of Governors student elections. The committee investigated the matter and determined that, while in principle these students may be eligible to vote in both elections (graduate student and undergraduate students), it was not possible to identify an accurate voters list in time for the 2017 elections. It was agreed that further investigation would be undertaken for future elections.

Revisions to the Terms of Reference for the Senate Committee on Admission, Re-registration and Transfer, Senate Committee on Learning and Teaching, and the Senate Committee on University Budget

At the January 2017 and March 2017 meetings, committee members reviewed the compositions of the Senate Committee on Learning and Teaching and the Senate Committee on University Budget.

At the April 2017 meeting, committee members approved revisions to the terms of references for the Senate Committee on Learning and Teaching and the Senate Committee on Admission, Re-registration and Transfer. At its May 2017 meeting, Senate approved the revisions for both committees.

2016/17 Appointments to Senate Committees

At its September 2016, October 2016, December 2016, April 2017 meetings, the nominations sub-committee discussed and approved nominations for vacancies on the Senate committees for 2016/2017. Senate approved these nominations at the October 2016, November 2016, January 2017 and May 2017 Senate meetings respectively.

At its March 2017 meeting, the nominations sub-committee discussed and approved nominations for appointments to the Joint Senate Board Retreat and re-appointments to the Campus Planning Committee. Senate approved these nominations at the April 2017 meeting.

At its June 2017 meeting, the nominations sub-committee discussed and endorsed recommendations from the President for membership of the Strategic Plan Advisory Group.

Respectfully submitted,

**2017/2018 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair, President and Vice-Chancellor\*  
Catherine Krull, Vice-Chair, Faculty of Social Sciences\*  
Lauren Charlton, Convocation Senator\*  
Mackenzie Cumberland, Student Senator\*  
Aaron Devor, Social Sciences  
John Durno, Library  
Julia Eastman, University Secretary  
Mark Gillen, Law  
Robin Hicks, Science  
Valerie Kuehne, Vice-President Academic and Provost  
Annalee Lepp, Humanities\*  
Carrie Andersen (Secretary), Associate University Secretary\*

**2016/2017 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair, President and Vice-Chancellor \*

David Capson, Vice-Chair, Faculty of Graduate Studies\*

Lauren Charlton, Convocation Senator\*

John Durno, Library

Julia Eastman, University Secretary

Mark Gillen, Faculty of Law

Robin Hicks, Faculty of Science

LillAnne Jackson, Faculty of Engineering

Valerie Kuehne, Vice-President Academic and Provost

Andrew Lemieux, Student Senator\*

Annalee Lepp, Faculty of Humanities\*

Carrie Andersen, Secretary, Associate University Secretary\*

\*Members of the nominations sub-committee



**Date:** December 13, 2017  
**To:** Members of Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** Upcoming Senate committee vacancies

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For your information, attached please find a list of Senate committee vacancies effective July 1, 2018. These vacancies include positions for which current committee members may be eligible for re-appointment.

Also attached for your information is the call for expressions of interest to serve on Senate committees that will be distributed to all faculty members in early January 2018.

If you would like to nominate a colleague for any of these positions, please submit your nomination to Carrie Andersen at [usec2@uvic.ca](mailto:usec2@uvic.ca) by February 28, 2018.

Recommendations for Senate committee appointments will be made by the Senate Committee on Agenda and Governance in May 2018.

Respectfully submitted,

**2017/2018 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair, President and Vice-Chancellor  
Catherine Krull, Vice-Chair, Faculty of Social Sciences  
Lauren Charlton, Convocation Senator  
Mackenzie Cumberland, Student Senator  
Aaron Devor, Social Sciences  
John Durno, Library  
Julia Eastman, University Secretary  
Mark Gillen, Law  
Robin Hicks, Science  
Valerie Kuehne, Vice-President Academic and Provost  
Annalee Lepp, Humanities  
Carrie Andersen (Secretary), Associate University Secretary

/Attachments



2017- 2018 Senate Committees

Senate Committee on Academic Standards

Name	Faculty or Department	Term
Sara Beam (S) (Chair)	Graduate Studies	2019 (2013)
<b>Vacancy</b>	<b>Law</b>	<b>2021 (2018)</b>
Michael Nowlin (NS)	Humanities	2019 (2013)
<b>Vacancy</b>	<b>Social Sciences</b>	<b>2021 (2018)</b>
Ken Thornicroft (NS)	Business	2020 (2017)
Richard Rush (NS)	Continuing Studies	2019 (2013)
Kathy Gaul (NS)	Education	2020 (2017)
Henning Struchtrup (S)	Engineering	2020 (2017)
Catherine Harding	Fine Arts	2020 (2017)
<b>Vacancy</b>	<b>HSD</b>	<b>2021 (2018)</b>
<b>Vacancy</b>	<b>Medical Sciences</b>	<b>2021 (2018)</b>
David Harrington (NS)	Science	2019 (2013)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
Susan Lewis (S)	Vice-President Academic and Provost's designate	(ex officio)
Nancy Wright (NS)	President's nominee	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Admission, Re-registration And Transfer

Name	Faculty or Department	Term
Garry Gray (S) (Chair)	Social Sciences	2019 (2016)
Diana Varela (S) (Vice-Chair)	Science	2020 (2014)
Sandra Hundza (S)	Education	2020 (2017)
Stephen Tax (NS)	Business	2020 (2014)
<b>Vacancy</b>	<b>TBD</b>	<b>2021 (2018)</b>
Scott Woodcock (NS)	Humanities	2019 (2016)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2019 (2018)</b>
Joel Lynn (NS)	Executive Director, Student Services (President's nominee)	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Sue Butler (NS)	Director or equivalent of an Advising Centre	(ex officio)
David O'Brien (NS)	Representative from Counselling Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
TBD	Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee	(ex officio)
Tricia Best (NS)	International Student Services	(ex officio)
Laurie Barnas (Secretary)	Associate Registrar	
Patricia Konkin (Recording Secretary)	Undergraduate Admissions and Records	

Senate Committee on Agenda and Governance

Name	Faculty or Department	Term
Jamie Cassels (Chair) (S)	Chair of Senate	(ex officio)
<b>Vacancy (S)</b>	<b>TBD</b>	<b>2021 (2018)</b>
Aaron Devor (S)	Social Sciences	2020 (2017)
<b>Vacancy (S) (to be elected by the members of Senate)</b>	<b>TBD</b>	<b>2021 (2018)</b>
<b>Vacancy (S)</b>	<b>TBD</b>	<b>2021 (2018)</b>
Annalee Lepp (S)	Humanities	2020 (2014)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
Catherine Krull (S)	Vice-Chair of Senate	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
Julia Eastman (S)	University Secretary	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Appeals

Name	Faculty or Department	Term
Mark Gillen (Chair) (S)	Law	2019 (2013)
<b>Vacancy</b>	<b>Science</b>	<b>2021 (2018)</b>
Dale Ganley (S)	Business	2019 (2017)
Jillian Roberts (NS)	Education	2020 (2017)
Poman So (NS)	Engineering	2019 (2016)
<b>Vacancy</b>	<b>Humanities</b>	<b>2021 (2018)</b>
Lynda Gagne (S)	HSD	2019 (2016)
<b>Vacancy</b>	<b>Fine Arts</b>	<b>2021 (2018)</b>
Doug Baer (S)	Social Sciences	2020 (2017)
<b>Vacancy</b>	<b>Graduate Studies</b>	<b>2021 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2019 (2018)</b>
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Awards

Name	Faculty or Department	Term
John Walsh (NS) (Chair)	Education	2019 (2013)
Linda Welling (S)	Social Sciences	2020 (2017)
Charlotte Schallié (NS)	Graduate Studies	2019 (2016)
Ciel Watt (NS)	Alumni Association	2020 (2017)
<b>Vacancy</b>	<b>TBD</b>	<b>2021 (2018)</b>
Annalee Lepp (S)	Humanities	2020 (2017)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2019 (2018)</b>
Marsha Runtz (NS)	Chair, Faculty of Graduate Studies Awards Committee	(ex officio)
Yvonne Rondeau (NS)	Scholarships Officer, Faculty of Graduate Studies	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Anne Cirillo (NS)	President's nominee	(ex officio)
Lori Nolt (NS)	Director, Student Awards and Financial Aid	(ex officio)
Lauren Hume (Secretary)	Student Awards & Financial Aid	

Senate Committee on Continuing Studies

Name	Faculty or Department	Term
Jo-Anne Clarke (Chair) (S)	Dean, Continuing Studies	(ex officio)
Sang Nam	Business	2020 (2017)
James Nahachewsky (NS)	Education	2019 (2016)
<b>Vacancy</b>	<b>Engineering</b>	<b>2021 (2018)</b>
<b>Vacancy</b>	<b>Fine Arts</b>	<b>2021 (2018)</b>
Esther Sangster-Gormley (NS)	HSD	2020 (2014)
<b>Vacancy</b>	<b>Humanities</b>	<b>2021 (2018)</b>
<b>Vacancy</b>	<b>Law</b>	<b>2021 (2018)</b>
Mark Laidlaw (S)	Science	2020 (2017)
<b>Vacancy</b>	<b>Social Sciences</b>	<b>2021 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative from diploma or certificate program in Continuing Studies</b>	<b>2019 (2018)</b>
Wendy Gedney (NS)	Alumni Association	2019 (2016)
<b>Vacancy (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Kristen Kopp (Secretary)	Continuing Studies	

Senate Committee on Curriculum

Name	Faculty or Department	Term
Tim Haskett (Chair) (S)	Humanities	2020 (2011)
<b>Vacancy (S) (Vice-Chair)</b>	<b>TBD</b>	<b>2021 (2018)</b>
TBD (NS)	Business	(ex officio)
Cathy McGregor (NS)	Education	(ex officio)
LillAnne Jackson (NS)	Engineering	(ex officio)
Eva Baboula (NS)	Fine Arts	(ex officio)
Steve Evans (NS)	Graduate Studies	(ex officio)
Esther Sangster-Gormley (NS)	HSD	(ex officio)
Lisa Surridge (NS)	Humanities	(ex officio)
Freya Kodar (NS)	Law	(ex officio)
Rosaline Canessa (NS)	Social Sciences	(ex officio)
Robin Hicks (S)	Science	(ex officio)
Gary MacGillivray (NS)	President's nominee	(ex officio)
TBD (S)	Chair, Senate Committee on Academic Standards	(ex officio)
TBD (S)	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Gordon Fulton (NS)	Vice-President Academic and Provost designate	(ex officio)
Asia Longphee (NS)	Calendar Editor	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
James Wigginton (Secretary)	Registrar Representative	

Senate Committee on Honorary Degrees and Other Forms of Recognition

Name	Faculty or Department	Term
Shelagh Rogers (Chair) (S)	Chancellor	(ex officio)
<b>Vacancy</b>	<b>TBD</b>	<b>2021 (2018)</b>
Andrea Walsh (NS)	Social Sciences	2020 (2017)
Joseph Salem (S)	Fine Arts	2019 (2016)
Doug Baer (S)	Social Sciences	2020 (2017)
Brock Smith (S)	Business	2020 (2017)
Michael Masson (NS)	Social Sciences	2019 (2016)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
Glenda Wyatt (NS)	Alumni Association	2020 (2017)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ian Case (NS)	Director, University Ceremonies and Events	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
David Leach (Chair) (NS)	Fine Arts	2019 (2013)
<b>Vacancy</b>	<b>Social Sciences</b>	<b>2021 (2018)</b>
<b>Vacancy</b>	<b>Graduate Studies</b>	<b>2021 (2018)</b>
<b>Vacancy</b>	<b>Humanities</b>	<b>2021 (2018)</b>
Dale Ganley (NS)	Business	2019 (2013)
Laura Vizina (NS)	Continuing Studies	2019 (2016)
Monica Prendergast (S)	Education	2020 (2017)
Peter Driessen (S)	Engineering	2019 (2013)
Rebecca Warburton (S)	HSD	2019 (2016)
Tim Richards (NS)	Law	2020 (2016)
Kurt McBurney (NS)	Medical Sciences	2019 (2013)
Mark Laidlaw (S)	Science	2020 (2017)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Student Representative (UVSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Alumni Association</b>	<b>2021 (2018)</b>
Rebecca Raworth (NS)	Library, (FALC)	2019 (2016)
<b>Vacancy (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
Justin Harrison (NS)	University Librarian Designate	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Laurene Sheilds (NS)	Acting Director, Learning and Teaching Centre	(ex officio)
Hayley Hewson (NS)	Technology Integrated Learning Centre	(ex officio)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's nominee)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Libraries

Name	Faculty or Department	Term
Simon Devereaux (NS) (Chair)	Humanities	2019 (2016)
Elena Pnevmonidou (NS)	Graduate Studies	2019 (2016)
<b>Vacancy</b>	<b>HSD</b>	<b>2021 (2018)</b>
Sylvia Pantaleo (NS)	Education	2020 (2017)
Miranda Angus (NS)	Continuing Studies	2019 (2013)
<b>Vacancy</b>	<b>Engineering</b>	<b>2021 (2018)</b>
Patricia Kostek (S)	Fine Arts	2020 (2014)
Jamie Lawson (NS)	Social Sciences	2019 (2016)
Hao Zhang	Business	2020 (2017)
Robert Howell (NS)	Law	2020 (2016)
Leigh Anne Swayne (NS)	Medical Sciences	2019 (2013)
Louise Page (NS)	Science	2020 (2017)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2019 (2018)</b>
Paul Bramadat (NS)	Representative of Council of Centre Directors	2019 (2016)
Pia Russell (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2020 (2017)
Kim Nayer (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
TBD	President's nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Sheila Cresswell (Secretary)	University Librarian's Office	

Senate Committee on Planning

Name	Faculty or Department	Term
Nancy Wright (Chair) (NS)	Associate Vice-President Academic Planning	(ex officio)
<b>Vacancy</b>	<b>Business</b>	<b>2021 (2018)</b>
Graham McDonough (NS)	Education	2019 (2016)
<b>Vacancy</b>	<b>Humanities</b>	<b>2021 (2018)</b>
Victoria Wyatt (S)	Fine Arts	2019 (2013)
Abdul Roudsari (NS)	HSD	2019 (2016)
Ralf St. Clair (S)	Dean	2019 (2014)
Robin Hicks (S)	Science	2020 (2017)
Rishi Gupta	Engineering	2020 (2017)
Gillian Calder (S)	Law	2020 (2014)
Mauricio Garcia-Barrera (S)	Graduate Studies	2020 (2017)
Patrick Nahirney (NS)	Medical Sciences	2020 (2014)
Jo-Anne Clarke (S)	Continuing Studies	2020 (2017)
Ann Stahl (NS)	Social Sciences	2019 (2013)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2019 (2018)</b>
Merwan Engineer (NS)	President's nominee	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
David Castle (S)	Vice-President Research	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
Sandra Duggan (Secretary)	Office of the Vice-President Academic and Provost	

Senate Committee on University Budget

Name	Faculty or Department	Term
Deborah Begoray (S) (Chair)	Education	2019 (2016)
Helga Thorson (NS)	Humanities	2020 (2017)
Helen Kurki (S)	Social Sciences	2020 (2017)
<b>Vacancy</b>	<b>TBD</b>	<b>2021 (2018)</b>
<b>Vacancy</b>	<b>TBD</b>	<b>2021 (2018)</b>
Lynda Gagne (S)	HSD	2019 (2016)
Frank Van Veggel (NS)	Science	2020 (2017)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2019 (2018)</b>
<b>Vacancy (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
Jamie Cassels (S)	Chair of Senate	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

## **Call for Expressions of Interest: Faculty Members to Serve on Senate Committees**

**The Senate Committee on Agenda and Governance is looking for faculty members to serve on Senate committees!**

The UVic Senate is responsible for the academic governance of the university, including matters related to libraries, faculties, departments, courses of instruction, fellowships, scholarships, exhibitions, bursaries, prizes, admissions, student appeals, and the granting of degrees. Much of the work of Senate is carried out by its standing committees. The committees are composed of a wide range of individuals including faculty members, students, members of convocation, members of the administration, members of the alumni association and others.

Every year, a number of vacancies arise on Senate committees for faculty members, including both members of Senate and non-senators. Faculty members are appointed to Senate committees for a three-year term beginning on July 1. Occasionally, faculty members are appointed for shorter terms (e.g. to cover leaves).

The Senate Committee on Agenda and Governance (composed of members of Senate only) is the committee responsible for recommending appointments to Senate committees. This committee is accepting expressions of interest from faculty members to serve on Senate committees. A list of the Senate committees is set out below.

**If you are interested in serving on a Senate committee, please send an email to the Office of the University Secretary at [usec2@uvic.ca](mailto:usec2@uvic.ca) by March 16, 2018.** Please list the committees you are interested in serving on and include a short biographical sketch (up to 300 words) for review by the Senate Committee on Agenda and Governance. While not all committees have vacancies each year, the Senate Committee on Agenda and Governance is developing a pool of candidates who are interested in serving.

### **Overview of Senate Committees**

Terms of reference for the Senate committees are available at: <http://www.uvic.ca/universitysecretary/senate/committees/index.php>

#### **Senate Committee on Academic Standards**

- Oversees and advises Senate on those broad areas of academic standards that affect the welfare and reputation of the university, including policies on grading and academic integrity.
- Approves, on behalf of Senate, the granting of degrees (other than honorary degrees).

#### **Senate Committee on Admissions, Re-Registration and Transfer**

- Considers appeals from students for admission, re-registration and transfer, and advises Senate on appropriate policy regarding admission, re-registration and transfer.

#### **Senate Committee on Appeals**

- Final student appeal body on matters of academic standing and academic discipline, except where the matter solely involves a question of academic judgment.

Senate Committee on Awards

- Recommends to Senate the terms of reference for new student awards, and considers and approves the recipients of student awards.
- Recommends policy and calendar regulations pertaining to student awards.

Senate Committee on Continuing Studies

- On behalf of Senate, reviews and makes recommendations to the Division of Continuing Studies regarding academic policies affecting Continuing Studies programs.
- Reviews and recommends proposals for new programs and changes to existing Continuing Studies programs to the Senate Committee on Planning.

Senate Committee on Curriculum

- Reviews and recommends to Senate the annual major curriculum proposals of the faculties.
- Advises Senate on policy related to calendar submissions.

Senate Committee on Honorary Degrees and Other Forms of Recognition

- Considers and recommends to Senate candidates for honorary degrees and advises Senate on the criteria and qualifications for candidates.

Senate Committee on Learning and Teaching

- Maintains close liaison and collaborates with the Director of the Learning and Teaching Centre in support of key learning and teaching issues at the university.
- Recommends to Senate measures, which are designed to enhance the learning and teaching environment at the university.

Senate Committee on Libraries

- Advises the University Librarian on matters relating to the operation of the Libraries and acts as the liaison between the Libraries and academic units and programs.

Senate Committee on Planning

- Considers and recommends to Senate proposals for the creation or disestablishment of programs, faculties, schools, departments, centres and institutes and major modifications of existing programs.
- Assists and advises Senate in the formulation of appropriate academic policy.

Senate Committee on University Budget

- Meets with the university administration during the preparation of the annual university budget and considers and advises the administration on priorities related to the budget.



**Date:** December 15, 2017  
**To:** Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** **Appointment to the Senate Committee on Libraries**

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The Senate Committee on Agenda and Governance nominations sub-committee met on December 15, 2017 to consider an appointment to the Senate Committee on Libraries due to the retirement of a faculty member.

The sub-committee approved the appointment for consideration and recommends to Senate the appointment indicated in bold text in the attached document.

**Motion:** That Senate approve the appointment to the Senate Committee on Libraries for the term indicated in the attached document.

Respectfully submitted,

**2017/2018 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair\*  
Lauren Charlton, Convocation Senator\*  
Mackenzie Cumberland, Student Senator\*  
Aaron Devor, Social Sciences  
John Durno, Library  
Julia Eastman, University Secretary  
Mark Gillen, Law  
Robin Hicks, Science  
Valerie Kuehne, Vice-President Academic and Provost  
Catherine Krull, Dean, Faculty of Social Sciences\*  
Annalee Lepp, Humanities\*  
Carrie Andersen (Secretary)\*

\*members of the nominations sub-committee

/Attachment

2017- 2018 Senate Committees

Senate Committee on Libraries

Name	Faculty or Department	Term
Simon Devereaux (NS) (Chair)	Humanities	2019 (2016)
Elena Pnevmonidou (NS)	Graduate Studies	2019 (2016)
Andre Kushniruk (S)	HSD	2018 (2015)
Sylvia Pantaleo (NS)	Education	2020 (2017)
Miranda Angus (NS)	Continuing Studies	2019 (2013)
Venkatesh Srinivasan (NS)	Engineering	2018 (2015)
<b>Kirk McNally (S)</b>	<b>Fine Arts</b>	<b>2020 (2017)</b>
Jamie Lawson (NS)	Social Sciences	2019 (2016)
Hao Zhang (NS)	Business	2020 (2017)
Robert Howell (NS)	Law	2020 (2016)
Leigh Anne Swayne (NS)	Medical Sciences	2019 (2013)
Louise Page (NS)	Science	2020 (2017)
Diana Popova (S)	Student Senator	2018 (2017)
Nicholas Chen (NS)	Student Representative (UVSS)	2018 (2017)
Paul Bramadat (NS)	Representative of Council of Centre Directors	2019 (2016)
Pia Russell (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2020 (2017)
Kim Nayyer (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
TBA	President's nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Sheila Cresswell (Secretary)	University Librarian's Office	



**Date:** December 12, 2017

**To:** Members of the Senate

**From:** Senate Committee on Agenda and Governance

**Re:** **Proposed Revisions to the Senate Committee on Appeals Terms of Reference and Procedural Guidelines**

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The Senate Committee on Agenda and Governance met on December 15, 2017 to review the proposed revisions to the terms of reference and procedural guidelines for the Senate Committee on Appeals.

The Senate Committee on Appeals has been working in recent months on revisions to its terms of reference and procedural guidelines. This review emerged in part from recent University Policy changes related to non-academic misconduct and sexualized violence, as well as reflections offered by the committee in its most recent annual report. The annual report recommended that the terms of reference and procedural guidelines be revised for greater clarity regarding jurisdiction and process for appeals of non-academic misconduct sanctions.

As a result of the review, the procedural guidelines for non-academic misconduct have been separated from those addressing academic matters. Though very similar, the procedural guidelines are tailored to appropriately address the nature of appeal being considered. While no changes are proposed to the structure of hearing panels, special considerations (including training) are noted for panels considering non-academic matters. The procedural guidelines have been expanded to include more detailed sections on jurisdiction, grounds for appeal and new evidence. Some of the procedures have been streamlined and clarified. The terms of reference have also been revised for clarification.

Attached please find proposed revisions to the terms of reference and procedural guidelines indicated in tracked changes, followed by final draft versions for your consideration.

#### Recommended Motion

*That Senate approve the revised terms of reference, including the procedural guidelines, for the Senate Committee on Appeals.*

Respectfully submitted,

**2017/2018 Senate Committee on Agenda and Governance**

Jamie Cassels, Chair, President and Vice-Chancellor  
Catherine Krull, Vice-Chair, Faculty of Social Sciences  
Lauren Charlton, Convocation Senator  
Mackenzie Cumberland, Student Senator  
Aaron Devor, Social Sciences  
John Durno, Library  
Julia Eastman, University Secretary  
Mark Gillen, Law  
Robin Hicks, Science  
Valerie Kuehne, Vice-President Academic and Provost  
Annalee Lepp, Humanities  
Carrie Andersen (Secretary), Associate University Secretary

/attachments

## SENATE COMMITTEE ON APPEALS TERMS OF REFERENCE

### 1. Preamble

- (a) The Senate Committee on Appeals (the “Committee”), a standing committee of Senate, is an impartial final appeal body of last resort for students at the University of Victoria. In accordance with the *University Act* (RSBC 1996 c. 468), the Senate has delegated to the Committee the authority and responsibility to decide, on behalf of the Senate, all final appeals from students on matters involving the application of academic regulations and requirements.
  - (b) The Committee has no jurisdiction to consider a decision where the sole question in the student’s appeal turns on a question of academic judgment.
  - (c) The Committee also hears student appeals from decisions of the President to suspend a student or deal summarily with any matter of student discipline in accordance with section 61 of the *University Act* ~~and, including~~ appeals of ~~major sanctions~~ temporary or permanent suspensions following proceedings under the Resolution of Non-Academic Misconduct Allegations Policy- (AC1300) or the Sexualized Violence Prevention and Response Policy (GV0245).
  - (d) Prior to filing an appeal with the Committee, a student must have pursued and exhausted all other reviews, appeals, or remedies provided by the University of Victoria’s undergraduate or graduate calendars or by the policies or regulations of the university or the student’s faculty.
- ~~(a) Senate standing and *ad hoc* committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.~~

### 2. Senate Committee on Appeals

#### ~~(b)~~(a) Composition

The membership of the Committee shall consist of ~~fifteen (15)~~ fourteen (14) members appointed by the Senate on the recommendation of the Senate Committee on Agenda and Governance, and membership is not restricted to members of Senate. The membership of the Committee shall consist of:

- (i) ten (10) faculty members, one from each faculty, at least five (5) of whom shall be members of Senate (voting)
- (ii) one (1) graduate student representative (voting)
- (iii) three (3) student members of Senate from at least two different faculties (voting)

Total membership – 14 (14 voting members)

~~(e)~~(b) The secretary of the committee is the Associate University Secretary (as designated by the University Secretary).

~~(d)~~(c) A quorum for a meeting of the Committee for matters other than the hearing of a student appeal shall be 50% of the members plus one (1).

(d) Committee members will receive training on the processes of administrative tribunals and the principles of procedural fairness.

(e) Senate standing and ad hoc committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.

### 3. Hearing Panels Composition

#### (a) Hearing Panels

Each student appeal that proceeds for consideration by the Committee shall be heard by a Hearing Panel composed of members of the Committee. A Hearing Panel may explore the resolution of an appeal by mediation.

#### (b) Composition of Three (3) Member Hearing Panels

Each Hearing Panel shall normally consist of three (3) members of the Committee unless the Committee Chair determines that the issues are of such significance that a five (5) member panel is warranted. A three (3) member panel shall be composed as follows:

- (i) the Chair or Vice-Chair of the Committee who shall serve as Chair of the Hearing Panel;
- (ii) one (1) student member; and
- (iii) one (1) faculty member.

#### (c) Composition of Five (5) Member Hearing Panels

The Committee Chair may determine that the issues under appeal are of such significance that a five (5) member Hearing Panel is warranted, in which case one (1) additional student member and one (1) additional faculty member will be added to the Hearing Panel.

#### (d) Selection of Hearing Panel Members

The University Secretary shall select the Hearing Panel in accordance with Terms of Reference and Procedural Guidelines, and with a view to creating a fair and

impartial Hearing Panel. Before selecting members for the Hearing Panel the University Secretary will instruct potential panel members to disclose any known conflict of interest or apprehension of bias.

(e) Alternate Chair of Hearing Panel

If neither the Chair nor the Vice-Chair of the Committee is able to serve on a Hearing Panel, or at the request of the Committee Chair, the University Secretary shall designate another member of the Committee as the Chair of the Hearing Panel.

(f) Alternate Hearing Panel Members

If not enough Committee members are able to serve on a Hearing Panel, the University Secretary in consultation with the Senate Committee on Agenda and Governance may select faculty members and students who are not Committee members but who are members of Senate. The ratio of faculty members and students set out in subsections (b) and (c) must be maintained.

(g) Sexualized Violence Prevention and Response Policy Training

Committee members (including alternate Hearing Panel members) who are selected to hear an appeal of a decision made under the Sexualized Violence Prevention and Response Policy will receive training in accordance with that policy.

**4. Individuals with Expertise to Advise the Committee or Hearing Panel**

The Chair of the Committee or a Hearing Panel may at any time appoint one or more individuals with pertinent expertise to inquire into and to advise or report on any question of fact or opinion relevant to any issue in the appeal, including issues involving disability, language, or cultural considerations.

**5. ~~Hearing Panel~~ Procedural Guidelines**

(a) The Committee shall follow procedural guidelines approved by Senate that ~~will~~ govern the conduct of hearings ~~by Hearing Panels~~. The Committee shall use the Academic Appeal procedural guidelines for appeals on matters involving the application of academic regulations and requirements, and the Non-Academic Appeal procedural guidelines for appeals of the President's decision to impose non-academic discipline.

(b) The Hearing Panel has the authority to depart from the approved procedural guidelines in order to ensure procedural fairness and natural justice with regard to an appeal.

(a)(c) The Committee may, where a majority of all the members of the Committee agree, recommend to the Senate the amendment of the procedural guidelines from time to time in light of experience. ~~Where, in the hearing of a particular appeal, the procedural guidelines~~

~~are in conflict with the principles of fairness and natural justice, the Hearing Panel shall depart from the approved procedural guidelines with regard to that appeal.~~

## 6. Time Limit for Filing an Appeal

Normally, an Appellant must file a Notice of Appeal with the University Secretary within two (2) months of the date of the final decision, action, or treatment being appealed. If the Notice of Appeal is not filed within this period of time, the Appellant must provide reasons for the delay in the Notice of Appeal and in exceptional circumstances the Committee Chair may consider whether the reasons warrant an extension of the time limit.

## 7. The Decision of a Hearing Panel is Final

The decision of a Hearing Panel is final and no appeal lies to the full Senate Committee on Appeals or to the Senate.

## 8. Re-opening of an Appeal

(a) Normally, an appeal may be re-opened only if, in the opinion of the members of the Committee who were not members of the Hearing Panel that initially heard the appeal, there is new, material evidence and the Committee is satisfied that:

- (i) the evidence could not have been found and tendered at the original hearing by the exercise of reasonable diligence; and,
- (ii) the relevancy and cogency of the new evidence is such that if it had been tendered at the original hearing ~~there is a substantial probability that it may~~ it could reasonably be expected to have affected the outcome.

(b) Prior to making its decision, the Committee shall read the decision of the initial Hearing Panel including any dissenting reasons.

(c) Where the Committee decides to re-open an appeal, the appeal shall be referred to a Hearing Panel that consists of members who were not members of the Hearing Panel that previously heard the appeal.

(d) In all cases, an appeal may only be re-opened within one year of the Hearing Panel's final decision.

## 9. Annual Report to Senate

(a) The Committee's annual report to Senate shall contain the following information:

- (i) the number of appeals that have been heard and decided since the last report to Senate;
- (ii) a summary of each appeal that has been decided, prepared in a manner that

is not—likely to disclose the identity of the Appellant, the Respondent, or individual instructors, and that includes:

- (1) the decision, act, or treatment that was the subject of the appeal;
  - (2) the grounds or reasons for the appeal;
  - (3) the remedy or relief sought by the Appellant;
  - (4) the disposition of the appeal by the Hearing Panel; and
- (iii) the number of appeals that are pending where no decision has been rendered.
- (b) If the Hearing Panel or the Committee has found any university policy, regulation, procedure, or practice, including these Terms of Reference, that appears to need review and revision, the annual report of the Senate Committee on Appeals may recommend appropriate action.

Approved by Senate May 20, 1982

Revised May 4, 1983

Revised October 7, 1992

Revised October 8, 1997

Revised January 12, 2000

Revised October 4, 2000

Revised May 7, 2004

Revised April 3, 2009

Revised October 7, 2011

Revised December 6, 2013

**SENATE COMMITTEE ON APPEALS  
PROCEDURAL GUIDELINES  
FOR ACADEMIC APPEALS**

**PREAMBLE**

The purpose of these Procedural Guidelines is to provide guidance to Hearing Panels and the Parties to an appeal involving the application of academic regulations or requirements.

A Hearing Panel ~~may vary any~~ has the authority to depart from the Procedural Guideline to the extent necessary to ensure that the principles of fairness and natural justice are satisfied in a particular appeal.

**DEFINITIONS**

In these Procedural Guidelines:

“Appellant” means a person who has filed a Notice of Appeal.

“Business day” means a day ~~that is not a holiday~~ when the university is open for business.

“Committee” means the Senate Committee on Appeals.

“Document” includes emails, letters, medical certificates, written opinions, and digitized information.

“Hearing Panel” is defined in the Senate Committee on Appeal’s Terms of Reference.

“Party” means an Appellant or Respondent.

“Respondent” means the Dean or other person or body whose final act, decision, or treatment is the subject of an appeal.

“Student” means a student as defined by Senate and as set out in the current University of Victoria undergraduate and graduate calendars, including those students who meet the definition at the time of the action that is being appealed.

“University Secretary” means the University Secretary and includes a person designated by the University Secretary.

The singular of any term includes the plural.

## PROCEDURAL GUIDELINES

### 1.0 NOTICE OF APPEAL

#### 1.1 Prerequisite to Filing an Appeal

A Student who wishes to ~~file an~~ appeal (~~hereinafter referred to as the “Appellant”~~) must, prior to filing an appeal to the ~~Senate Committee on Appeals (the “Committee”)~~, have ~~pursued and~~ exhausted any other reviews, appeals, or remedies provided by the University of Victoria’s policies, undergraduate and graduate calendars, or by the ~~Appellant’s~~ Student’s faculty, including:

- (a) asking for a review of an assigned grade under the Academic Regulations published in the ~~University of Victoria’s~~ university’s undergraduate and graduate ~~calendar~~ calendars;
- (b) appealing a decision of a committee of a department, school, or faculty to the department, school, or faculty, as the case may be; and
- (c) appealing a decision of a department, school, or faculty to the Dean of the faculty.

#### 1.2 Filing Notice of Appeal ~~with the University Secretary~~

A Student who wishes to appeal  
~~An Appellant~~ must file a written Notice of Appeal with the University Secretary.

#### 1.3 Time Limit within which Notice of Appeal must be filed

Normally, a Notice of Appeal must be filed with the University Secretary within two (2) months of the final decision, action, or treatment being appealed. The University Secretary shall determine whether a Notice of Appeal has been filed within the stipulated period. Where a Notice of Appeal is not filed within the stipulated period, the Appellant may provide written reasons that seek to excuse the delay in filing the Notice of Appeal. In exceptional circumstances the Committee Chair ~~of the Committee~~ may determine that an extension is warranted, otherwise the Committee Chair shall deny the appeal.

#### 1.4 Content of Notice of Appeal

An Appellant shall submit a completed Notice of Appeal form obtained from the University Secretary, which shall include:

- (a) the final decision, action, or treatment that is being appealed including the date of the decision and name of the Respondent, and a copy of the decision if it was provided in writing;
- (b) a summary of the background to the appeal including details of any previous reviews, appeals, or remedies that have been pursued and exhausted by the Appellant;
- (c) a summary of the reasons and grounds for the appeal;
- (d) a statement of the remedy or relief sought;
- (e) any provision, regulation, or policy on which the Appellant relies;
- (f) whether the Appellant seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (g) any key ~~documents~~Documents and a list of those ~~documents~~Documents that are relevant to the Appellant's appeal; and
- ~~(g)~~(h) a list of key ~~documents~~Documents that the Appellant believes are in the possession of the Respondent and requests from the Respondent, and the reasons why the ~~documents~~Documents are necessary.

~~2.0 DETERMINATION OF WHETHER THE APPEAL FALLS WITHIN THE JURISDICTION OF THE COMMITTEE AND THE COMPOSITION OF THE HEARING PANEL~~

2.0 JURISDICTION OF THE COMMITTEE AND COMPOSITION OF THE HEARING PANEL

2.1 Pure Appeal Only

The Committee hears appeals based on the record of the original decision and any other relevant Documents that the decision maker considered. The Committee does not re-hear matters, and will only consider new evidence to the extent necessary to hear an appeal under section 2.2(e).

2.2 Grounds for Appeal

A Student may only appeal on one or more of the following grounds:

- (a) that a procedural error occurred of sufficient magnitude that it may reasonably be seen to have affected the fairness of the process or altered the outcome of the decision against the Student;
- (b) that the decision under appeal was made with an erroneous interpretation of applicable university policies, procedures, regulations, or other rules,

and this may reasonably be seen to have altered the outcome of the decision against the Student;

- (c) that a factual error occurred of sufficient magnitude that it may reasonably be seen to have altered the outcome of the decision against the Student;
- (d) that a reasonable person, exercising their judgment on the evidence leading to the decision that is under appeal, could not have made the decision that is under appeal; or
- (e) that new, material evidence is available which, despite the exercise of due diligence by the Student wishing to appeal, could not have been made available at the time of the decision giving rise to the appeal, and the relevancy and cogency of the new evidence is such that if it had been tendered at the original hearing it could reasonably be expected to have altered the outcome.

### 2.12.3 Role of the Chair of the Senate Committee on Appeals

- (a) The ~~Chair of the Senate~~ Committee ~~on Appeals~~ Chair shall expeditiously review each Notice of Appeal and ~~the Chair of the Senate Committee on Appeals~~ shall determine whether the appeal is within the Committee's jurisdiction ~~of the Committee.~~
- (a)(b) The Committee has jurisdiction to review decisions on matters involving the application of academic regulations or requirements. The Committee has no jurisdiction to consider a decision where the sole question in the ~~student's~~ Student's appeal turns on a question of academic judgment. The Committee also has jurisdiction to hear appeals from decisions of the President to suspend a ~~student~~ Student or deal summarily with any matter of ~~student~~ Student discipline in accordance with section 61 of the *University Act* ~~and appeals of suspensions under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy. The Committee has no jurisdiction to hear appeals of other sanctions under these policies.~~
- (b)(c) Where the sole question raised in the appeal turns on the exercise of academic judgment ~~or, the appeal is of a sanction other than suspension that was imposed under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy,~~ the ~~Chair of the Senate~~ Committee ~~on Appeals~~ Chair shall determine that the appeal is outside the Committee's jurisdiction and the Committee shall not consider it.
- (e)(d) The ~~Chair of the Senate~~ Committee ~~on Appeals~~ Chair may request that the Appellant or Respondent submit additional materials or information prior

to making a final determination on jurisdiction.

~~(d)~~(e) The ~~Chair of the Senate~~ Committee ~~on Appeals~~'s Chair's determination on jurisdiction is final and there is no opportunity of further appeal before the ~~Senate~~ Committee ~~on Appeals~~ or the Senate.

~~(e)~~(f) If the appeal is within the jurisdiction of the Committee, the Committee ~~the Chair of the Senate Committee on Appeals~~ Chair will determine whether the appeal shall proceed before a three (3) member or (5) member Hearing Panel in accordance with the Committee's Terms of Reference.

#### 2.22.4 Role of the University Secretary

(a) The University Secretary shall inform the Appellant of the Committee Chair's determination of whether or not the matter is within the Committee's jurisdiction ~~of and whether~~ the matter will be considered by a three (3) member or five (5) member Hearing Panel.

~~(b) — Where the~~ Committee ~~and whether the matter will be considered by~~ a three (3) member or five (5) member Hearing Panel.

~~(e)~~(b) ~~Where the Chair of the Senate Committee on Appeals~~ Chair determines that a Notice of Appeal contains grounds of appeal that are within the Committee's jurisdiction ~~of the Senate Committee on Appeals~~, the University Secretary shall send a copy of the Notice of Appeal and any accompanying ~~documents~~ Documents to the Respondent.

#### 2.03.0 CREATING THE HEARING PANEL

After the Committee Chair ~~of the Senate Committee on Appeals~~ has determined that an appeal will proceed, the University Secretary will create a three (3) member or five (5) member Hearing Panel as directed by the ~~Chair of Senate~~ Committee ~~on Appeals~~ Chair.

#### 3.04.0 RESPONSE BY THE RESPONDENT

##### 4.1 Time for Delivering Response

Within ten (10) ~~business~~ Business days after the date on which the University Secretary sends a copy of the Notice of Appeal to a Respondent, the Respondent shall file a written response (the "Response") with the University Secretary. The ~~Chair of the Senate~~ Committee ~~on Appeals~~ Chair will consider a request from the Respondent to extend the deadline for the Response in extenuating circumstances.

##### 4.2 Content of Response

The Response shall include the following information:

- (a) the Respondent's reasons for the decisions, acts, or treatment that were referred to in the Appellant's Notice of Appeal;
- (b) the response to matters contained in the Appellant's Notice of Appeal and a summary of the facts and evidence which the Respondent relies upon;
- (c) the determination sought by the Respondent;
- (d) any provision, regulation, or policy on which the Respondent relies;
- (e) whether the Respondent seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (f) any key ~~documents~~Documents and a list of those ~~documents~~Documents upon which the Respondent relies to support ~~her or his~~their Response, and attached copies of those ~~documents~~Documents if they have not been supplied by the Appellant; and
- (g) a list of key ~~documents~~Documents that the Respondent believes are in the possession of the Appellant and requests from the Appellant, and the reasons why such ~~documents~~Documents are necessary.

4.3 University Secretary to forward Response to Appellant

The University Secretary shall forward a copy of the Response to the Appellant.

**4.05.0 REPLY BY THE APPELLANT**

5.1 Time for Delivering a Reply

If the Appellant needs to file a Reply, it must be filed with the University Secretary within seven (7) ~~business~~Business days after the date upon which the University Secretary sends a copy of the Response to the Appellant.

5.2 Content of Reply

A Reply by the Appellant shall be confined to any additional information or ~~documents~~Documents that may be necessary to respond to matters raised in the Respondent's Response.

5.3 University Secretary to Forward Reply to Respondent

The University Secretary shall forward a copy of the Appellant's Reply to the Respondent.

## 5.06.0 DOCUMENTS

### 6.1 Documents Distributed to the Hearing Panel

After the Appellant's Reply has been received or the time for filing the Appellant's Reply has expired, the University Secretary shall provide the members of the Hearing Panel with copies of the Notice of Appeal, Response, and Reply (if any).

### 6.2 Documents Binder

In advance of the hearing, after the exchange of Documents is complete, the University Secretary will provide a complete set of information and Documents to each Party and to the Hearing Panel.

## 7.0 PRE-HEARING CONFERENCE

7.1 After all the Documents have been received and distributed to the Hearing Panel, the Hearing Panel Chair shall convene a pre-hearing conference of the Parties and the Hearing Panel. The purposes of a pre-hearing conference are to:

- (a) discuss whether the Parties are willing to explore the resolution of the appeal by mediation prior to a hearing;
- (b) explore with the Parties and decide whether the matter can proceed solely on the basis of the written materials submitted, or whether an in-person hearing is warranted in the circumstances;
- (c) if the matter is to proceed as an in-person hearing, identify the names of witnesses that will be called by the Parties at an in-person hearing;
- (d) if the matter is to proceed as an in-person hearing, make a determination of the time that will likely be required by each Party to present its evidence at an in-person hearing;
- (e) discuss any matter that may assist in expediting the hearing of the appeal, such as issues for the appeal; and
- (f) determine if any additional Documents are necessary to hear the appeal.

7.2 Synoptic minutes of the pre-hearing conference which record the expectations of the Hearing Panel with regard to the conduct of the appeal shall be made and distributed to the Parties.

7.3 At a pre-hearing conference, the Hearing Panel may make any order that will assist with the expeditious and fair hearing of the appeal.

## 8.0 NEW EVIDENCE

8.1 A Party may wish to introduce new evidence:

- (a) during an in-person hearing, from a Document or a witness; or
- (b) in the case of a hearing based solely on written materials, prior to delivering their final written argument.

8.2 In such cases, the Hearing Panel will not receive this new evidence unless the evidence is relevant and cogent, and:

- (a) the Party could not reasonably have anticipated based on the Notice of Appeal, the Response, and the Reply that the evidence would be relevant to the appeal; or
- (b) the Party could not, with reasonable diligence, have discovered the existence of the evidence.

8.3 Notwithstanding the absence of any of the factors in section 8.2, the Hearing Panel may, when it is satisfied that principles of fairness and natural justice favour the reception of the evidence, permit the evidence to be received.

8.4 Where the Hearing Panel decides to permit new evidence to be received, the other Party is entitled, upon request, to an adjournment of an in-person hearing or an extension of relevant deadlines in a hearing based solely on written materials, for a sufficient period to enable the Party to consider and respond to the new evidence.

## 9.0 APPEAL BASED SOLELY ON WRITTEN MATERIALS

7.19.1 Appeal Based Solely on Written Materials Unless Hearing Panel Determines Otherwise

Unless the Hearing Panel determines otherwise at the pre-hearing conference, all appeals heard by the Committee will proceed based solely on the written materials submitted by the Parties.

7.29.2 Considerations Involved in Hearing Panel's Determination

Normally the Hearing Panel will determine that an appeal shall proceed based solely on written materials submitted by the Parties, unless the circumstances of the appeal warrant that an in-person hearing be held. An in-person hearing is necessary where the Hearing Panel determines that:

- (a) there are issues of credibility in the appeal that can only be determined by calling witnessespersons to appear before a Hearing Panel;

- (b) for reasons of procedural fairness there are other circumstances involved in the appeal that require an in-person hearing;
- (c) the objective significance of the issue to one or both of the ~~parties~~Parties, or the circumstances of one or both of the ~~parties~~Parties, is such that an in-person hearing is required.

### 7.39.3 Delivery of Final Written Argument Where No In-Person Hearing

Where a Hearing Panel orders that an appeal be dealt with solely on the basis of written material submitted by the ~~parties~~Parties, each Party has the option of delivering a final written argument with regard to why the appeal should be allowed or denied. A Party's final written argument may not raise new grounds of appeal or introduce new evidence that has not been referred to in the Notice of Appeal, Response or Reply. A Party's final written argument must be delivered to the University Secretary within five (5) ~~b~~Business days of the Hearing Panel's order.

## ~~8.0~~ ~~PRE-HEARING CONFERENCE~~

~~5.12.1~~ ~~After all the documentation has been received and distributed to the Hearing Panel, the Chair of a Hearing Panel shall convene a pre-hearing conference of the Parties and the Hearing Panel. The purposes of a pre-hearing conference are to:~~

- ~~(a) discuss whether the Parties are willing to explore the resolution of the appeal by mediation prior to a hearing;~~
- ~~(b)(a) explore with the Parties and decide whether the matter can proceed solely on the basis of the written materials submitted, or whether an in-person hearing is warranted in the circumstances;~~
  - ~~(i) if the matter is to proceed based on written materials, discuss whether an agreed statement of facts can be considered or if any further written materials are to be submitted;~~
  - ~~(c)(a) if the matter is to proceed as an in-person hearing, identify the names of witnesses that will be called by the Parties at an in-person hearing;~~
  - ~~(d)(a) if the matter is to proceed as an in-person hearing, make a determination of the time that will likely be required by each Party to present its evidence at an in-person hearing;~~

- ~~(ii) — identify the salient issues that each Party intends to argue at an in-person hearing, or that the Hearing Panel should focus on in the written materials; and~~
  
- ~~(iii) — discuss any matter that may assist in expediting the hearing of the appeal.~~

~~5.22.1 Synoptic minutes of the pre-hearing conference which record the expectations of the Hearing Panel with regard to the conduct of the appeal shall be made and distributed to the Parties.~~

~~(b) At a pre-hearing conference, the Hearing Panel may make any order that will assist with the expeditious hearing of the appeal.~~

## 10.0 “IN-PERSON” HEARINGS

### 9.110.1 Date, Time and Place of In-Person Hearing

The University Secretary, after consulting the availability of the members of the Hearing Panel, the Parties, and their advocates including legal counsel, if any, shall set the date, time, and place for aan in-person hearing and send a Notice of Hearing to the Parties and the members of the Hearing Panel. Unless all of the Parties agree to a shortened period of notice, there must be at least five (5) ~~business~~Business days between the date when the University Secretary sends the Notice of Hearing to the Parties and the date set for the commencement of aan in-person hearing.

### 9.210.2 *In Camera* Hearing and Confidentiality

All in-person hearings shall be held *in camera* and the proceedings are confidential to the Parties and the members of the Hearing Panel. The Hearing Panel’s written report shall be the official record of the hearing.

### 9.310.3 Presence of Parties and Witnesses During In-Person Hearing

- (a) Parties are entitled to be present throughout aan in-person hearing. Where the Respondent is a faculty or other body, the Respondent is entitled to have a representative present throughout the hearing regardless of whether the representative may be a witness at the hearing.
- (b) With regard to witnesses who are not Parties as described above, a Hearing Panel may order that witnesses who have not yet given testimony not be permitted to enter the hearing room until they are called as a witness. Such an order may be appropriate where the Hearing Panel concludes that if witnesses are permitted to hear the testimony of earlier witnesses, some witnesses may be inclined to present their testimony in a manner that is consistent with, or influenced by, that of earlier witnesses.

## ~~9.4~~ Documents

- ~~(a) In advance of the hearing, the University Secretary will present a binder of documents (hereinafter referred to as a “Documents Binder”) to each Party and to the Hearing Panel that includes:~~
  - ~~(i) a list of documents that includes the Appellant’s and all attached documents, and the Respondent’s Response or Reply and~~

~~attached documents, as the case may be; and~~

~~(ii) — copies of any additional documents that each Party intends to present as evidence.~~

~~(b) — Where a Party wishes to introduce a document that has not been included or listed in the Documents Binder, the document may not be received as evidence unless:~~

~~(i) — the Party could not reasonably have anticipated based on the Notice of Appeal, the Response and the Reply that the document would be relevant to the appeal; or~~

~~(ii) — the Party could not, with reasonable diligence, have discovered the existence of the document.~~

~~Notwithstanding the absence of either of these factors, the Hearing Panel may, when it is satisfied that principles of fairness and natural justice favour the reception of the document, permit the document to be received into evidence. Where the Hearing Panel decides to permit a document to be received into evidence in these circumstances, the other Party is entitled, upon request, to an adjournment of the hearing for a sufficient period to enable the Party to consider and respond to the document.~~

#### 10.4 Order of Witnesses, Questioning and Final Submissions

An A~~in-person~~ hearing will proceed in the following manner:

~~(e)~~(a) The Hearing Panel ~~Chair of the Hearing Panel~~ invites the Appellant to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Appellant's perspective.

~~(d)~~(b) The Hearing Panel Chair invites the Appellant to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Appellant, will be questioned in the following order:

- (i) the Appellant may address questions to the witness;
- (ii) the Respondent may address questions to the witness;
- (iii) the Appellant may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Respondent; and
- (iv) members of the Hearing Panel may address questions to the witness.

~~(e)~~(c) After the Appellant has completed the presentation of the Appellant's evidence, the Hearing Panel Chair invites the Respondent to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Respondent's perspective.

(d) The Hearing Panel Chair invites the Respondent to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Respondent will be questioned in the following order:

- (i) the Respondent may address questions to the witness;
- (ii) the Appellant may address questions to the witness;
- (iii) the Respondent may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Appellant; and
- (iv) members of the Hearing Panels may address questions to the witness.

(e) The questioning of witnesses is subject to the direction of the Chair of the Hearing Panel Chair. The ~~Chair of a~~ Hearing Panel Chair may refuse to permit a question to be answered by a witness when:

- (i) the question is not relevant to an issue in the appeal;
- (ii) the witness has already answered the question or a similar question that has been addressed to the witness by the Party asking the question;
- (iii) the question requests the witness to divulge information or communications that are privileged, confidential or protected from disclosure by the *Freedom of Information and Protection of Privacy Act*; or
- (iv) the Party asking the question is badgering the witness.

(f) After Parties have presented their evidence, the Hearing Panel may invite other persons to attend the hearing and give evidence to the Hearing Panel. Such an invitation should only be made when:

- (i) the Hearing Panel believes that the evidence introduced by the Parties is insufficient to enable the Hearing Panel to make a decision; and
- (ii) the Hearing Panel has given the Parties notice of its intention to invite other witnesses and has given the Parties an opportunity to make representations to the Hearing Panel about the proposed invitation.

(g) The Hearing Panel Chair will invite the Appellant to make a final submission (normally limited to 20 minutes) with regard to the disposition of the appeal.

~~(j)~~(h) The Hearing Panel Chair will invite the Respondent to make a final submission (normally limited to 25 minutes) with regard to the disposition of the appeal.

~~(k)~~(i) The Hearing Panel Chair will invite the Appellant to respond (normally limited to five minutes) to the Respondent's submission.

#### 9.510.5 Admissibility of and Weight Attributed to Evidence

Only evidence that is relevant to issues that are identified in the Notice of Appeal, the Respondent's Response, and the Reply are admissible. The ~~Chair of the~~ Hearing Panel Chair shall determine on behalf of the Hearing Panel whether evidence is admissible. The Hearing Panel shall decide how much weight, if any, should be given to evidence that is admitted.

#### 9.610.6 Written Submissions

- (a) At the conclusion of ~~an in-person~~ an in-person hearing, the Hearing Panel may request the ~~parties~~ Parties to make written submissions instead of or in addition to oral submissions. Where the ~~parties~~ Parties are requested to make written submissions, the submissions must be filed with the University Secretary within five (5) ~~business~~ Business days after the last day of the hearing.
- (b) The University Secretary shall send a copy of each written submission to the members of the Hearing Panel and the other Party.

#### 9.710.7 Recording of the In-Person Hearing of an Appeal

Except with the express permission of the Hearing Panel, no audio or video recording may be made of ~~an in-person~~ an in-person hearing. Parties and members of the Hearing Panel members with disabilities who need accommodation will be permitted to use electronic and other aids to assist them.

#### 9.810.8 Adjournments

The Hearing Panel may adjourn ~~an in-person~~ an in-person hearing at any time and order the hearing to be resumed at a specified date and time or at a date and time for which notice is to be given to the Parties by the University Secretary.

#### 9.910.9 Failure of a Party to Attend a Scheduled In-Person Hearing

If a Party fails to attend a scheduled in-person hearing, where the Party was given reasonable notice of the hearing or resumption of an adjourned hearing, the Hearing Panel may order the hearing to proceed in the absence of the Party or the Hearing Panel may:

- (a) where the Appellant is the Party who has failed to attend, dismiss the appeal;
- (b) where the Respondent is the Party that has failed to attend, grant the remedy or relief requested by the Appellant against that Respondent.

#### **6.011.0 REPRESENTATION**

A Party may act in person or be represented by an advocate or legal counsel at any stage of an appeal. Notice of advocate's or counsel's names must be provided to all other Parties and to the Committee at least three (3) Business days before the hearing date, unless the Committee allows otherwise.

#### **7.012.0 ACCESS OF PARTIES TO WRITTEN MATERIAL**

One of the objectives of the Procedural Guidelines is to ensure that each Party has access to all ~~documents~~Documents that are relevant to the issues in the ~~Appeal~~appeal. To the extent that a Party has not otherwise been provided with a copy of a relevant ~~document~~Document that is in the possession of the University, a Hearing Panel may request that the appropriate University official provide the Party with a copy of a ~~document~~Document or access to a ~~document~~Document. Such a request shall not be made where the ~~document~~Document is a confidential or privileged ~~document~~Document, or is a ~~document~~Document that must not be produced under the *Freedom of Information and Protection of Privacy Act*.

#### **8.013.0 FAILURE TO COMPLY WITH PROCEDURAL GUIDELINES OR HEARING PANEL ORDER**

Where a Party fails to comply with the Procedural Guidelines or an order of a Hearing Panel, the Hearing Panel may, after providing reasonable notice to the Party of the consequences of a failure to comply:

- (a) dismiss the appeal where the ~~default is on the part of the~~ Appellant fails to comply; or
- (b) allow the appeal where the ~~default is on the part of the~~ Respondent fails to comply.

#### **9.014.0 MEMBER OF A HEARING PANEL UNABLE TO CONTINUE**

Where a member of a Hearing Panel withdraws or is unable to serve because of a conflict of interest or other reason the remaining members of the Hearing Panel may continue and complete the hearing of the appeal provided that the Hearing Panel has a minimum of three (3) members. If the number of ~~hearing panel~~remaining Hearing Panel members is fewer than three (3), the Committee Chair will determine, depending on the circumstances and the stage of the appeal, whether it is necessary to dissolve the Hearing Panel and for the University Secretary to create a new Hearing Panel.

10.015.0      **DECISION OF HEARING PANEL**

15.1      Basis of Decision

In coming to its decision, a Hearing Panel shall limit its consideration to:

- (a)      The Notice of Appeal, Response, and Reply and other ~~documentation~~Documents provided to the Hearing Panel by the Parties during the hearing process;
- (b)      Testimony and other evidence submitted to the Hearing Panel ~~by the Parties~~ during the hearing process if there was an in-person hearing; and
- (c)      The calendar, academic regulations, University Policies, or policies approved by a Faculty or Department.

15.2      ~~Initial Pro Forma~~ Motion

~~After the~~The Hearing Panel has considered the appeal, the first *pro forma* motion upon which the ~~Chair~~Panel's decision shall call for a vote is a motion that:

~~"The appeal be allowed."~~

~~If made by~~ majority ~~of the members vote on a formal motion~~ of the Hearing Panel ~~vote in favour of the motion, the Chair shall declare the motion adopted.~~ The. If the appeal is allowed, the Hearing Panel will then proceed to consider any orders or recommendations that may be necessary to implement the Hearing Panel's decision to allow the appeal.

15.3      Orders and Recommendations that a Hearing Panel May Make

- (a)      A Hearing Panel may:
  - (i)      Allow an appeal, and
    - (1)      where the appeal relates to a decision or action, refer the subject matter of the appeal back to the Respondent or other appropriate person or body for review or reconsideration in accordance with the reasons of the Hearing Panel;
    - (2)      where the appeal relates to the treatment of the Appellant,

refer such treatment with recommendations for redress to the Respondent or other appropriate person or body ~~who or~~ which haswith authority over the Respondent; or

- (3) make any decision that the Senate could make with regard to the subject matter of the appeal;
- (ii) Dismiss the appeal; or
- (iii) Dismiss the appeal and make recommendations to the Respondent or other appropriate person or body.

~~(b) — Normally, the Hearing Panel should not substitute its judgement with regard to academic matters in place of the judgement of the Respondent or body whose decision or action is the subject of the appeal.~~

~~(b)~~ (b) The reasons of the Hearing Panel may contain recommendations with regard to:

- (i) The process by which the matter should be reviewed or reconsidered; and
- (ii) The factors that either should or should not be taken into account upon the review or reconsideration of the matter.

#### 15.4 Notification of Hearing Panel's Decision Prior to Reasons

A Hearing Panel may notify the University Secretary of the Hearing Panel's decision with regard to an appeal and subsequently deliver the Hearing Panel's written reasons. The University Secretary shall communicate the decision and the written reasons to the Parties.

#### 15.5 Confidentiality

All deliberations of a Hearing Panel are confidential. Members of a Hearing Panel ~~may~~shall not discuss the substance of an appeal outside hearings or meetings of the Hearing Panels.

#### 15.6 Action Report by a Party

Where the Hearing Panel orders that a Party or another university official take an action as a result of the Hearing Panel's final decision, the Party or the university official is required to submit a written report to the ~~Chair of the~~ Hearing Panel Chair within ~~30-~~days of the decision that confirms that the action has been taken or completed.

15.7 Report of Decision

- (a) The Hearing Panel shall provide reasons for its decision in a written report that is signed by the members of the Hearing Panel who agree with the decision.
- (b) Where the decision of the Hearing Panel is not unanimous, a member of the Hearing Panel who does not agree with the majority shall provide written reasons for her or his dissent.
- (c) The decision together with any dissenting reasons shall be delivered to the University Secretary who shall provide copies to the Parties.

Approved by Senate April 3, 2009  
Revised October 7, 2011

**SENATE COMMITTEE ON APPEALS  
PROCEDURAL GUIDELINES  
FOR NON-ACADEMIC APPEALS**

**PREAMBLE**

The purpose of these Procedural Guidelines is to provide guidance to Hearing Panels and the Parties to an appeal of a non-academic decision or sanction made by the President in accordance with section 61 of the *University Act*.

A Hearing Panel ~~may vary any~~ has the authority to depart from the Procedural Guideline to the extent necessary to ensure that the principles of fairness and natural justice are satisfied in a particular appeal.

**DEFINITIONS**

In these Procedural Guidelines:

“Appellant” means a person who has filed a Notice of Appeal.

“Business day” means a day ~~that is not a holiday~~ when the university is open for business.

“Committee” means the Senate Committee on Appeals.

“Document” includes letters, emails, medical certificates, written opinions, and digitized information.

“Hearing Panel” is defined in the Senate Committee on Appeal’s Terms of Reference.

“Party” means an Appellant or Respondent.

“Respondent” means the ~~Dean or other~~ person or body whose final act, decision, or treatment is the subject of an appeal.

“Student” means a student as defined by Senate and as set out in the current University of Victoria undergraduate and graduate calendars, including those students who meet the definition at the time of the action that is being appealed.

“University Secretary” means the University Secretary and includes a person designated by the University Secretary.

The singular of any term includes the plural.

~~1.0~~ — PROCEDURAL GUIDELINES ~~NOTICE OF APPEAL~~

~~1.1~~ — Prerequisite to Filing an Appeal

- ~~(a) — A person who wishes to file an appeal (hereinafter referred to as the “Appellant”) must, prior to filing an appeal to the Senate Committee on Appeals (the “Committee”), have pursued and exhausted any other reviews, appeals or remedies provided by the University of Victoria’s policies, undergraduate and graduate calendars or by the Appellant’s faculty including:~~

- ~~(b) asking for a review of an assigned grade under the Academic Regulations published in the University of Victoria's undergraduate and graduate calendar;~~
- ~~(c) appealing a decision of a committee of a department, school or faculty to the department, school or faculty, as the case may be; and~~
- ~~(d) appealing a decision of a department, school or faculty to the Dean of the faculty.~~

## ~~1.2 Filing Notice of Appeal with the University Secretary~~

### 1.31.0 NOTICE OF APPEAL

#### 1.1 Filing Notice of Appeal

##### A Student who wishes to appeal

~~An Appellant~~ must file a written Notice of Appeal with the University Secretary.

#### 1.2 Time Limit within which Notice of Appeal must be filed

Normally, a Notice of Appeal must be filed with the University Secretary within two (2) months of the final decision, action, or treatment being appealed. The University Secretary shall determine whether a Notice of Appeal has been filed within the stipulated period. Where a Notice of Appeal is not filed within the stipulated period, the Appellant may provide written reasons that seek to excuse the delay in filing the Notice of Appeal. In exceptional circumstances the Committee Chair ~~of the Committee~~ may determine that an extension is warranted, otherwise the Committee Chair shall deny the appeal.

#### 1.3 Content of Notice of Appeal

An Appellant shall submit a completed Notice of Appeal form obtained from the University Secretary, which shall include:

- (a) the final decision, action, or treatment that is being appealed including the date of the decision and name of the Respondent, and a copy of the decision if it was provided in writing;
- (b) a summary of the background to the appeal ~~including details of any previous reviews, appeals or remedies that have been pursued and exhausted by the Appellant;~~
- (c) a summary of the reasons and grounds for the appeal;
- (d) a statement of the remedy or relief sought;

- (e) any provision, regulation, or policy on which the Appellant relies;
- (f) whether the Appellant seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (g) any key ~~documents~~Documents and a list of those ~~documents~~Documents that are relevant to the Appellant's appeal; and
- (h) a list of key ~~documents~~Documents that the Appellant believes are in the possession of the Respondent and requests from the Respondent, and the reasons why the ~~documents~~Documents are necessary.

~~2.0 DETERMINATION OF WHETHER THE APPEAL FALLS WITHIN THE JURISDICTION OF THE COMMITTEE AND THE COMPOSITION OF THE HEARING PANEL~~

2.0 JURISDICTION OF THE COMMITTEE AND COMPOSITION OF THE HEARING PANEL

2.1 Pure Appeal Only

The Committee hears appeals based on the record of the original decision and any other relevant Documents that the decision maker considered. The Committee does not re-hear matters, and will only consider new evidence to the extent necessary to hear an appeal under section 2.2(e).

2.2 Grounds for Appeal

A Student may only appeal on one or more of the following grounds:

- (a) that a procedural error occurred of sufficient magnitude that it may reasonably be seen to have affected the fairness of the process or altered the outcome of the decision against the Student;
- (b) that the decision under appeal was made with an erroneous interpretation of applicable university policies, procedures, regulations, or other rules, and this may reasonably be seen to have altered the outcome of the decision against the Student;
- (c) that a factual error occurred of sufficient magnitude that it may reasonably be seen to have altered the outcome of the decision against the Student;
- (d) that a reasonable person, exercising their judgment on the evidence leading to the decision that is under appeal, could not have made the decision that is under appeal; or

(e) that new, material evidence is available which, despite the exercise of due diligence by the Student wishing to appeal, could not have been made available at the time of the decision giving rise to the appeal, and the relevancy and cogency of the new evidence is such that if it had been tendered at the original hearing it could reasonably be expected to have altered the outcome.

### 2.12.3 Role of the Chair of the Senate Committee on Appeals

(a) ~~The Chair of the Senate Committee on Appeals~~Chair shall expeditiously review each Notice of Appeal and ~~the Chair of the Senate Committee on Appeals~~ shall determine whether the appeal is within the Committee's jurisdiction ~~of the Committee.~~

~~(a)~~(b) The Committee has jurisdiction to ~~review decisions on matters involving the application of academic regulations or requirements. The Committee has no jurisdiction to consider a decision where the sole question in the student's appeal turns on a question of academic judgment. The Committee also has jurisdiction to~~ hear appeals from decisions of the President to suspend a ~~student~~Student or deal summarily with any matter of ~~student~~Student discipline in accordance with section 61 of the *University Act* ~~and. This jurisdiction includes~~ appeals of temporary or permanent suspensions imposed under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy. The Committee has no jurisdiction to hear appeals of ~~other sanctions under these policies~~imposed under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy other than suspensions by the President.

~~(b)~~(c) Where the ~~sole question raised in the appeal turns on the exercise of academic judgment or the~~ appeal is of a sanction ~~other than suspension that was~~ imposed under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy that is not a suspension, the ~~Chair of the Senate Committee on Appeals~~Chair shall determine that the appeal is outside the Committee's jurisdiction and the Committee shall not consider it.

~~(e)~~(d) The ~~Chair of the Senate Committee on Appeals~~Chair may request that the Appellant or Respondent submit additional materials or information prior to making a final determination on jurisdiction.

~~(d)~~(e) The ~~Chair of the Senate Committee on Appeal's~~Chair's determination on jurisdiction is final and there is no opportunity of further appeal before the ~~Senate Committee on Appeals~~ or the Senate.

~~(e)~~(f) If the appeal is within the jurisdiction of the Committee, the Committee

~~the Chair of the Senate Committee on Appeals~~ will determine whether the appeal shall proceed before a three (3) member or (5) member Hearing Panel in accordance with the Committee's Terms of Reference.

#### 2.22.4 Role of the University Secretary

- (a) — The University Secretary shall inform the Appellant of the Committee Chair's determination of whether or not the matter is within the Committee's jurisdiction ~~of the~~
- (a) ~~Committee~~ and whether the matter will be considered by a three (3) member or five (5) member Hearing Panel.
- (b) Where the ~~Chair of the Senate~~ Committee on Appeals ~~Chair~~ determines that a Notice of Appeal contains grounds of appeal that are within the Committee's jurisdiction ~~of the Senate Committee on Appeals~~, the University Secretary shall send a copy of the Notice of Appeal and any accompanying ~~documents~~ Documents to the Respondent.

#### 2.03.0 CREATING THE HEARING PANEL

After the Committee ~~Chair of the Senate Committee on Appeals~~ has determined that an appeal will proceed, the University Secretary will create a three (3) member or five (5) member Hearing Panel as directed by the ~~Chair of Senate~~ Committee on Appeals ~~Chair~~.

#### 3.04.0 RESPONSE BY THE RESPONDENT

##### 4.1 Time for Delivering Response

Within ten (10) ~~business~~ Business days after the date on which the University Secretary sends a copy of the Notice of Appeal to a Respondent, the Respondent shall file a written response (the "Response") with the University Secretary. The ~~Chair of the Senate~~ Committee on Appeals ~~Chair~~ will consider a request from the Respondent to extend the deadline for the Response in extenuating circumstances.

##### 4.2 Content of Response

The Response shall include the following information:

- (a) the Respondent's reasons for the decisions, acts, or treatment that were referred to in the Appellant's Notice of Appeal;
- (b) the response to matters contained in the Appellant's Notice of Appeal and a summary of the facts and evidence which the Respondent relies upon;
- (c) the determination sought by the Respondent;

- (d) any provision, regulation, or policy on which the Respondent relies;
- (e) whether the Respondent seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (f) any key ~~documents~~Documents and a list of those ~~documents~~Documents upon which the Respondent relies to support ~~her or his~~their Response, and attached copies of those ~~documents~~Documents if they have not been supplied by the Appellant; and
- (g) a list of key ~~documents~~Documents that the Respondent believes are in the possession of the Appellant and requests from the Appellant, and the reasons why such ~~documents~~Documents are necessary.

#### 4.3 University Secretary to forward Response to Appellant

The University Secretary shall forward a copy of the Response to the Appellant.

### 4.05.0 **REPLY BY THE APPELLANT**

#### 5.1 Time for Delivering a Reply

If the Appellant needs to file a Reply, it must be filed with the University Secretary within seven (7) ~~business~~Business days after the date upon which the University Secretary sends a copy of the Response to the Appellant.

#### 5.2 Content of Reply

A Reply by the Appellant shall be confined to any additional information or ~~documents~~Documents that may be necessary to respond to matters raised in the Respondent's Response.

#### 5.3 University Secretary to Forward Reply to Respondent

The University Secretary shall forward a copy of the Appellant's Reply to the Respondent.

### ~~6.0~~ ~~DOCUMENTS DISTRIBUTED TO THE HEARING PANEL~~

### 6.0 **DOCUMENTS**

#### 6.1 Documents Distributed to the Hearing Panel

After the Appellant's Reply has been received or the time for filing the Appellant's Reply has expired, the University Secretary shall provide the members of the Hearing Panel with copies of the Notice of Appeal, Response, and Reply (if any).

## 6.2 Documents Provided to Parties

In advance of the hearing, after the exchange of Documents is complete, the University Secretary will provide a complete set of information and Documents to each Party and to the Hearing Panel.

## 7.0 PRE-HEARING CONFERENCE

7.1 After all the Documents have been received and distributed to the Hearing Panel, the Hearing Panel Chair shall convene a pre-hearing conference of the Parties and the Hearing Panel. The purposes of a pre-hearing conference are to:

- (a) discuss whether the Parties are willing to explore the resolution of the appeal by mediation prior to a hearing;
- (b) explore with the Parties and decide whether the matter can proceed solely on the basis of the written materials submitted, or whether an in-person hearing is warranted in the circumstances;
- (c) if the matter is to proceed as an in-person hearing, identify the names of witnesses that will be called by the Parties at an in-person hearing;
- (d) if the matter is to proceed as an in-person hearing, make a determination of the time that will likely be required by each Party to present its evidence at an in-person hearing;
- (e) discuss any matter that may assist in expediting the hearing of the appeal, such as issues for the appeal; and
- (f) determine if any additional Documents are necessary to hear the appeal.

7.2 Synoptic minutes of the pre-hearing conference which record the expectations of the Hearing Panel with regard to the conduct of the appeal shall be made and distributed to the Parties.

7.3 At a pre-hearing conference, the Hearing Panel may make any order that will assist with the expeditious and fair hearing of the appeal.

## 8.0 NEW EVIDENCE

8.1 A Party may wish to introduce new evidence:

- (a) during an in-person hearing, from a Document or a witness; or
- (b) in the case of a hearing based solely on written materials, prior to delivering their final written argument.

8.2 In such cases, the Hearing Panel will not receive this new evidence unless the evidence is relevant and cogent, and:

- (a) the Party could not reasonably have anticipated based on the Notice of Appeal, the Response, and the Reply that the evidence would be relevant to the appeal; or
- (b) the Party could not, with reasonable diligence, have discovered the existence of the evidence.

8.3 Notwithstanding the absence of any of the factors in section 8.2, the Hearing Panel may, when it is satisfied that principles of fairness and natural justice favour the reception of the evidence, permit the evidence to be received.

8.4 Where the Hearing Panel decides to permit new evidence to be received, the other Party is entitled, upon request, to an adjournment of an in-person hearing or an extension of relevant deadlines in a hearing based solely on written materials, for a sufficient period to enable the Party to consider and respond to the new evidence.

## 9.0 APPEAL BASED SOLELY ON WRITTEN MATERIALS

8.19.1 Appeal Based Solely on Written Materials Unless Hearing Panel Determines Otherwise

Unless the Hearing Panel determines otherwise at the pre-hearing conference, all appeals heard by the Committee will proceed based solely on the written materials submitted by the Parties.

8.29.2 Considerations Involved in Hearing Panel's Determination

Normally the Hearing Panel will determine that an appeal shall proceed based solely on written materials submitted by the Parties, unless the circumstances of the appeal warrant that an in-person hearing be held. An in-person hearing is necessary where the Hearing Panel determines that:

- (a) there are issues of credibility in the appeal that can only be determined by calling ~~witnesses~~persons to appear before a Hearing Panel;
- (b) for reasons of procedural fairness there are other circumstances involved in the appeal that require an in-person hearing;
- (c) the objective significance of the issue to one or both of the ~~parties~~Parties, or the circumstances of one or both of the ~~parties~~Parties, is such that an in-person hearing is required.

8.39.3 Delivery of Final Written Argument Where No In-Person Hearing

Where a Hearing Panel orders that an appeal be dealt with solely on the basis of written material submitted by the ~~parties~~Parties, each Party has the option of delivering a final written argument with regard to why the appeal should be allowed or denied. A Party's final written argument may not raise new grounds of appeal or introduce new evidence that has not been referred to in the Notice of Appeal, Response or Reply. A Party's final written argument must be delivered to the University Secretary within five (5) ~~b~~Business days of the Hearing Panel's order.

## ~~8.0~~ PRE-HEARING CONFERENCE

~~7.1~~ After all the documentation has been received and distributed to the Hearing Panel, the Chair of a Hearing Panel shall convene a pre-hearing conference of the Parties and the Hearing Panel. The purposes of a pre-hearing conference are to:

- ~~(a)~~ discuss whether the Parties are willing to explore the resolution of the appeal by mediation prior to a hearing;
- ~~(b)(a)~~ explore with the Parties and decide whether the matter can proceed solely on the basis of the written materials submitted, or whether an in-person hearing is warranted in the circumstances;
  - ~~(i)~~ if the matter is to proceed based on written materials, discuss whether an agreed statement of facts can be considered or if any further written materials are to be submitted;
  - ~~(c)(a)~~ if the matter is to proceed as an in-person hearing, identify the names of witnesses that will be called by the Parties at an in-person hearing;
  - ~~(d)(a)~~ if the matter is to proceed as an in-person hearing, make a determination of the time that will likely be required by each Party to present its evidence at an in-person hearing;
    - ~~(ii)~~ identify the salient issues that each Party intends to argue at an in-person hearing, or that the Hearing Panel should focus on in the written materials; and
    - ~~(iii)~~ discuss any matter that may assist in expediting the hearing of the appeal.

~~7.27.1 Synoptic minutes of the pre-hearing conference which record the expectations of the Hearing Panel with regard to the conduct of the appeal shall be made and distributed to the Parties.~~

~~(b) At a pre-hearing conference, the Hearing Panel may make any order that will assist with the expeditious hearing of the appeal.~~

## **5.010.0 “IN-PERSON” HEARINGS**

### 8.110.1 Date, Time and Place of In-Person Hearing

The University Secretary, after consulting the availability of the members of the Hearing Panel, the Parties, and their advocates including legal counsel, if any, shall set the date, time, and place for an in-person hearing and send a Notice of Hearing to the Parties and the members of the Hearing Panel. Unless all of the Parties agree to a shortened period of notice, there must be at least five (5) ~~business~~Business days between the date when the University Secretary sends the Notice of Hearing to the Parties and the date set for the commencement of an in-person hearing.

### 8.210.2 *In Camera* Hearing and Confidentiality

All in-person hearings shall be held *in camera* and the proceedings are confidential to the Parties and the members of the Hearing Panel. The Hearing Panel’s written report shall be the official record of the hearing.

### 8.310.3 Presence of Parties and Witnesses During In-Person Hearing

- (a) Parties are entitled to be present throughout an in-person hearing. ~~Where the Respondent is a faculty or other body, the Respondent is entitled to have a representative present throughout the hearing regardless of whether the representative may be a witness at the hearing.~~
- (b) With regard to witnesses who are not Parties as described above, a Hearing Panel may order that witnesses who have not yet given testimony not be permitted to enter the hearing room until they are called as a witness. Such an order may be appropriate where the Hearing Panel concludes that if witnesses are permitted to hear the testimony of earlier witnesses, some witnesses may be inclined to present their testimony in a manner that is consistent with, or influenced by, that of earlier witnesses.

## ~~9.0~~ Documents

- (a) ~~In advance of the hearing, the University Secretary will present a binder of documents (hereinafter referred to as a “Documents Binder”) to each Party and to the Hearing Panel that includes:~~
  - (i) ~~a list of documents that includes the Appellant’s Notice of Appeal and all attached documents, and the Respondent’s Response or Reply and attached documents, as the case may be; and~~

~~(ii) — copies of any additional documents that each Party intends to present as evidence.~~

~~(b) — Where a Party wishes to introduce a document that has not been included or listed in the Documents Binder, the document may not be received as evidence unless:~~

~~(i) — the Party could not reasonably have anticipated based on the Notice of Appeal, the Response and the Reply that the document would be relevant to the appeal; or~~

~~(ii) — the Party could not, with reasonable diligence, have discovered the existence of the document.~~

~~Notwithstanding the absence of either of these factors, the Hearing Panel may, when it is satisfied that principles of fairness and natural justice favour the reception of the document, permit the document to be received into evidence. Where the Hearing Panel decides to permit a document to be received into evidence in these circumstances, the other Party is entitled, upon request, to an adjournment of the hearing for a sufficient period to enable the Party to consider and respond to the document.~~

#### 10.4 Order of Witnesses, Questioning and Final Submissions

An ~~A~~in-person hearing will proceed in the following manner:

- (a) The Hearing Panel Chair ~~of the Hearing Panel~~ invites the Appellant to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Appellant's perspective.
- (b) The Hearing Panel Chair invites the Appellant to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Appellant, will be questioned in the following order:
  - (i) the Appellant may address questions to the witness;
  - (ii) the Respondent may address questions to the witness;
  - (iii) the Appellant may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Respondent; and
  - (iv) members of the Hearing Panel may address questions to the witness.
- (c) After the Appellant has completed the presentation of the Appellant's evidence, the Hearing Panel Chair invites the Respondent to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Respondent's perspective.

- (d) The Hearing Panel Chair invites the Respondent to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Respondent will be questioned in the following order:
- (i) the Respondent may address questions to the witness;
  - (ii) the Appellant may address questions to the witness;
  - (iii) the Respondent may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Appellant; and
  - (iv) members of the Hearing Panels may address questions to the witness.
- (e) The questioning of witnesses is subject to the direction of the ~~Chair of the~~ Hearing Panel Chair. The ~~Chair of a~~ Hearing Panel Chair may refuse to permit a question to be answered by a witness when:
- (i) the question is not relevant to an issue in the appeal;
  - (ii) the witness has already answered the question or a similar question that has been addressed to the witness by the Party asking the question;
  - (iii) the question requests the witness to divulge information or communications that are privileged, confidential or protected from disclosure by the *Freedom of Information and Protection of Privacy Act*; or
  - (iv) the Party asking the question is badgering the witness.
- (f) After Parties have presented their evidence, the Hearing Panel may invite other persons to attend the hearing and give evidence to the Hearing Panel. Such an invitation should only be made when:
- (i) the Hearing Panel believes that the evidence introduced by the Parties is insufficient to enable the Hearing Panel to make a decision; and
  - (ii) the Hearing Panel has given the Parties notice of its intention to invite other witnesses and has given the Parties an opportunity to make representations to the Hearing Panel about the proposed invitation.
- (g) The Hearing Panel Chair will invite the Appellant to make a final submission (normally limited to 20 minutes) with regard to the disposition of the appeal.

- (h) The Hearing Panel Chair will invite the Respondent to make a final submission (normally limited to 25 minutes) with regard to the disposition of the appeal.
- (i) The Hearing Panel Chair will invite the Appellant to respond (normally limited to five minutes) to the Respondent's submission.

#### 8.410.5 Admissibility of and Weight Attributed to Evidence

Only evidence that is relevant to issues that are identified in the Notice of Appeal, the Respondent's Response, and the Reply are admissible. The ~~Chair of the~~ Hearing Panel Chair shall determine on behalf of the Hearing Panel whether evidence is admissible. The Hearing Panel shall decide how much weight, if any, should be given to evidence that is admitted.

#### 8.510.6 Written Submissions

- (a) At the conclusion of ~~an in-person~~ an in-person hearing, the Hearing Panel may request the ~~parties~~ Parties to make written submissions instead of or in addition to oral submissions. Where the ~~parties~~ Parties are requested to make written submissions, the submissions must be filed with the University Secretary within five (5) ~~business~~ Business days after the last day of the hearing.
- (b) The University Secretary shall send a copy of each written submission to the members of the Hearing Panel and the other Party.

#### 8.610.7 Recording of the In-Person Hearing of an Appeal

Except with the express permission of the Hearing Panel, no audio or video recording may be made of ~~an in-person~~ an in-person hearing. Parties and members of the Hearing Panel members with disabilities who need accommodation will be permitted to use electronic and other aids to assist them.

#### 8.710.8 Adjournments

The Hearing Panel may adjourn ~~an in-person~~ an in-person hearing at any time and order the hearing to be resumed at a specified date and time or at a date and time for which notice is to be given to the Parties by the University Secretary.

#### 8.810.9 Failure of a Party to Attend a Scheduled In-Person Hearing

If a Party fails to attend a scheduled in-person hearing, where the Party was given reasonable notice of the hearing or resumption of an adjourned hearing, the Hearing Panel may order the hearing to proceed in the absence of the Party or the Hearing Panel may:

- (a) where the Appellant is the Party who has failed to attend, dismiss the appeal;
- (b) where the Respondent is the Party that has failed to attend, grant the remedy or relief requested by the Appellant against that Respondent.

### **6.011.0 REPRESENTATION**

A Party may act in person or be represented by an advocate or legal counsel at any stage of an appeal. Notice of advocate's or counsel's names must be provided to all other Parties and to the Committee at least three (3) Business days before the hearing date, unless the Committee allows otherwise.

### **12.0 ACCESS OF PARTIES TO WRITTEN MATERIAL**

One of the objectives of the Procedural Guidelines is to ensure that each Party has access to all ~~documents~~Documents that are relevant to the issues in the ~~Appeal~~appeal. To the extent that a Party has not otherwise been provided with a copy of a relevant ~~document~~Document that is in the possession of the University, a Hearing Panel may request that the appropriate University official provide the Party with a copy of a ~~document~~Document or access to a ~~document~~Document. Such a request shall not be made where the ~~document~~Document is a confidential or privileged ~~document~~Document, or is a ~~document~~Document that must not be produced under the *Freedom of Information and Protection of Privacy Act*.

### **7.013.0 FAILURE TO COMPLY WITH PROCEDURAL GUIDELINES OR HEARING PANEL ORDER**

Where a Party fails to comply with the Procedural Guidelines or an order of a Hearing Panel, the Hearing Panel may, after providing reasonable notice to the Party of the consequences of a failure to comply:

- (a) dismiss the appeal where the ~~default is on the part of the~~ Appellant fails to comply; or
- (b) allow the appeal where the ~~default is on the part of the~~ Respondent fails to comply.

### **8.014.0 MEMBER OF A HEARING PANEL UNABLE TO CONTINUE**

Where a member of a Hearing Panel withdraws or is unable to serve because of a conflict of interest or other reason the remaining members of the Hearing Panel may continue and complete the hearing of the appeal provided that the Hearing Panel has a minimum of three (3) members. If the number of ~~hearing panel~~remaining Hearing Panel members is fewer than three (3), the Committee Chair will determine, depending on the circumstances and the stage of the appeal, whether it is necessary to dissolve the Hearing Panel and for the University Secretary to create a new Hearing Panel.

## 9.015.0 DECISION OF A HEARING PANEL

### 10.115.1 Basis of Decision

In coming to its decision, a Hearing Panel shall limit its consideration to:

- (a) The Notice of Appeal, Response, and Reply and other ~~documentation~~ Documents provided to the Hearing Panel by the Parties during the hearing process;
- (b) Testimony and other evidence submitted to the Hearing Panel ~~by the Parties~~ during the hearing process if there was an in-person hearing; and
- (c) The calendar, academic regulations, University Policies, or policies approved by a Faculty or Department.

### 10.215.2 ~~Initial Pro Forma~~ Motion

~~After the~~ The Hearing Panel has considered the appeal, the first *pro forma* motion upon which the ~~Chair~~ Panel's decision shall call for a vote is a motion that:

~~"The appeal be allowed."~~

~~If made by majority of the members vote on a formal motion~~ of the Hearing Panel ~~vote in favour of the motion, the Chair shall declare the motion adopted. The.~~ If the appeal is allowed, the Hearing Panel will then proceed to consider any orders or recommendations that may be necessary to implement the Hearing Panel's decision to allow the appeal.

### 10.315.3 Orders and Recommendations that a Hearing Panel May Make

- (a) A Hearing Panel may:
  - (i) Allow an appeal, and
    - (1) ~~where the appeal relates to a decision or action,~~ refer the subject matter of the appeal back to the Respondent ~~or other appropriate person or body~~ for review or reconsideration in accordance with the reasons of the Hearing Panel; or
    - (1) ~~where the appeal relates to the treatment of the Appellant,~~ refer such treatment with recommendations for redress to

~~the Respondent or other appropriate person or body who or  
which has authority over the Respondent; or~~

- (2) make any decision that the Senate could make with regard to the subject matter of the appeal;
  - (ii) Dismiss the appeal; or
  - (iii) Dismiss the appeal and make recommendations to the Respondent or other appropriate person or body.
- ~~(b) — Normally, the Hearing Panel should not substitute its judgement with regard to academic matters in place of the judgement of the Respondent or body whose decision or action is the subject of the appeal.~~
- (b) The reasons of the Hearing Panel may contain recommendations with regard to:
- (i) The process by which the matter should be reviewed or reconsidered; and
  - (ii) The factors that either should or should not be taken into account upon the review or reconsideration of the matter.

#### 10.415.4 Notification of Hearing Panel's Decision Prior to Reasons

A Hearing Panel may notify the University Secretary of the Hearing Panel's decision with regard to an appeal and subsequently deliver the Hearing Panel's written reasons. The University Secretary shall communicate the decision and the written reasons to the Parties.

#### 10.515.5 Confidentiality

All deliberations of a Hearing Panel are confidential. Members of a Hearing Panel ~~may~~shall not discuss the substance of an appeal outside hearings or meetings of the Hearing Panels.

#### 10.615.6 Action Report by a Party

Where the Hearing Panel orders that a Party or another university official take an action as a result of the Hearing Panel's final decision, the Party or the university official is required to submit a written report to the ~~Chair of the~~ Hearing Panel Chair within 30-days of the decision that confirms that the action has been taken or completed.

10.715.7 Report of Decision

- (a) The Hearing Panel shall provide reasons for its decision in a written report that is signed by the members of the Hearing Panel who agree with the decision.
- (b) Where the decision of the Hearing Panel is not unanimous, a member of the Hearing Panel who does not agree with the majority shall provide written reasons for her or his dissent.
- (c) The decision together with any dissenting reasons shall be delivered to the University Secretary who shall provide copies to the Parties.

**SENATE COMMITTEE ON APPEALS  
TERMS OF REFERENCE****1. Preamble**

- (a) The Senate Committee on Appeals (the “Committee”), a standing committee of Senate, is an impartial final appeal body of last resort for students at the University of Victoria. In accordance with the *University Act* (RSBC 1996 c. 468), the Senate has delegated to the Committee the authority and responsibility to decide, on behalf of the Senate, all final appeals from students on matters involving the application of academic regulations and requirements.
- (b) The Committee has no jurisdiction to consider a decision where the sole question in the student’s appeal turns on a question of academic judgment.
- (c) The Committee also hears student appeals from decisions of the President to suspend a student or deal summarily with any matter of student discipline in accordance with section 61 of the *University Act*, including appeals of temporary or permanent suspensions following proceedings under the Resolution of Non-Academic Misconduct Allegations Policy (AC1300) or the Sexualized Violence Prevention and Response Policy (GV0245).
- (d) Prior to filing an appeal with the Committee, a student must have pursued and exhausted all other reviews, appeals, or remedies provided by the University of Victoria’s undergraduate or graduate calendars or by the policies or regulations of the university or the student’s faculty.

**2. Senate Committee on Appeals****(a) Composition**

The membership of the Committee shall consist of fourteen (14) members appointed by the Senate on the recommendation of the Senate Committee on Agenda and Governance, and membership is not restricted to members of Senate. The membership of the Committee shall consist of:

- (i) ten (10) faculty members, one from each faculty, at least five (5) of whom shall be members of Senate (voting)
- (ii) one (1) graduate student representative (voting)
- (iii) three (3) student members of Senate from at least two different faculties (voting)

Total membership – 14 (14 voting members)

- (b) The secretary of the committee is the Associate University Secretary (as designated by the University Secretary).
- (c) A quorum for a meeting of the Committee for matters other than the hearing of a student appeal shall be 50% of the members plus one (1).
- (d) Committee members will receive training on the processes of administrative tribunals and the principles of procedural fairness.
- (e) Senate standing and *ad hoc* committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.

### 3. Hearing Panels Composition

- (a) Hearing Panels

Each student appeal that proceeds for consideration by the Committee shall be heard by a Hearing Panel composed of members of the Committee. A Hearing Panel may explore the resolution of an appeal by mediation.

- (b) Composition of Three (3) Member Hearing Panels

Each Hearing Panel shall normally consist of three (3) members of the Committee unless the Committee Chair determines that the issues are of such significance that a five (5) member panel is warranted. A three (3) member panel shall be composed as follows:

- (i) the Chair or Vice-Chair of the Committee who shall serve as Chair of the Hearing Panel;
- (ii) one (1) student member; and
- (iii) one (1) faculty member.

- (c) Composition of Five (5) Member Hearing Panels

The Committee Chair may determine that the issues under appeal are of such significance that a five (5) member Hearing Panel is warranted, in which case one (1) additional student member and one (1) additional faculty member will be added to the Hearing Panel.

- (d) Selection of Hearing Panel Members

The University Secretary shall select the Hearing Panel in accordance with Terms of Reference and Procedural Guidelines, and with a view to creating a fair and impartial Hearing Panel. Before selecting members for the Hearing Panel the

University Secretary will instruct potential panel members to disclose any known conflict of interest or apprehension of bias.

(e) Alternate Chair of Hearing Panel

If neither the Chair nor the Vice-Chair of the Committee is able to serve on a Hearing Panel, or at the request of the Committee Chair, the University Secretary shall designate another member of the Committee as the Chair of the Hearing Panel.

(f) Alternate Hearing Panel Members

If not enough Committee members are able to serve on a Hearing Panel, the University Secretary in consultation with the Senate Committee on Agenda and Governance may select faculty members and students who are not Committee members but who are members of Senate. The ratio of faculty members and students set out in subsections (b) and (c) must be maintained.

(g) Sexualized Violence Prevention and Response Policy Training

Committee members (including alternate Hearing Panel members) who are selected to hear an appeal of a decision made under the Sexualized Violence Prevention and Response Policy will receive training in accordance with that policy.

#### 4. **Individuals with Expertise to Advise the Committee or Hearing Panel**

The Chair of the Committee or a Hearing Panel may at any time appoint one or more individuals with pertinent expertise to inquire into and to advise or report on any question of fact or opinion relevant to any issue in the appeal, including issues involving disability, language, or cultural considerations.

#### 5. **Procedural Guidelines**

- (a) The Committee shall follow procedural guidelines approved by Senate that govern the conduct of hearings. The Committee shall use the Academic Appeal procedural guidelines for appeals on matters involving the application of academic regulations and requirements, and the Non-Academic Appeal procedural guidelines for appeals of the President's decision to impose non-academic discipline.
- (b) The Hearing Panel has the authority to depart from the approved procedural guidelines in order to ensure procedural fairness and natural justice with regard to an appeal.
- (c) The Committee may, where a majority of all the members of the Committee agree, recommend to the Senate the amendment of the procedural guidelines from time to time in light of experience.

**6. Time Limit for Filing an Appeal**

Normally, an Appellant must file a Notice of Appeal with the University Secretary within two (2) months of the date of the final decision, action, or treatment being appealed. If the Notice of Appeal is not filed within this period of time, the Appellant must provide reasons for the delay in the Notice of Appeal and in exceptional circumstances the Committee Chair may consider whether the reasons warrant an extension of the time limit.

**7. The Decision of a Hearing Panel is Final**

The decision of a Hearing Panel is final and no appeal lies to the full Senate Committee on Appeals or to the Senate.

**8. Re-opening of an Appeal**

- (a) Normally, an appeal may be re-opened only if, in the opinion of the members of the Committee who were not members of the Hearing Panel that initially heard the appeal, there is new, material evidence and the Committee is satisfied that:
  - (i) the evidence could not have been found and tendered at the original hearing by the exercise of reasonable diligence; and,
  - (ii) the relevancy and cogency of the new evidence is such that if it had been tendered at the original hearing it could reasonably be expected to have affected the outcome.
- (b) Prior to making its decision, the Committee shall read the decision of the initial Hearing Panel including any dissenting reasons.
- (c) Where the Committee decides to re-open an appeal, the appeal shall be referred to a Hearing Panel that consists of members who were not members of the Hearing Panel that previously heard the appeal.
- (d) In all cases, an appeal may only be re-opened within one year of the Hearing Panel's final decision.

**9. Annual Report to Senate**

- (a) The Committee's annual report to Senate shall contain the following information:
  - (i) the number of appeals that have been heard and decided since the last report to Senate;
  - (ii) a summary of each appeal that has been decided, prepared in a manner that is not likely to disclose the identity of the Appellant, the Respondent, or individual instructors, and that includes:

- (1) the decision, act, or treatment that was the subject of the appeal;
  - (2) the grounds or reasons for the appeal;
  - (3) the remedy or relief sought by the Appellant;
  - (4) the disposition of the appeal by the Hearing Panel; and
- (iii) the number of appeals that are pending where no decision has been rendered.
- (b) If the Hearing Panel or the Committee has found any university policy, regulation, procedure, or practice, including these Terms of Reference, that appears to need review and revision, the annual report of the Senate Committee on Appeals may recommend appropriate action.

Approved by Senate May 20, 1982

Revised May 4, 1983

Revised October 7, 1992

Revised October 8, 1997

Revised January 12, 2000

Revised October 4, 2000

Revised May 7, 2004

Revised April 3, 2009

Revised October 7, 2011

Revised December 6, 2013

**SENATE COMMITTEE ON APPEALS  
PROCEDURAL GUIDELINES  
FOR ACADEMIC APPEALS**

**PREAMBLE**

The purpose of these Procedural Guidelines is to provide guidance to Hearing Panels and the Parties to an appeal involving the application of academic regulations or requirements.

A Hearing Panel has the authority to depart from the Procedural Guideline to the extent necessary to ensure that the principles of fairness and natural justice are satisfied in a particular appeal.

**DEFINITIONS**

In these Procedural Guidelines:

“Appellant” means a person who has filed a Notice of Appeal.

“Business day” means a day when the university is open for business.

“Committee” means the Senate Committee on Appeals.

“Document” includes emails, letters, medical certificates, written opinions, and digitized information.

“Hearing Panel” is defined in the Senate Committee on Appeal’s Terms of Reference.

“Party” means an Appellant or Respondent.

“Respondent” means the Dean or other person or body whose final act, decision, or treatment is the subject of an appeal.

“Student” means a student as defined by Senate and as set out in the current University of Victoria undergraduate and graduate calendars, including those students who meet the definition at the time of the action that is being appealed.

“University Secretary” means the University Secretary and includes a person designated by the University Secretary.

The singular of any term includes the plural.

## PROCEDURAL GUIDELINES

### 1.0 NOTICE OF APPEAL

#### 1.1 Prerequisite to Filing an Appeal

A Student who wishes to appeal must, prior to filing an appeal to the Committee, have exhausted any other reviews, appeals, or remedies provided by the University of Victoria's policies, undergraduate and graduate calendars, or by the Student's faculty, including:

- (a) asking for a review of an assigned grade under the Academic Regulations published in the university's undergraduate and graduate calendars;
- (b) appealing a decision of a committee of a department, school, or faculty to the department, school, or faculty, as the case may be; and
- (c) appealing a decision of a department, school, or faculty to the Dean of the faculty.

#### 1.2 Filing Notice of Appeal

A Student who wishes to appeal must file a written Notice of Appeal with the University Secretary.

#### 1.3 Time Limit within which Notice of Appeal must be filed

Normally, a Notice of Appeal must be filed with the University Secretary within two (2) months of the final decision, action, or treatment being appealed. The University Secretary shall determine whether a Notice of Appeal has been filed within the stipulated period. Where a Notice of Appeal is not filed within the stipulated period, the Appellant may provide written reasons that seek to excuse the delay in filing the Notice of Appeal. In exceptional circumstances the Committee Chair may determine that an extension is warranted, otherwise the Committee Chair shall deny the appeal.

#### 1.4 Content of Notice of Appeal

An Appellant shall submit a completed Notice of Appeal form obtained from the University Secretary, which shall include:

- (a) the final decision, action, or treatment that is being appealed including the date of the decision and name of the Respondent, and a copy of the decision if it was provided in writing;
- (b) a summary of the background to the appeal including details of any previous reviews, appeals, or remedies that have been pursued and

exhausted by the Appellant;

- (c) a summary of the reasons and grounds for the appeal;
- (d) a statement of the remedy or relief sought;
- (e) any provision, regulation, or policy on which the Appellant relies;
- (f) whether the Appellant seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (g) any key Documents and a list of those Documents that are relevant to the Appellant's appeal; and
- (h) a list of key Documents that the Appellant believes are in the possession of the Respondent and requests from the Respondent, and the reasons why the Documents are necessary.

## **2.0 JURISDICTION OF THE COMMITTEE AND COMPOSITION OF THE HEARING PANEL**

### **2.1 Pure Appeal Only**

The Committee hears appeals based on the record of the original decision and any other relevant Documents that the decision maker considered. The Committee does not re-hear matters, and will only consider new evidence to the extent necessary to hear an appeal under section 2.2(e).

### **2.2 Grounds for Appeal**

A Student may only appeal on one or more of the following grounds:

- (a) that a procedural error occurred of sufficient magnitude that it may reasonably be seen to have affected the fairness of the process or altered the outcome of the decision against the Student;
- (b) that the decision under appeal was made with an erroneous interpretation of applicable university policies, procedures, regulations, or other rules, and this may reasonably be seen to have altered the outcome of the decision against the Student;
- (c) that a factual error occurred of sufficient magnitude that it may reasonably be seen to have altered the outcome of the decision against the Student;
- (d) that a reasonable person, exercising their judgment on the evidence leading to the decision that is under appeal, could not have made the decision that is under appeal; or

- (e) that new, material evidence is available which, despite the exercise of due diligence by the Student wishing to appeal, could not have been made available at the time of the decision giving rise to the appeal, and the relevancy and cogency of the new evidence is such that if it had been tendered at the original hearing it could reasonably be expected to have altered the outcome.

### 2.3 Role of the Chair of the Senate Committee on Appeals

- (a) The Committee Chair shall expeditiously review each Notice of Appeal and shall determine whether the appeal is within the Committee's jurisdiction.
- (b) The Committee has jurisdiction to review decisions on matters involving the application of academic regulations or requirements. The Committee has no jurisdiction to consider a decision where the sole question in the Student's appeal turns on a question of academic judgment. The Committee also has jurisdiction to hear appeals from decisions of the President to suspend a Student or deal summarily with any matter of Student discipline in accordance with section 61 of the *University Act*.
- (c) Where the sole question raised in the appeal turns on the exercise of academic judgment, the Committee Chair shall determine that the appeal is outside the Committee's jurisdiction and the Committee shall not consider it.
- (d) The Committee Chair may request that the Appellant or Respondent submit additional materials or information prior to making a final determination on jurisdiction.
- (e) The Committee Chair's determination on jurisdiction is final and there is no opportunity of further appeal before the Committee or the Senate.
- (f) If the appeal is within the jurisdiction of the Committee, the Committee Chair will determine whether the appeal shall proceed before a three (3) member or (5) member Hearing Panel in accordance with the Committee's Terms of Reference.

### 2.4 Role of the University Secretary

- (a) The University Secretary shall inform the Appellant of the Committee Chair's determination of whether or not the matter is within the Committee's jurisdiction and whether the matter will be considered by a three (3) member or five (5) member Hearing Panel.
- (b) Where the Committee Chair determines that a Notice of Appeal contains grounds of appeal that are within the Committee's jurisdiction, the

University Secretary shall send a copy of the Notice of Appeal and any accompanying Documents to the Respondent.

### **3.0 CREATING THE HEARING PANEL**

After the Committee Chair has determined that an appeal will proceed, the University Secretary will create a three (3) member or five (5) member Hearing Panel as directed by the Committee Chair.

### **4.0 RESPONSE BY THE RESPONDENT**

#### **4.1 Time for Delivering Response**

Within ten (10) Business days after the date on which the University Secretary sends a copy of the Notice of Appeal to a Respondent, the Respondent shall file a written response (the “Response”) with the University Secretary. The Committee Chair will consider a request from the Respondent to extend the deadline for the Response in extenuating circumstances.

#### **4.2 Content of Response**

The Response shall include the following information:

- (a) the Respondent’s reasons for the decisions, acts, or treatment that were referred to in the Appellant’s Notice of Appeal;
- (b) the response to matters contained in the Appellant’s Notice of Appeal and a summary of the facts and evidence which the Respondent relies upon;
- (c) the determination sought by the Respondent;
- (d) any provision, regulation, or policy on which the Respondent relies;
- (e) whether the Respondent seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (f) any key Documents and a list of those Documents upon which the Respondent relies to support their Response, and attached copies of those Documents if they have not been supplied by the Appellant; and
- (g) a list of key Documents that the Respondent believes are in the possession of the Appellant and requests from the Appellant, and the reasons why such Documents are necessary.

#### **4.3 University Secretary to forward Response to Appellant**

The University Secretary shall forward a copy of the Response to the Appellant.

## **5.0 REPLY BY THE APPELLANT**

### **5.1 Time for Delivering a Reply**

If the Appellant needs to file a Reply, it must be filed with the University Secretary within seven (7) Business days after the date upon which the University Secretary sends a copy of the Response to the Appellant.

### **5.2 Content of Reply**

A Reply by the Appellant shall be confined to any additional information or Documents that may be necessary to respond to matters raised in the Respondent's Response.

### **5.3 University Secretary to Forward Reply to Respondent**

The University Secretary shall forward a copy of the Appellant's Reply to the Respondent.

## **6.0 DOCUMENTS**

### **6.1 Documents Distributed to the Hearing Panel**

After the Appellant's Reply has been received or the time for filing the Appellant's Reply has expired, the University Secretary shall provide the members of the Hearing Panel with copies of the Notice of Appeal, Response, and Reply (if any).

### **6.2 Documents Binder**

In advance of the hearing, after the exchange of Documents is complete, the University Secretary will provide a complete set of information and Documents to each Party and to the Hearing Panel.

## **7.0 PRE-HEARING CONFERENCE**

7.1 After all the Documents have been received and distributed to the Hearing Panel, the Hearing Panel Chair shall convene a pre-hearing conference of the Parties and the Hearing Panel. The purposes of a pre-hearing conference are to:

- (a) discuss whether the Parties are willing to explore the resolution of the appeal by mediation prior to a hearing;
- (b) explore with the Parties and decide whether the matter can proceed solely on the basis of the written materials submitted, or whether an in-person hearing is warranted in the circumstances;
- (c) if the matter is to proceed as an in-person hearing, identify the names of

witnesses that will be called by the Parties at an in-person hearing;

- (d) if the matter is to proceed as an in-person hearing, make a determination of the time that will likely be required by each Party to present its evidence at an in-person hearing;
  - (e) discuss any matter that may assist in expediting the hearing of the appeal, such as issues for the appeal; and
  - (f) determine if any additional Documents are necessary to hear the appeal.
- 7.2 Synoptic minutes of the pre-hearing conference which record the expectations of the Hearing Panel with regard to the conduct of the appeal shall be made and distributed to the Parties.
- 7.3 At a pre-hearing conference, the Hearing Panel may make any order that will assist with the expeditious and fair hearing of the appeal.

## **8.0 NEW EVIDENCE**

- 8.1 A Party may wish to introduce new evidence:
- (a) during an in-person hearing, from a Document or a witness; or
  - (b) in the case of a hearing based solely on written materials, prior to delivering their final written argument.
- 8.2 In such cases, the Hearing Panel will not receive this new evidence unless the evidence is relevant and cogent, and:
- (a) the Party could not reasonably have anticipated based on the Notice of Appeal, the Response, and the Reply that the evidence would be relevant to the appeal; or
  - (b) the Party could not, with reasonable diligence, have discovered the existence of the evidence.
- 8.3 Notwithstanding the absence of any of the factors in section 8.2, the Hearing Panel may, when it is satisfied that principles of fairness and natural justice favour the reception of the evidence, permit the evidence to be received.
- 8.4 Where the Hearing Panel decides to permit new evidence to be received, the other Party is entitled, upon request, to an adjournment of an in-person hearing or an extension of relevant deadlines in a hearing based solely on written materials, for a sufficient period to enable the Party to consider and respond to the new evidence.

## 9.0 APPEAL BASED SOLELY ON WRITTEN MATERIALS

### 9.1 Appeal Based Solely on Written Materials Unless Hearing Panel Determines Otherwise

Unless the Hearing Panel determines otherwise at the pre-hearing conference, all appeals heard by the Committee will proceed based solely on the written materials submitted by the Parties.

### 9.2 Considerations Involved in Hearing Panel's Determination

Normally the Hearing Panel will determine that an appeal shall proceed based solely on written materials submitted by the Parties, unless the circumstances of the appeal warrant that an in-person hearing be held. An in-person hearing is necessary where the Hearing Panel determines that:

- (a) there are issues of credibility in the appeal that can only be determined by calling persons to appear before a Hearing Panel;
- (b) for reasons of procedural fairness there are other circumstances involved in the appeal that require an in-person hearing;
- (c) the objective significance of the issue to one or both of the Parties, or the circumstances of one or both of the Parties, is such that an in-person hearing is required.

### 9.3 Delivery of Final Written Argument Where No In-Person Hearing

Where a Hearing Panel orders that an appeal be dealt with solely on the basis of written material submitted by the Parties, each Party has the option of delivering a final written argument with regard to why the appeal should be allowed or denied. A Party's final written argument may not raise new grounds of appeal or introduce new evidence that has not been referred to in the Notice of Appeal, Response or Reply. A Party's final written argument must be delivered to the University Secretary within five (5) Business days of the Hearing Panel's order.

## 10.0 "IN-PERSON" HEARINGS

### 10.1 Date, Time and Place of In-Person Hearing

The University Secretary, after consulting the availability of the members of the Hearing Panel, the Parties, and their advocates including legal counsel, if any, shall set the date, time, and place for an in-person hearing and send a Notice of Hearing to the Parties and the members of the Hearing Panel. Unless all of the Parties agree to a shortened period of notice, there must be at least five (5) Business days between the date when the University Secretary sends the Notice of Hearing to the Parties and the date set for the commencement of an in-person

hearing.

#### 10.2 *In Camera* Hearing and Confidentiality

All in-person hearings shall be held *in camera* and the proceedings are confidential to the Parties and the members of the Hearing Panel. The Hearing Panel's written report shall be the official record of the hearing.

#### 10.3 Presence of Parties and Witnesses During In-Person Hearing

- (a) Parties are entitled to be present throughout an in-person hearing. Where the Respondent is a faculty or other body, the Respondent is entitled to have a representative present throughout the hearing regardless of whether the representative may be a witness at the hearing.
- (b) With regard to witnesses who are not Parties as described above, a Hearing Panel may order that witnesses who have not yet given testimony not be permitted to enter the hearing room until they are called as a witness. Such an order may be appropriate where the Hearing Panel concludes that if witnesses are permitted to hear the testimony of earlier witnesses, some witnesses may be inclined to present their testimony in a manner that is consistent with, or influenced by, that of earlier witnesses.

#### 10.4 Order of Witnesses, Questioning and Final Submissions

An in-person hearing will proceed in the following manner:

- (a) The Hearing Panel Chair invites the Appellant to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Appellant's perspective.
- (b) The Hearing Panel Chair invites the Appellant to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Appellant will be questioned in the following order:
  - (i) the Appellant may address questions to the witness;
  - (ii) the Respondent may address questions to the witness;
  - (iii) the Appellant may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Respondent; and
  - (iv) members of the Hearing Panel may address questions to the witness.
- (c) After the Appellant has completed the presentation of the Appellant's

evidence, the Hearing Panel Chair invites the Respondent to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Respondent's perspective.

- (d) The Hearing Panel Chair invites the Respondent to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Respondent will be questioned in the following order:
- (i) the Respondent may address questions to the witness;
  - (ii) the Appellant may address questions to the witness;
  - (iii) the Respondent may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Appellant; and
  - (iv) members of the Hearing Panels may address questions to the witness.
- (e) The questioning of witnesses is subject to the direction of the Hearing Panel Chair. The Hearing Panel Chair may refuse to permit a question to be answered by a witness when:
- (i) the question is not relevant to an issue in the appeal;
  - (ii) the witness has already answered the question or a similar question that has been addressed to the witness by the Party asking the question;
  - (iii) the question requests the witness to divulge information or communications that are privileged, confidential or protected from disclosure by the *Freedom of Information and Protection of Privacy Act*; or
  - (iv) the Party asking the question is badgering the witness.
- (f) After Parties have presented their evidence, the Hearing Panel may invite other persons to attend the hearing and give evidence to the Hearing Panel. Such an invitation should only be made when:
- (i) the Hearing Panel believes that the evidence introduced by the Parties is insufficient to enable the Hearing Panel to make a decision; and
  - (ii) the Hearing Panel has given the Parties notice of its intention to invite other witnesses and has given the Parties an opportunity to make representations to the Hearing Panel about the proposed invitation.

- (g) The Hearing Panel Chair will invite the Appellant to make a final submission (normally limited to 20 minutes) with regard to the disposition of the appeal.
- (h) The Hearing Panel Chair will invite the Respondent to make a final submission (normally limited to 25 minutes) with regard to the disposition of the appeal.
- (i) The Hearing Panel Chair will invite the Appellant to respond (normally limited to five minutes) to the Respondent's submission.

#### 10.5 Admissibility of and Weight Attributed to Evidence

Only evidence that is relevant to issues that are identified in the Notice of Appeal, the Respondent's Response, and the Reply are admissible. The Hearing Panel Chair shall determine on behalf of the Hearing Panel whether evidence is admissible. The Hearing Panel shall decide how much weight, if any, should be given to evidence that is admitted.

#### 10.6 Written Submissions

- (a) At the conclusion of an in-person hearing, the Hearing Panel may request the Parties to make written submissions instead of or in addition to oral submissions. Where the Parties are requested to make written submissions, the submissions must be filed with the University Secretary within five (5) Business days after the last day of the hearing.
- (b) The University Secretary shall send a copy of each written submission to the members of the Hearing Panel and the other Party.

#### 10.7 Recording of the In-Person Hearing of an Appeal

Except with the express permission of the Hearing Panel, no audio or video recording may be made of an in-person hearing. Parties and members of the Hearing Panel members with disabilities who need accommodation will be permitted to use electronic and other aids to assist them.

#### 10.8 Adjournments

The Hearing Panel may adjourn an in-person hearing at any time and order the hearing to be resumed at a specified date and time or at a date and time for which notice is to be given to the Parties by the University Secretary.

#### 10.9 Failure of a Party to Attend a Scheduled In-Person Hearing

If a Party fails to attend a scheduled in-person hearing, where the Party was given reasonable notice of the hearing or resumption of an adjourned hearing, the

Hearing Panel may order the hearing to proceed in the absence of the Party or the Hearing Panel may:

- (a) where the Appellant is the Party who has failed to attend, dismiss the appeal;
- (b) where the Respondent is the Party that has failed to attend, grant the remedy or relief requested by the Appellant against that Respondent.

#### **11.0 REPRESENTATION**

A Party may act in person or be represented by an advocate or legal counsel at any stage of an appeal. Notice of advocate's or counsel's names must be provided to all other Parties and to the Committee at least three (3) Business days before the hearing date, unless the Committee allows otherwise.

#### **12.0 ACCESS OF PARTIES TO WRITTEN MATERIAL**

One of the objectives of the Procedural Guidelines is to ensure that each Party has access to all Documents that are relevant to the issues in the appeal. To the extent that a Party has not otherwise been provided with a copy of a relevant Document that is in the possession of the University, a Hearing Panel may request that the appropriate University official provide the Party with a copy of a Document or access to a Document. Such a request shall not be made where the Document is a confidential or privileged Document, or is a Document that must not be produced under the *Freedom of Information and Protection of Privacy Act*.

#### **13.0 FAILURE TO COMPLY WITH PROCEDURAL GUIDELINES OR HEARING PANEL ORDER**

Where a Party fails to comply with the Procedural Guidelines or an order of a Hearing Panel, the Hearing Panel may, after providing reasonable notice to the Party of the consequences of a failure to comply:

- (a) dismiss the appeal where the Appellant fails to comply; or
- (b) allow the appeal where the Respondent fails to comply.

#### **14.0 MEMBER OF A HEARING PANEL UNABLE TO CONTINUE**

Where a member of a Hearing Panel withdraws or is unable to serve because of a conflict of interest or other reason the remaining members of the Hearing Panel may continue and complete the hearing of the appeal provided that the Hearing Panel has a minimum of three (3) members. If the number of remaining Hearing Panel members is fewer than three (3), the Committee Chair will determine, depending on the circumstances and the stage of the appeal, whether it is necessary to dissolve the Hearing Panel and for the University Secretary to create a new Hearing Panel.

## 15.0 DECISION OF HEARING PANEL

### 15.1 Basis of Decision

In coming to its decision, a Hearing Panel shall limit its consideration to:

- (a) The Notice of Appeal, Response, and Reply and other Documents provided to the Hearing Panel by the Parties during the hearing process;
- (b) Testimony and other evidence submitted to the Hearing Panel during the hearing process if there was an in-person hearing; and
- (c) The calendar, academic regulations, University Policies, or policies approved by a Faculty or Department.

### 15.2 Motion

The Hearing Panel's decision shall be made by majority vote on a formal motion of the Hearing Panel. If the appeal is allowed, the Hearing Panel will then proceed to consider any orders or recommendations that may be necessary to implement the Hearing Panel's decision to allow the appeal.

### 15.3 Orders and Recommendations that a Hearing Panel May Make

- (a) A Hearing Panel may:
  - (i) Allow an appeal, and
    - (1) where the appeal relates to a decision or action, refer the subject matter of the appeal back to the Respondent or other appropriate person or body for review or reconsideration in accordance with the reasons of the Hearing Panel;
    - (2) where the appeal relates to the treatment of the Appellant, refer such treatment with recommendations for redress to the Respondent or other appropriate person or body with authority over the Respondent; or
    - (3) make any decision that the Senate could make with regard to the subject matter of the appeal;
  - (ii) Dismiss the appeal; or
  - (iii) Dismiss the appeal and make recommendations to the Respondent or other appropriate person or body.

- (b) The reasons of the Hearing Panel may contain recommendations with regard to:
  - (i) The process by which the matter should be reviewed or reconsidered; and
  - (ii) The factors that either should or should not be taken into account upon the review or reconsideration of the matter.

#### 15.4 Notification of Hearing Panel's Decision Prior to Reasons

A Hearing Panel may notify the University Secretary of the Hearing Panel's decision with regard to an appeal and subsequently deliver the Hearing Panel's written reasons. The University Secretary shall communicate the decision and the written reasons to the Parties.

#### 15.5 Confidentiality

All deliberations of a Hearing Panel are confidential. Members of a Hearing Panel shall not discuss the substance of an appeal outside hearings or meetings of the Hearing Panels.

#### 15.6 Action Report by a Party

Where the Hearing Panel orders that a Party or another university official take an action as a result of the Hearing Panel's final decision, the Party or the university official is required to submit a written report to the Hearing Panel Chair within 30 days of the decision that confirms that the action has been taken or completed.

#### 15.7 Report of Decision

- (a) The Hearing Panel shall provide reasons for its decision in a written report that is signed by the members of the Hearing Panel who agree with the decision.
- (b) Where the decision of the Hearing Panel is not unanimous, a member of the Hearing Panel who does not agree with the majority shall provide written reasons for her or his dissent.
- (c) The decision together with any dissenting reasons shall be delivered to the University Secretary who shall provide copies to the Parties.

**SENATE COMMITTEE ON APPEALS  
PROCEDURAL GUIDELINES  
FOR NON-ACADEMIC APPEALS**

**PREAMBLE**

The purpose of these Procedural Guidelines is to provide guidance to Hearing Panels and the Parties to an appeal of a non-academic decision or sanction made by the President in accordance with section 61 of the *University Act*.

A Hearing Panel has the authority to depart from the Procedural Guideline to the extent necessary to ensure that the principles of fairness and natural justice are satisfied in a particular appeal.

**DEFINITIONS**

In these Procedural Guidelines:

“Appellant” means a person who has filed a Notice of Appeal.

“Business day” means a day when the university is open for business.

“Committee” means the Senate Committee on Appeals.

“Document” includes letters, emails, medical certificates, written opinions, and digitized information.

“Hearing Panel” is defined in the Senate Committee on Appeal’s Terms of Reference.

“Party” means an Appellant or Respondent.

“Respondent” means the person or body whose final act, decision, or treatment is the subject of an appeal.

“Student” means a student as defined by Senate and as set out in the current University of Victoria undergraduate and graduate calendars, including those students who meet the definition at the time of the action that is being appealed.

“University Secretary” means the University Secretary and includes a person designated by the University Secretary.

The singular of any term includes the plural.

## PROCEDURAL GUIDELINES

### 1.0 NOTICE OF APPEAL

#### 1.1 Filing Notice of Appeal

A Student who wishes to appeal must file a written Notice of Appeal with the University Secretary.

#### 1.2 Time Limit within which Notice of Appeal must be filed

Normally, a Notice of Appeal must be filed with the University Secretary within two (2) months of the final decision, action, or treatment being appealed. The University Secretary shall determine whether a Notice of Appeal has been filed within the stipulated period. Where a Notice of Appeal is not filed within the stipulated period, the Appellant may provide written reasons that seek to excuse the delay in filing the Notice of Appeal. In exceptional circumstances the Committee Chair may determine that an extension is warranted, otherwise the Committee Chair shall deny the appeal.

#### 1.3 Content of Notice of Appeal

An Appellant shall submit a completed Notice of Appeal form obtained from the University Secretary, which shall include:

- (a) the final decision, action, or treatment that is being appealed including the date of the decision and name of the Respondent, and a copy of the decision if it was provided in writing;
- (b) a summary of the background to the appeal;
- (c) a summary of the reasons and grounds for the appeal;
- (d) a statement of the remedy or relief sought;
- (e) any provision, regulation, or policy on which the Appellant relies;
- (f) whether the Appellant seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (g) any key Documents and a list of those Documents that are relevant to the Appellant's appeal; and
- (h) a list of key Documents that the Appellant believes are in the possession of the Respondent and requests from the Respondent, and the reasons why the Documents are necessary

## 2.0 JURISDICTION OF THE COMMITTEE AND COMPOSITION OF THE HEARING PANEL

### 2.1 Pure Appeal Only

The Committee hears appeals based on the record of the original decision and any other relevant Documents that the decision maker considered. The Committee does not re-hear matters, and will only consider new evidence to the extent necessary to hear an appeal under section 2.2(e).

### 2.2 Grounds for Appeal

A Student may only appeal on one or more of the following grounds:

- (a) that a procedural error occurred of sufficient magnitude that it may reasonably be seen to have affected the fairness of the process or altered the outcome of the decision against the Student;
- (b) that the decision under appeal was made with an erroneous interpretation of applicable university policies, procedures, regulations, or other rules, and this may reasonably be seen to have altered the outcome of the decision against the Student;
- (c) that a factual error occurred of sufficient magnitude that it may reasonably be seen to have altered the outcome of the decision against the Student;
- (d) that a reasonable person, exercising their judgment on the evidence leading to the decision that is under appeal, could not have made the decision that is under appeal; or
- (e) that new, material evidence is available which, despite the exercise of due diligence by the Student wishing to appeal, could not have been made available at the time of the decision giving rise to the appeal, and the relevancy and cogency of the new evidence is such that if it had been tendered at the original hearing it could reasonably be expected to have altered the outcome.

### 2.3 Role of the Chair of the Senate Committee on Appeals

- (a) The Committee Chair shall expeditiously review each Notice of Appeal and shall determine whether the appeal is within the Committee's jurisdiction.
- (b) The Committee has jurisdiction to hear appeals from decisions of the President to suspend a Student or deal summarily with any matter of Student discipline in accordance with section 61 of the *University Act*. This jurisdiction includes appeals of temporary or permanent suspensions imposed under the Resolution of Non-Academic Misconduct Allegations

Policy or the Sexualized Violence Prevention and Response Policy. The Committee has no jurisdiction to hear appeals of sanctions imposed under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy other than suspensions by the President.

- (c) Where the appeal is of a sanction imposed under the Resolution of Non-Academic Misconduct Allegations Policy or the Sexualized Violence Prevention and Response Policy that is not a suspension, the Committee Chair shall determine that the appeal is outside the Committee's jurisdiction and the Committee shall not consider it.
- (d) The Committee Chair may request that the Appellant or Respondent submit additional materials or information prior to making a final determination on jurisdiction.
- (e) The Committee Chair's determination on jurisdiction is final and there is no opportunity of further appeal before the Committee or the Senate.
- (f) If the appeal is within the jurisdiction of the Committee, the Committee Chair will determine whether the appeal shall proceed before a three (3) member or (5) member Hearing Panel in accordance with the Committee's Terms of Reference.

#### 2.4 Role of the University Secretary

- (a) The University Secretary shall inform the Appellant of the Committee Chair's determination of whether or not the matter is within the Committee's jurisdiction and whether the matter will be considered by a three (3) member or five (5) member Hearing Panel.
- (b) Where the Committee Chair determines that a Notice of Appeal contains grounds of appeal that are within the Committee's jurisdiction, the University Secretary shall send a copy of the Notice of Appeal and any accompanying Documents to the Respondent.

### 3.0 CREATING THE HEARING PANEL

After the Committee Chair has determined that an appeal will proceed, the University Secretary will create a three (3) member or five (5) member Hearing Panel as directed by the Committee Chair .

### 4.0 RESPONSE BY THE RESPONDENT

#### 4.1 Time for Delivering Response

Within ten (10) Business days after the date on which the University Secretary

sends a copy of the Notice of Appeal to a Respondent, the Respondent shall file a written response (the “Response”) with the University Secretary. The Committee Chair will consider a request from the Respondent to extend the deadline for the Response in extenuating circumstances.

#### 4.2 Content of Response

The Response shall include the following information:

- (a) the Respondent’s reasons for the decisions, acts, or treatment that were referred to in the Appellant’s Notice of Appeal;
- (b) the response to matters contained in the Appellant’s Notice of Appeal and a summary of the facts and evidence which the Respondent relies upon;
- (c) the determination sought by the Respondent;
- (d) any provision, regulation, or policy on which the Respondent relies;
- (e) whether the Respondent seeks an in-person hearing or is satisfied with a hearing based solely on the written materials;
- (f) any key Documents and a list of those Documents upon which the Respondent relies to support their Response, and attached copies of those Documents if they have not been supplied by the Appellant; and
- (g) a list of key Documents that the Respondent believes are in the possession of the Appellant and requests from the Appellant, and the reasons why such Documents are necessary.

#### 4.3 University Secretary to forward Response to Appellant

The University Secretary shall forward a copy of the Response to the Appellant.

### 5.0 REPLY BY THE APPELLANT

#### 5.1 Time for Delivering a Reply

If the Appellant needs to file a Reply, it must be filed with the University Secretary within seven (7) Business days after the date upon which the University Secretary sends a copy of the Response to the Appellant.

#### 5.2 Content of Reply

A Reply by the Appellant shall be confined to any additional information or Documents that may be necessary to respond to matters raised in the Respondent’s Response.

5.3 University Secretary to Forward Reply to Respondent

The University Secretary shall forward a copy of the Appellant's Reply to the Respondent.

**6.0 DOCUMENTS**

6.1 Documents Distributed to the Hearing Panel

After the Appellant's Reply has been received or the time for filing the Appellant's Reply has expired, the University Secretary shall provide the members of the Hearing Panel with copies of the Notice of Appeal, Response, and Reply (if any).

6.2 Documents Provided to Parties

In advance of the hearing, after the exchange of Documents is complete, the University Secretary will provide a complete set of information and Documents to each Party and to the Hearing Panel.

**7.0 PRE-HEARING CONFERENCE**

7.1 After all the Documents have been received and distributed to the Hearing Panel, the Hearing Panel Chair shall convene a pre-hearing conference of the Parties and the Hearing Panel. The purposes of a pre-hearing conference are to:

- (a) discuss whether the Parties are willing to explore the resolution of the appeal by mediation prior to a hearing;
- (b) explore with the Parties and decide whether the matter can proceed solely on the basis of the written materials submitted, or whether an in-person hearing is warranted in the circumstances;
- (c) if the matter is to proceed as an in-person hearing, identify the names of witnesses that will be called by the Parties at an in-person hearing;
- (d) if the matter is to proceed as an in-person hearing, make a determination of the time that will likely be required by each Party to present its evidence at an in-person hearing;
- (e) discuss any matter that may assist in expediting the hearing of the appeal, such as issues for the appeal; and
- (f) determine if any additional Documents are necessary to hear the appeal.

7.2 Synoptic minutes of the pre-hearing conference which record the expectations of

the Hearing Panel with regard to the conduct of the appeal shall be made and distributed to the Parties.

- 7.3 At a pre-hearing conference, the Hearing Panel may make any order that will assist with the expeditious and fair hearing of the appeal.

## **8.0 NEW EVIDENCE**

- 8.1 A Party may wish to introduce new evidence:

- (a) during an in-person hearing, from a Document or a witness; or
- (b) in the case of a hearing based solely on written materials, prior to delivering their final written argument.

- 8.2 In such cases, the Hearing Panel will not receive this new evidence unless the evidence is relevant and cogent, and:

- (a) the Party could not reasonably have anticipated based on the Notice of Appeal, the Response, and the Reply that the evidence would be relevant to the appeal; or
- (b) the Party could not, with reasonable diligence, have discovered the existence of the evidence.

- 8.3 Notwithstanding the absence of any of the factors in section 8.2, the Hearing Panel may, when it is satisfied that principles of fairness and natural justice favour the reception of the evidence, permit the evidence to be received.

- 8.4 Where the Hearing Panel decides to permit new evidence to be received, the other Party is entitled, upon request, to an adjournment of an in-person hearing or an extension of relevant deadlines in a hearing based solely on written materials, for a sufficient period to enable the Party to consider and respond to the new evidence.

## **9.0 APPEAL BASED SOLELY ON WRITTEN MATERIALS**

- 9.1 Appeal Based Solely on Written Materials Unless Hearing Panel Determines Otherwise

Unless the Hearing Panel determines otherwise at the pre-hearing conference, all appeals heard by the Committee will proceed based solely on the written materials submitted by the Parties.

- 9.2 Considerations Involved in Hearing Panel's Determination

Normally the Hearing Panel will determine that an appeal shall proceed based solely on written materials submitted by the Parties, unless the circumstances of

the appeal warrant that an in-person hearing be held. An in-person hearing is necessary where the Hearing Panel determines that:

- (a) there are issues of credibility in the appeal that can only be determined by calling persons to appear before a Hearing Panel;
- (b) for reasons of procedural fairness there are other circumstances involved in the appeal that require an in-person hearing;
- (c) the objective significance of the issue to one or both of the Parties, or the circumstances of one or both of the Parties, is such that an in-person hearing is required.

### 9.3 Delivery of Final Written Argument Where No In-Person Hearing

Where a Hearing Panel orders that an appeal be dealt with solely on the basis of written material submitted by the Parties, each Party has the option of delivering a final written argument with regard to why the appeal should be allowed or denied. A Party's final written argument may not raise new grounds of appeal or introduce new evidence that has not been referred to in the Notice of Appeal, Response or Reply. A Party's final written argument must be delivered to the University Secretary within five (5) Business days of the Hearing Panel's order.

## 10.0 "IN-PERSON" HEARINGS

### 10.1 Date, Time and Place of In-Person Hearing

The University Secretary, after consulting the availability of the members of the Hearing Panel, the Parties, and their advocates including legal counsel, if any, shall set the date, time, and place for an in-person hearing and send a Notice of Hearing to the Parties and the members of the Hearing Panel. Unless all of the Parties agree to a shortened period of notice, there must be at least five (5) Business days between the date when the University Secretary sends the Notice of Hearing to the Parties and the date set for the commencement of an in-person hearing.

### 10.2 *In Camera* Hearing and Confidentiality

All in-person hearings shall be held *in camera* and the proceedings are confidential to the Parties and the members of the Hearing Panel. The Hearing Panel's written report shall be the official record of the hearing.

### 10.3 Presence of Parties and Witnesses During In-Person Hearing

- (a) Parties are entitled to be present throughout an in-person hearing.
- (b) With regard to witnesses who are not Parties as described above, a

Hearing Panel may order that witnesses who have not yet given testimony not be permitted to enter the hearing room until they are called as a witness. Such an order may be appropriate where the Hearing Panel concludes that if witnesses are permitted to hear the testimony of earlier witnesses, some witnesses may be inclined to present their testimony in a manner that is consistent with, or influenced by, that of earlier witnesses.

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An in-person hearing will proceed in the following manner:

- (a) The Hearing Panel Chair invites the Appellant to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Appellant's perspective.
- (b) The Hearing Panel Chair invites the Appellant to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Appellant will be questioned in the following order:
  - (i) the Appellant may address questions to the witness;
  - (ii) the Respondent may address questions to the witness;
  - (iii) the Appellant may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Respondent; and
  - (iv) members of the Hearing Panel may address questions to the witness.
- (c) After the Appellant has completed the presentation of the Appellant's evidence, the Hearing Panel Chair invites the Respondent to make a brief opening statement (not exceeding 10 minutes) that outlines the issues in the appeal from the Respondent's perspective.
- (d) The Hearing Panel Chair invites the Respondent to present evidence that is relevant to the issues in the appeal. Witnesses who are called by the Respondent will be questioned in the following order:
  - (i) the Respondent may address questions to the witness;
  - (ii) the Appellant may address questions to the witness;
  - (iii) the Respondent may address further questions to the witness that are limited to matters that have been raised for the first time in questions by the Appellant; and

- (iv) members of the Hearing Panels may address questions to the witness.
- (e) The questioning of witnesses is subject to the direction of the Hearing Panel Chair. The Hearing Panel Chair may refuse to permit a question to be answered by a witness when:
  - (i) the question is not relevant to an issue in the appeal;
  - (ii) the witness has already answered the question or a similar question that has been addressed to the witness by the Party asking the question;
  - (iii) the question requests the witness to divulge information or communications that are privileged, confidential or protected from disclosure by the *Freedom of Information and Protection of Privacy Act*; or
  - (iv) the Party asking the question is badgering the witness.
- (f) After Parties have presented their evidence, the Hearing Panel may invite other persons to attend the hearing and give evidence to the Hearing Panel. Such an invitation should only be made when:
  - (i) the Hearing Panel believes that the evidence introduced by the Parties is insufficient to enable the Hearing Panel to make a decision; and
  - (ii) the Hearing Panel has given the Parties notice of its intention to invite other witnesses and has given the Parties an opportunity to make representations to the Hearing Panel about the proposed invitation.
- (g) The Hearing Panel Chair will invite the Appellant to make a final submission (normally limited to 20 minutes) with regard to the disposition of the appeal.
- (h) The Hearing Panel Chair will invite the Respondent to make a final submission (normally limited to 25 minutes) with regard to the disposition of the appeal.
- (i) The Hearing Panel Chair will invite the Appellant to respond (normally limited to five minutes) to the Respondent's submission.

10.5 Admissibility of and Weight Attributed to Evidence

Only evidence that is relevant to issues that are identified in the Notice of Appeal, the Respondent's Response, and the Reply are admissible. The Hearing Panel Chair shall determine on behalf of the Hearing Panel whether evidence is admissible. The Hearing Panel shall decide how much weight, if any, should be given to evidence that is admitted.

10.6 Written Submissions

- (a) At the conclusion of an in-person hearing, the Hearing Panel may request the Parties to make written submissions instead of or in addition to oral submissions. Where the Parties are requested to make written submissions, the submissions must be filed with the University Secretary within five (5) Business days after the last day of the hearing.
- (b) The University Secretary shall send a copy of each written submission to the members of the Hearing Panel and the other Party.

10.7 Recording of the In-Person Hearing of an Appeal

Except with the express permission of the Hearing Panel, no audio or video recording may be made of an in-person hearing. Parties and members of the Hearing Panel members with disabilities who need accommodation will be permitted to use electronic and other aids to assist them.

10.8 Adjournments

The Hearing Panel may adjourn an in-person hearing at any time and order the hearing to be resumed at a specified date and time or at a date and time for which notice is to be given to the Parties by the University Secretary.

10.9 Failure of a Party to Attend a Scheduled In-Person Hearing

If a Party fails to attend a scheduled in-person hearing, where the Party was given reasonable notice of the hearing or resumption of an adjourned hearing, the Hearing Panel may order the hearing to proceed in the absence of the Party or the Hearing Panel may:

- (a) where the Appellant is the Party who has failed to attend, dismiss the appeal;
- (b) where the Respondent is the Party that has failed to attend, grant the remedy or relief requested by the Appellant against that Respondent.

## **11.0 REPRESENTATION**

A Party may act in person or be represented by an advocate or legal counsel at any stage of an appeal. Notice of advocate's or counsel's names must be provided to all other Parties and to the Committee at least three (3) Business days before the hearing date, unless the Committee allows otherwise.

## **12.0 ACCESS OF PARTIES TO WRITTEN MATERIAL**

One of the objectives of the Procedural Guidelines is to ensure that each Party has access to all Documents that are relevant to the issues in the appeal. To the extent that a Party has not otherwise been provided with a copy of a relevant Document that is in the possession of the University, a Hearing Panel may request that the appropriate University official provide the Party with a copy of a Document or access to a Document. Such a request shall not be made where the Document is a confidential or privileged Document, or is a Document that must not be produced under the *Freedom of Information and Protection of Privacy Act*.

## **13.0 FAILURE TO COMPLY WITH PROCEDURAL GUIDELINES OR HEARING PANEL ORDER**

Where a Party fails to comply with the Procedural Guidelines or an order of a Hearing Panel, the Hearing Panel may, after providing reasonable notice to the Party of the consequences of a failure to comply:

- (a) dismiss the appeal where the Appellant fails to comply; or
- (b) allow the appeal where the Respondent fails to comply.

## **14.0 MEMBER OF A HEARING PANEL UNABLE TO CONTINUE**

Where a member of a Hearing Panel withdraws or is unable to serve because of a conflict of interest or other reason the remaining members of the Hearing Panel may continue and complete the hearing of the appeal provided that the Hearing Panel has a minimum of three (3) members. If the number of remaining Hearing Panel members is fewer than three (3), the Committee Chair will determine, depending on the circumstances and the stage of the appeal, whether it is necessary to dissolve the Hearing Panel and for the University Secretary to create a new Hearing Panel.

## **15.0 DECISION OF A HEARING PANEL**

### **15.1 Basis of Decision**

In coming to its decision, a Hearing Panel shall limit its consideration to:

- (a) The Notice of Appeal, Response, and Reply and other Documents provided to the Hearing Panel by the Parties during the hearing process;

- (b) Testimony and other evidence submitted to the Hearing Panel during the hearing process if there was an in-person hearing; and
- (c) The calendar, academic regulations, University Policies, or policies approved by a Faculty or Department.

#### 15.2 Motion

The Hearing Panel's decision shall be made by majority vote on a formal motion of the Hearing Panel. If the appeal is allowed, the Hearing Panel will then proceed to consider any orders or recommendations that may be necessary to implement the Hearing Panel's decision to allow the appeal.

#### 15.3 Orders and Recommendations that a Hearing Panel May Make

- (a) A Hearing Panel may:
  - (i) Allow an appeal, and
    - (1) refer the subject matter of the appeal back to the Respondent for review or reconsideration in accordance with the reasons of the Hearing Panel; or
    - (2) make any decision that the Senate could make with regard to the subject matter of the appeal;
  - (ii) Dismiss the appeal; or
  - (iii) Dismiss the appeal and make recommendations to the Respondent or other appropriate person or body.
- (b) The reasons of the Hearing Panel may contain recommendations with regard to:
  - (i) The process by which the matter should be reviewed or reconsidered; and
  - (ii) The factors that either should or should not be taken into account upon the review or reconsideration of the matter.

#### 15.4 Notification of Hearing Panel's Decision Prior to Reasons

A Hearing Panel may notify the University Secretary of the Hearing Panel's decision with regard to an appeal and subsequently deliver the Hearing Panel's written reasons. The University Secretary shall communicate the decision and the written reasons to the Parties.

15.5 Confidentiality

All deliberations of a Hearing Panel are confidential. Members of a Hearing Panel shall not discuss the substance of an appeal outside hearings or meetings of the Hearing Panels.

15.6 Action Report by a Party

Where the Hearing Panel orders that a Party or another university official take an action as a result of the Hearing Panel's final decision, the Party or the university official is required to submit a written report to the Hearing Panel Chair within 30 days of the decision that confirms that the action has been taken or completed.

15.7 Report of Decision

- (a) The Hearing Panel shall provide reasons for its decision in a written report that is signed by the members of the Hearing Panel who agree with the decision.
- (b) Where the decision of the Hearing Panel is not unanimous, a member of the Hearing Panel who does not agree with the majority shall provide written reasons for her or his dissent.
- (c) The decision together with any dissenting reasons shall be delivered to the University Secretary who shall provide copies to the Parties.



# MEMO

## Student Awards and Financial Aid

University Centre A202  
 PO Box 3025 STN CSC Victoria BC V8W 3P2  
 Phone: 250-721-8425 | Fax: 250-721-8757  
 Email: lnolt@uvic.ca | Website: [www.uvic.ca/safa](http://www.uvic.ca/safa)

**DATE:** December 13, 2017

**TO:** Secretary of Senate  
 University Secretary's Office

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

**RE:** **Awards Recommended to Senate for Approval**

A handwritten signature in blue ink that reads "L. Nolt".

Lori Nolt

**2017/2018 Senate Committee on Awards**

J. Walsh (Chair), A. Cirillo, H. Hallgrimsdottir, A. Lepp,  
 M. Runtz, C. Saint-Vil, C. Schallie, L. Welling, J. Wyatt,  
 C. Watt, N. Greengoe, L. Nolt, Y. Rondeau, L. Hume.

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~~

**AILSA AND ROGER BISHOP BURSARY FUND\* (REVISED-UG)**

One or more bursaries are awarded ~~An award is made~~ annually to a deserving students ~~proceeding to year three or four of~~ in the Department of English, with preference given to students in an hHonours or mMajor program ~~in the Department of English~~

### **OLIVE, MARY & CLAUDE MCGREGOR SCHOLARSHIP IN MUSIC\* (REVISED-UG/GS)**

One or more scholarships are awarded to academically outstanding entering or continuing undergraduate or graduate students entering or continuing in a program in the School of Music. Preference will be given to citizens of the United States of America. ~~In the case of an undergraduate scholarship,~~ Selection of the undergraduate recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music. In the case of a graduate students scholarship, selection of the recipients will be made by the Graduate Admissions and Awards Committee upon the recommendation of the School of Music.

### **FACULTY OF SOCIAL SCIENCES UNDERGRADUATE ENTRANCE SCHOLARSHIP\* (NEW-UG)**

One or more scholarships of \$1,000 each are awarded to academically outstanding students entering the University of Victoria from a Canadian secondary school who are pursuing an undergraduate degree in the Faculty of Social Sciences.

### **PETER B. GUSTAVSON GOLF AWARD (NEW-UG)**

One or more awards are given to entering or continuing full-time undergraduate students who are varsity athletes on either the UVic Vikes Men's or Women's Golf teams. The award will be the equivalent of the difference between the student's actual tuition and fees and the value of awards they have already received. Eligible students will have received a minimum scholarship of \$2,500 from the University of Victoria and must meet all U SPORTS / National Association of Intercollegiate Athletics (NAIA) eligibility requirements. Award recipients will be selected by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

### **DR. E. AND MRS. M. VON RUDLOFF AWARD \* (REVISED-GS)**

~~An~~ One or more awards of \$750 or more ~~are is to be~~ awarded to a continuing graduate students with high academic standing in chemistry with and interests in conducting research in environmental chemistry relating to pollution control. Areas could include identification, removal and substitution of environmentally harmful chemicals, be they naturally occurring or of industrial and agricultural origin (e.g., polyphenols, dions, diterpenes, insecticides, herbicides, fungicides, industrial pollutants, heavy metal sequestering, etc.). Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of a committee comprising of two elected faculty members of the Department of Chemistry. This award may be renewed for a second year on recommendation of the committee.

### **LORENE KENNEDY ENVIRONMENTAL STUDIES PHD AWARD\* (NEW-GS)**

One or more awards of a minimum of \$10,000 each will be given to academically outstanding incoming PhD students to the School of Environmental Studies. The awards will be renewable annually for up to an additional two years providing the student maintains a first class GPA and is, in the opinion of the academic unit, making good progress in their degree. Preference will be given to students who demonstrate financial need. Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the School of Environmental Studies. Applications must be submitted to the School of Environmental Studies by April 1.

### **SHE SHOOTS SHE SCORES AWARD \* (NEW-UG)**

One or more awards are given to undergraduate students who compete on the Vikes Women's Varsity Basketball 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 set by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

### **SISTERS OF ST ANN LIVING EXPENSES AWARD \* (NEW-UG)**

One or more awards are given to students in their first undergraduate degree program. To be eligible for these awards, students must demonstrate financial need and be a resident of BC and have received care from the Ministry of Children and Family Development or a Delegated Aboriginal Agency (DAA) through the Child, Family and Community Service Act for a minimum of 12 months (consecutive or accumulated) in any, or a combination of the following categories: Continuing Custody Order, Temporary Custody Order, Special Need Agreement, Voluntary Care Agreement, Youth Agreement, Extended Family Plan, Permanent Transfer of Custody Order, Temporary Custody Order. The award covers the terms required for completion of a first undergraduate degree. Eligible applicants may also receive funding to assist with the costs of books, supplies and living expenses. Students who transfer to UVic from a university or college to complete their first undergraduate degree and meet all eligibility criteria will be considered for the award. Applicants must submit the application form, including the release of information consent form required to confirm eligibility, to Student Awards and Financial Aid by the application deadline of May 1<sup>st</sup>.





University  
of Victoria

**Associate Vice-President Academic Planning**

PO Box 1700 STN CSC  
Victoria British Columbia V8W 2Y2 Canada  
Tel (250) 721-7012 Fax (250) 721-7216  
E-mail avpap@uvic.ca Web <http://www.uvic.ca/vpac>

**MEMO**

Date: December 7, 2017  
To: The Secretary of the Senate  
From: Dr. Nancy Wright, Chair, Senate Committee on Planning  
Re: Joint Degree Program in Nursing Name Change

At its meeting of December 7, 2017, the Senate Committee on Planning discussed the proposed name change of the Nursing program offered in partnership with Camosun College from "Joint Degree Program in Nursing" to the "Camosun-UVic BSN Program". After discussion, the committee amended the proposed name to the "(UVic) BSN in partnership with Camosun College". A motion was carried in support of the proposed name change from Joint Degree Program in Nursing" to the "(UVic) BSN in partnership with Camosun College".

The following motion is recommended:

That Senate approve the name of the Nursing program offered in partnership with Camosun College be changed from "Joint Degree Program in Nursing" to the "(UVic) BSN in partnership with Camosun College".

A handwritten signature in cursive script, appearing to read "N Wright".

:sld

Committee Membership:

Dr. Nancy Wright, Chair  
Dr. Abdul Roudsari  
Ms. Nicole Greengoe  
Dr. Stan Dosso  
Mr. David Schostek  
Dr. Reuven Gordon  
Ms. Carrie Andersen  
Dr. David Castle  
Dr. Jason Colby  
Dr. Merwan Engineer  
Ms. Sandra Duggan, Secretary

Dr. Valerie S. Kuehne  
Dr. Sang Nam  
Dr. Graham McDonough  
Dr. Victoria Wyatt  
Dr. Anne Stahl  
Dr. Andrea Giles  
Dr. Stephen Evans  
Ms. Gillian Calder  
Dr. Ralf St. Clair  
Ms. Paige Bennett  
Dr. Patrick Nahirney

**MEMORANDUM**

University  
of Victoria  
Human & Social  
Development

Office of the Dean  
Faculty of Human & Social Development

University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia  
V8W 2Y2 Canada  
Tel 250-472-4912  
Email hsddean@uvic.ca

**DATE:** December 6, 2017

**TO:** Senate Committee on Planning

**FROM:** Dr. Tricia Marck, Dean, Faculty of Human & Social Development  
Dr. Susan Duncan, Director, School of Nursing

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In October 2017 the Assistant Deputy Minister of Advanced Education, Skills and Training communicated to the Registrars of both Camosun College and the University of Victoria that they must discontinue referring to our jointly delivered Nursing program as a "joint degree program" because the Ministry had not authorized that designation.

In response, on 23 October 2017 Dr. Nancy Wright, Associate Vice-President Academic Planning at the University of Victoria, and John Boraas, Vice-President Education at Camosun College, wrote to the Assistant Deputy Minister to indicate that their institutions would comply with his direction.

The name of the program should be changed to **the Camosun-UVic BSN program** in the academic Calendar and other documentation.

Dr. Tricia Marck

Dr. Susan Duncan



University  
of Victoria

**Associate Vice-President Academic Planning**

PO Box 1700 STN CSC  
Victoria British Columbia V8W 2Y2 Canada  
Tel (250) 721-7012 Fax (250) 721-7216  
E-mail avpap@uvic.ca Web <http://www.uvic.ca/vpac>

**MEMO**

Date: December 7, 2017  
To: The Secretary of the Senate  
From: Dr. Nancy Wright, Chair, Senate Committee on Planning  
Re: Proposal to Establish an Indigenous Studies Major: Bachelor of Arts

At its meeting of December 7, 2017, the Senate Committee on Planning discussed and approved the proposal to establish an Indigenous Studies Major: Bachelor of Arts.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a major in Indigenous Studies, as described in the document "Indigenous Studies Major: Bachelor of Arts", and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

:sld

Committee Membership:

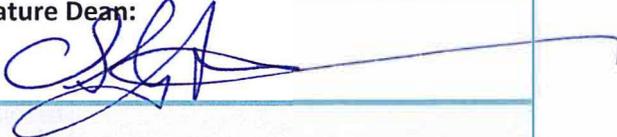
Dr. Nancy Wright, Chair  
Dr. Abdul Roudsari  
Ms. Nicole Greengoe  
Dr. Stan Dosso  
Mr. David Schostek  
Dr. Reuven Gordon  
Ms. Carrie Andersen  
Dr. David Castle  
Dr. Jason Colby  
Dr. Merwan Engineer  
Ms. Sandra Duggan, Secretary

Dr. Valerie S. Kuehne  
Dr. Sang Nam  
Dr. Graham McDonough  
Dr. Victoria Wyatt  
Dr. Anne Stahl  
Dr. Andrea Giles  
Dr. Stephen Evans  
Ms. Gillian Calder  
Dr. Ralf St. Clair  
Ms. Paige Bennett  
Dr. Patrick Nahirney

UNIVERSITY OF VICTORIA

# Indigenous Studies Major: Bachelor of Arts

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<b>Dean's Name:</b> Chris Goto-Jones	<b>Signature Dean:</b> 
<b>Contact Name and Number:</b> Christine O'Bonsawin (250) 853-3807	
<b>Date approved by Department:</b>	<b>Head:</b> 
<b>Date approved by Faculty:</b> 23 Nov. 2017	<b>Dean or Faculty Chair:</b> Lina Smudge



<b>A. Identification of new Major</b>	
Name, Location, Academic units (Faculties, departments, or schools) offering the new Major	Bachelor of Arts, Major in Indigenous Studies (IS)  Faculty of Humanities in cooperation with the Faculties of Social Sciences, Education, Fine Arts and Human and Social Development
Anticipated start date	September 2018
Name, title, phone number and email address of contact person	Dr. Christine O’Bonsawin Director, Indigenous Studies Associate Professor, Department of History (250) 853-3807 <a href="mailto:cobonsaw@uvic.ca">cobonsaw@uvic.ca</a>  <u>Indigenous Studies Major Proposal Committee:</u> Dr. Christine O’Bonsawin (Director, Indigenous Studies, History, HUMS) Dr. Robina Thomas (Director, IACE/Social Work, HSD) Dr. Heidi Kiiwetinepinesiiik Stark (Director, Indigenous Nationhood, SOSC) Dr. Catherine McGregor (Educational Psychology & Leadership Studies, ED)
<b>B. History and context of the existing undergraduate program and relation to new Major</b>	
<p><b>History:</b> In September 2001, the University of Victoria launched its Minor in Indigenous Studies (IS). In many respects, the current Minor reflects the original vision and spirit put forward in the ‘Full Program Proposal for the Minor in Indigenous Studies’ (1999). Notably, the IS Director continues to oversee the operations of the program, and Minor requirements remain 4.5u of core courses and 7.5u of approved upper-level courses. The IS Minor continues to be jointly housed by the Faculties of Humanities and Social Sciences and works cooperatively across multiple faculties and academic units.</p> <p>Over the last decade, the Minor has experienced significant and noteworthy transformation. In 2007, a tenure-stream position was established in the Department of History to attract a permanent IS Director. In the 2007-08 academic year, LE,NONET courses were allocated IS calendar numbers, which established a close link between the LE,NONET Project and IS. This relationship has continued to develop as IS remains the academic home for LE,NONET. In 2010, the IS office physically moved into the First Peoples House. In 2012, administrative support for IS was transferred to the newly established Office of Interdisciplinary Academic Programs (<b>Appendix 1</b>). Finally, the IS Minor has steadily grown to become one the most successful minors at UVic. Throughout its fifteen-year history, the Minor has experienced a significant increase in course enrolments, student declarations, and graduates with the IS Minor. (<b>Appendix 2</b>).</p> <p><b>Context:</b> Development of the proposal for a Major in IS has taken on particular importance and relevance in the wake of the ‘Final Report’ of the Truth and Reconciliation Commission of Canada (2015). The Commission calls “upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to...[p]rovide the necessary funding to post-secondary institutions to educate teachers on how to integrate</p>	

Indigenous knowledge and teaching methods into classrooms” (331). Furthermore, it is important to respond to the needs of the province. The BC Government’s ‘Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan’ set a goal “to increase the number of credentials awarded to Aboriginal learners by 75% by 2020-21” (15). As the province’s economy develops and shifts, it will be increasingly important for university graduates to have opportunities to develop the skills necessary to work respectfully and productively with Indigenous communities and organizations.

The University has confirmed its commitment to the TRC’s ‘Calls to Action.’ Notably, UVic’s ‘A Vision for the Future – Building on Excellence: A Strategic Plan for the University of Victoria’ (2012) commits the University to provincial expectations “to continue to increase the number of Indigenous students graduating from all faculties at UVic, building on our commitment to and our unique relationships with the First Peoples of Canada” (Objective 3). The development of an IS Major will play an important role in UVic’s commitment to Indigenous students and communities while also marking the university as a key innovator in the development and delivery of programming that supports the needs and aspirations of Indigenous and non-Indigenous students. It will provide a learning space, accessible to students across the University’s faculties, where Indigenous knowledges and pedagogies will be central, and where intercultural understanding can be fostered on campus, in community, and on the land. It will provide a space where Indigenous and non-Indigenous students can build community and foster their success. It will prepare students across the University to undertake challenging work in Indigenous communities in respectful ways.

**C. Aims, goals and/or objectives**

**Distinctive characteristics:** Over the past two decades, UVic has been recognized as a leader in the development and delivery of Indigenous academic programs. As such, the University has developed strong undergraduate programs/specializations in Indigenous Education, Social Work, and Child and Youth Care as well as graduate programs/specialization in Indigenous Governance, Indigenous Nationhood, Indigenous Language Revitalization, Indigenous Communities Counselling Psychology, and Social Work. Courses that focus on Indigenous history, arts, language, culture, politics, gender, and many more topics can be found across the University.

An important distinction of UVic’s proposed IS Major is its strong emphasis on *experiential and land-based learning*. While the proposed Major will build on existing strengths at UVic, including the current IS Minor, committed faculty across campus, and relevant courses offered by external units, the proposed program will require new resources to support with faculty appointments, staff resourcing, and in building experiential learning opportunities. Notably, the appointment of Elders and a Knowledge Holder(s) in Residence will support experiential learning opportunities across the IS curriculum, particularly in regards to local teachings and land-based education. In recent years, it has become increasingly common for academic institutions such as Camosun College, Vancouver Island University, Trent University, University of Alberta, and Western University to position local Elders and Knowledge Holders in instructional roles. Further, the proposed Major seeks to strengthen and formalize the relationships between the IS program and central Indigenous programs at UVic, including the Elders’ Voices program and LE, NONET. A new undergraduate IS Major will build on these existing strengths across campus and signal that Indigenous programming remains a priority for UVic.

**Anticipated contribution to UVic and Faculty’s strategic plans:** The proposed IS Major will fulfill commitments set forth in ‘A Vision for the Future – Building on Excellence: A Strategic Plan for the University of Victoria’ (2012) as well as the University’s ‘Indigenous Plan’ (2017-2022). In regards to academic programming, Objective 12 of the ‘Strategic Plan’ aims “To ensure that our undergraduate and graduate programs of teaching and learning are of the highest quality, responsive to intellectual developments and student needs, inclusive, and organized around best practices in teaching and learning” (25). The ‘Indigenous Plan’ highlights the need to “Support the development of new programs where there is an identified student/community interest, where UVic has existing or emerging faculty expertise, and where we can provide quality programming and develop essential resources needed for program sustainability” (22). Accordingly, the ‘Indigenous Plan’ prioritizes the need to “Develop an Indigenous Studies Major to complement the existing Indigenous Studies Minor” (22) as a clear goal and action item for the University. The establishment of an IS Major will contribute to University priorities, particularly concerning people (including students, faculty, staff, and community), academic programs, research, and experiential learning opportunities across campus. (For ‘Detailed Information on Anticipated Contributions’ see **Appendix 3**). The Faculty of Humanities is committed to the process of

Indigenization. The current proposed governance structure provides the IS major program with a secure academic home, with a direct reporting line to the Dean of Humanities, and the proposed governance model will ensure the maintenance of programmatic flexibility. The IS program will continue to work across disciplinary boundaries, and to strengthen relationships with academic units, not only in Humanities, but also the Faculties of Social Sciences, Education, Fine Arts, Human and Social Development, as well as to build a positive relationship with additional faculties, such as the Faculty of Law. For a greater detail on the 'Indigenous Studies Major: Governance Structure' see **Appendix 4**.

**Target audience, student and labour market demand:** This IS Major will speak to a growing pool of potential students that includes Indigenous and non-Indigenous students concerned with matters of social justice—two growing population groups in Canada. The Indigenous population is the fastest growing group in Canada. According to the 2011 Census, 1.4 million people (4.3 per cent of the national population) reported Indigenous identity; almost half of these individuals were under the age of 24. Furthermore, "Indigenous children 14 and under made up 28 per cent of the total Indigenous population and 7 per cent of children in Canada. On the other hand, non-Indigenous children aged 14 and under represented 16.5 per cent of the total non-Indigenous population" (Statistics Canada, 2011). There is an urgent need to support the educational aspirations and needs of a young and growing Indigenous population.

The BC Ministry of Education has begun to implement its 2016 curriculum redesign, which includes a strong emphasis and incorporation of Indigenous perspectives and knowledge into K to 12 student learning in Science, English Language Arts, Mathematics, and Social Studies. This significant curriculum redesign, in conjunction with the establishment of an IS Major, will create a new enrolment path to UVic for Indigenous and non-Indigenous learners entering the University from secondary school. In turn, the IS Major will prepare students entering the educational job market to meet this curricular need.

The IS Major will provide students with numerous vocational and educational opportunities. The program's emphasis on experiential learning will provide students with land-based learning opportunities that will allow students to gain valuable experience working in and with Indigenous communities and organizations. Students completing the Major will acquire the necessary skills, knowledge, and credentials to work at the local, provincial/territorial, and federal government levels. The Major will prepare students entering graduate programs in areas of Indigenous specialization, or one of the many graduate programs in Indigenous Studies emerging across the country (for example, University of British Columbia, University of Alberta, University of Lethbridge, University of Saskatchewan, University of Manitoba, University of Winnipeg, and Trent University). Further, the proposed Major will also provide the necessary foundation for future growth in Indigenous Studies at UVic, including undergraduate and graduate programming.

**Include plans for student recruitment, retention, and success:** Recruitment plans will target secondary school students, transfer students from colleges across the province, and youth and adult learners from local and regional communities. IS will work closely with representatives from the Office of the Registrar and Enrolment Services as well as the Indigenous Community Liaison and Outreach Coordinator in the Office of Indigenous Affairs to promote the IS Major in secondary schools, provincial colleges, and Indigenous communities. We will have information tables at and will send representatives to UVic events, such as Experience UVic, the Indigenous Mini-University Summer Camp, Indigenous Adult Orientation, and the Successful Student Transition Forum. We will also participate in off-campus recruitment events in local high schools and communities.

The IS program is committed to supporting the educational ambitions of transfer students. The current director has served as a committee member on the British Columbia Council on Admissions and Transfer (BCCAT) First Nations Articulation Committee for the past seven years and has worked cooperatively with provincial, national, and international post-secondary institutions to support transfer opportunities for students interested in IS at UVic. Further, there are currently discussions taking place with representatives from the Indigenous Studies program at Camosun College to determine the possibility of a block transfer, through BCCAT, transferring students from Camosun's two-year Diploma in Indigenous Studies into IS at UVic, at a third-year standing. The possibility of similar block transferability into the IS Major is currently being explored with the Indigenous Education program at UVic, which offers a two-year Diploma in

Indigenous Language Revitalization through the Faculty of Education. The IS Major proposal is designed with such transfer considerations in mind.

The retention and success of students were central considerations throughout the planning stages of this proposal. As such, the proposed Major considers course offerings and curriculum design as well as space and place for ensuring student retention and success in IS. First, the proposed course offerings and curriculum design were developed and designed with a view to building strong relationships among participants and mentor figures. Accordingly, the proposed curriculum design considers class size, particularly at the lower level, for the purpose of ensuring that students have the opportunity to develop meaningful relationships with one another, as well as with Elders, members of the community, and course leaders (i.e. instructors and teaching assistants). Second, the IS program is committed to providing support and safe spaces for all IS students. The proposed curriculum design highlights the ongoing need to support Indigenous student success, as evidenced by an important need for the continuation of LE, NONET. In the proposed curriculum design, IS 310A remains a space for Indigenous students whereas IS 310B is open to all IS Major students, both Indigenous and non-Indigenous. The proposal envisions the First Peoples House as the primary physical office space for the IS program and for some course delivery. Participation in this physical space means that our students will have the opportunity to interact with Elders, Indigenous faculty and staff, and will have the opportunity to participate in many events with members of the local communities.

#### **D. Admission requirements**

**Include plans for admissions and transfer within BC system where appropriate:** Admission requirements for the IS Major are consistent with the minimum requirements for admission to UVic and those established by the Faculty of Humanities. Transfer students will have the opportunity to transfer eligible credits to the IS Major through planned articulation arrangements with BCCAT. The director will continue to work through the BC Transfer System and with IS programs at other post-secondary institutions to ensure that students transferring to UVic will have access to the Major, and that our IS courses will have the same currency at other post-secondary institutions.

#### **E. Areas of specialization and evidence of adequate faculty complement**

The proposed IS Major adopts a multifaceted programmatic structure that integrates both *disciplinary* and *interdisciplinary* areas of specialization:

##### **Areas of Specialization: Disciplinary**

Over the past decade, the field of Indigenous studies has emerged as an independent discipline with its own pedagogical, methodological, and theoretical approaches centred on Indigenous ways of knowing, being, teaching, and learning. Disciplinary areas of specialization in the IS program will give students a strong, comprehensive grounding in this disciplinary knowledge. Proposed disciplinary priorities and areas of specialization include:

- **Foundational Course:** IS 101 Indigenous Foundations will be offered as a university service course. This course will be required for students in the Major (and Minor) as well as being open to students in every program on campus. The foundations course will provide essential knowledge about Indigenous culture, including key concepts, themes and topics relevant to Indigenous histories and contemporary practices within Canada. The course will emphasize the formation, maintenance and diversity of Indigenous identities. It will be a key component of the university's response to the TRC's Calls to Action in providing basic education for all Canadians. Furthermore, this university service course will provide invaluable sessional and teaching assistant opportunities for graduate students, particularly those enrolled in graduate programs where teaching opportunities in undergraduate programs are minimal (for example, the Graduate Certificate in Indigenous Nationhood as well as Indigenous Governance).
- **Core Indigenous Studies Courses:** Through core course offerings, students will be exposed to pedagogical, methodological, and theoretical approaches centred on Indigenous knowledges and perspectives. As such, students in Indigenous Studies classrooms will not only be taught by faculty, sessional instructors, and

teaching assistants, but also a Knowledge Holder in Residence and local community Elders and traditional teachers.

- *Experiential and Land-Based Learning Opportunities:* The program—and by extension UVic—stands to be a leader in terms of experiential learning because all IS Major students will be required to take experiential learning courses, including IS 310A or IS 310B (comparative research shows that 11 programs across the country require an experiential learning component; however, in BC only two programs require an experiential component, and three have optional experiential components. Of these, no program requires a community-based experiential learning component). Students will have the opportunity to integrate their acquired knowledge and apply it in land-based and experienced learning opportunities in 450, as well as a minimum 1.5u approved upper-level course in the 'Community and Land-Based Learning' breadth area. In the past, IS students have taken courses through the Haida Gwaii Education Society and Dechinta Centre for Research and Learning, which offer land-based learning opportunities. The IS program will seek to strengthen these relationships through transfer arrangements, which would provide greater experiential and land-based learning opportunities for IS students.

### ***Areas of Specialization: Interdisciplinary***

The IS Major provides students with a broad, interdisciplinary view of important issues in the historical, political, social, and cultural dimensions of the lived experiences of Indigenous people in Canada. The proposed Major is built on the following four breadth areas:

#### *Breadth Area One: Arts, Literatures and Languages*

- Art History and Visual Studies, English, Gender Studies, Linguistics

#### *Breadth Area Two: Histories, Politics, Laws and Lands*

- Anthropology, Economics, Environmental Studies, Geography, History, Indigenous Governance, Political Science

#### *Breadth Area Three: Education, Health and Healing*

- Child and Youth Care, Educational Psychology and Leadership Studies, Indigenous Education, Public Health and Social Policy, Social Work

#### *Breadth Area Four: Community and Land- Based Learning*

- Field schools, culture camps, experiential learning projects, etc.

Students in the IS Major will be required to take 3.0u of approved lower-level credits as well as 7.5u of approved upper-level courses, which will fulfill distribution requirements that will be distributed among the four breadth areas. Approval of courses for the IS Major will be determined by the 'Draft Criteria for Approved Electives' (**Appendix 5**) and will involve ongoing dialogue and partnerships between IS and academic units in the Faculties of Humanities, Social Sciences, Education, Fine Arts, and Human and Social Development.

**Faculty Complement:** The faculty complement for the IS Major will reflect a multifaceted structure, highlighting a strong need for faculty from a disciplinary realm of indigenous studies as well as identification of existing expertise at UVic to support interdisciplinary objectives and requirements of the Major.

- *Faculty Complement: Disciplinary:* In order to build a sustainable, viable, and successful Indigenous Studies Major founded upon disciplinary priorities, it is anticipated that the program will require immediate faculty growth. This will include two faculty positions, including a Director of Indigenous Studies as well as an additional full-time faculty position. For detailed information on faculty appointments see Section H (below).
- *Faculty Complement: Interdisciplinary:* The IS Major will draw on existing faculty expertise in the Faculties of Humanities, Social Sciences, Education, Fine Arts, and Human and Social Development where there already exists pedagogical, applied, and research expertise. Approved courses from these academic units will be used to fulfill the distribution requirements for the Major. Where possible, faculty may have opportunities to teach variable-topic IS courses in their areas of expertise. For a 'List of Supporting Faculty,' see **Appendix 6**.

**F. Curriculum design**

❖ **Major In Indigenous Studies (21u): Schedule of Course Delivery**

<i>Lower Level Requirements</i>
<p>Year 1 (3.0u)</p> <ul style="list-style-type: none"> <li>• IS 101: Indigenous Foundations (1.5u)</li> <li>• 1.5u approved 100- and 200-level courses</li> </ul> <p>Year 2 (3.0u)</p> <ul style="list-style-type: none"> <li>• IS 201: Introduction to Indigenous Studies (1.5u)</li> <li>• 1.5u approved 100- and 200-level courses</li> </ul>
<i>Upper Level Requirements</i>
<p>Years 3-4 (15.0u)</p> <ul style="list-style-type: none"> <li>○ IS 301: Critical Indigenous Theory (1.5u)</li> <li>○ IS 310A: LE,NONET Preparation Seminar (1.5u)</li> <li style="padding-left: 20px;"><u>or</u></li> <li>○ IS 310B: Indigenous Studies Preparation Seminar (1.5u)</li> <li>○ IS 350: Methods, Ethics, Protocols (1.5u)</li> <li>○ IS 400: Research Seminar in Indigenous Studies (1.5u)</li> <li>○ IS 450: Indigenous Studies in the Field (1.5u)</li> <li>○ 7.5u fulfilling distribution requirements at the 300- and 400-levels</li> </ul>

For a complete 'Draft List of Approved Courses' at the lower and Upper levels see **Appendix 7**

❖ **Full List of Indigenous Studies Program Courses**

<i>Core Courses (new courses marked *)</i>
<p>IS 101: Indigenous Foundations            IS 201: Introduction to Indigenous Studies            IS 301: Critical Indigenous Theory*            IS 310A: LE,NONET Preparation Seminar            or            IS 310B: Major Preparation Seminar*            IS 350: Methods, Ethics, Protocols*            IS 400: Research Seminar in Indigenous Studies            IS 450: Indigenous Studies in the Field*</p>
<i>Elective Courses</i>
<p>IS 320: LE,NONET Research Apprenticeship            IS 321: LE,NONET Community Internship</p>
<i>Variable Topics Courses (offered when instructors are available)</i>
<p>IS 291: Topics in Indigenous Studies*            IS 391A: Topics in Arts, Literature and Languages*            IS 391B: Topics in Histories, Politics, Laws and Lands*            IS 391C: Topics in Education, Health and Healing*            IS 391D: Topics in Community and Land-Based Learning*            IS 490: Directed Studies            IS 491A: Seminar in Arts, Literature and Languages*            IS 491B: Seminar in Histories, Politics, Laws and Lands*            IS 491C: Seminar in Education, Health and Healing*            IS 491D: Seminar in Community and Land-Based Learning*</p>

For 'Draft Calendar Descriptions for Indigenous Studies Courses,' see **Appendix 8**.

**Delivery methods:** Delivery methods will vary from course to course depending on course objectives. The majority of courses will be offered on campus through lecture and seminar formats; however, every IS Major student is also required to complete a minimum of 4.5u of coursework that provides experiential and land-based learning opportunities.

**Linkages between the learning outcomes and the curriculum design:** The adoption of a multifaceted programmatic structure, including disciplinary and interdisciplinary areas of specialization, ensures that students receive a comprehensive and exhaustive educational experience at all levels. Students who graduate with an IS Major will:

- Demonstrate an understanding of historical and contemporary contexts of Indigenous experiences in Canada;
- Demonstrate an understanding of Indigenous perspectives, worldviews, and knowledges;
- Demonstrate respect for Indigenous protocols and research methodologies as well as applying acquired research skills within Indigenous and academic contexts;
- Demonstrate knowledge and understanding of working with Indigenous communities;
- Locate themselves with respect to discourses and practices of decolonization, reconciliation, and resurgence.

For a 'Detailed Description of the Linkages Between the Learning Outcomes and the Curriculum Design,' see **Appendix 9**.

**Integration of opportunities for experiential learning:** Students in the IS Major will be required to complete a minimum of 4.5u core courses in experiential learning, including IS 310A (1.5u) or IS 310B (1.5u), IS 450 (1.5u), and at least 1.5u in the thematic category 'Experiential and Land-Based Learning'. Furthermore, there exist many additional opportunities for students to engage in experiential learning opportunities through elective IS courses (for example, IS 320 and 321 for Indigenous students) as well as the option to take additional courses in 'Experiential and Land-Based Learning' from the approved course list to fulfill upper-level course requirements.

**Residency requirements and anticipated times to completion:** Students registered in five courses will normally complete the requirements for a BA degree offered by the Faculty of Humanities within eight 13-week terms. Students must complete at least 30u of coursework at UVic; at least 12u of the 15u of upper-level IS coursework must also be completed at UVic.

**Policies on student evaluation, candidacy exams, and oral examinations:** The IS Major will follow all the policies on student evaluation detailed in the UVic Calendar.

**Plans for integration of teaching and research:** Integration of the activities of the Centre for Indigenous Research Community-Led Engagement (CIRCLE) and the Indigenous Research Workshop are integral to the IS Major. CIRCLE and the Indigenous Research Workshop provide opportunities for faculty and students to exchange ideas concerning teaching and research practices relevant to Indigenous peoples and topics and provide a venue for communicating ways to participate in such research and teaching practices in culturally appropriate and respectful ways.

**Plans to Develop International Opportunities:** UVic welcomed an Indigenous exchange student in 2016 through a new partnership with the Wollotuka Institute at the University of Newcastle in Australia. In an effort to build momentum from this successful endeavor and the hope that UVic students will have the opportunity to participate in international exchanges, the LE, NONET Indigenous Coordinator is currently seeking out new partnership arrangements with post-secondary institutions in Australia, New Zealand, and Hawai'i. If appropriate arrangements are established, IS Major students who are accepted into LE, NONET will have the opportunity to participate in these international exchanges.

**G. Enrolment plan for the length of the Major (Include a table of anticipated annual intake and graduates including those in any existing program)**

**Program Enrolments**

It is estimated that the Major will enrol 10 to 30 students in the first four years, reaching a steady state of 80 students registered in the Major. Further, it is anticipated that the Minor will in future attract a slightly higher number of students, as IS will have greater visibility on campus with the Major in place. It is estimated that the Indigenous Studies Minor will enrol an additional 8 to 18 students in the first four years, reaching a steady state of 50 students (**Appendix 10**).

**Course Enrolments**

Course enrolments are projected to increase in the first few years of the Major. There is a growing interest among UVic students to learn more about Indigenous peoples and topics. Furthermore, there is increased interest from faculties that are interested in exposing their students to more Indigenous content. Many of these units do not have the faculty expertise or capacity to offer such courses. The proposed IS Major program includes a university service course that will be open to all students at UVic. It is expected that in 2018-19, three sections (4.5u) of IS 101: Indigenous Foundations will be offered, and four sections (6.0u) in 2019-20 (**Appendix 11**).

**H. Funding plan for the length of the Major**

**Resources required for space:** Ideally, the First Peoples House would continue to serve as the physical space that houses the IS program. At present, some space in the FPH is dedicated to academic programming, and IS holds one office in this building. Elders' Voices and LE,NONET staff members (as identified in this proposal) also already have office space in the FPH. It is anticipated that the program will require four additional offices (five in total) by 2019 to provide space for additional faculty members, staff, and Elders. If space is not available in FPH, then the faculty will consider how to create changes to the first floor west side of Clearihue to interface more effectively with FPH, which is contiguous.

**Resources required from Library** (Include evidence of consultation with UVic Librarian): UVic libraries are already in possession of relevant materials that will support the teaching and research needs of the IS Major, with particular strength in the areas of Indigenous governance, Indigenous education, and Indigenous language revitalization. The library has indicated that it is willing to work cooperatively with the Indigenous Studies program to review its general Indigenous Studies collection of general and broadly applicable titles in the Humanities and Social Sciences, and it has expressed a willingness to remain mindful of collecting in the Indigenous research methods titles with available funds. The IS program will continue to work cooperatively with the library as resource needs for the program arise (**Appendix 13**).

***I. Related Majors within UVic or other British Columbia post-secondary institutions***

At present, most universities in British Columbia have IS programs with varying degree types, course options, as well as faculty and staff complement. The proposed IS Major seeks to be competitive with post-secondary institutions in British Columbia, and beyond, with a particular emphasis on experiential learning opportunities. For detailed 'Comparative Data' information regarding major degree requirements, calendar courses, and faculty complements, see **Appendix 14**.

***J. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in an appendix)***

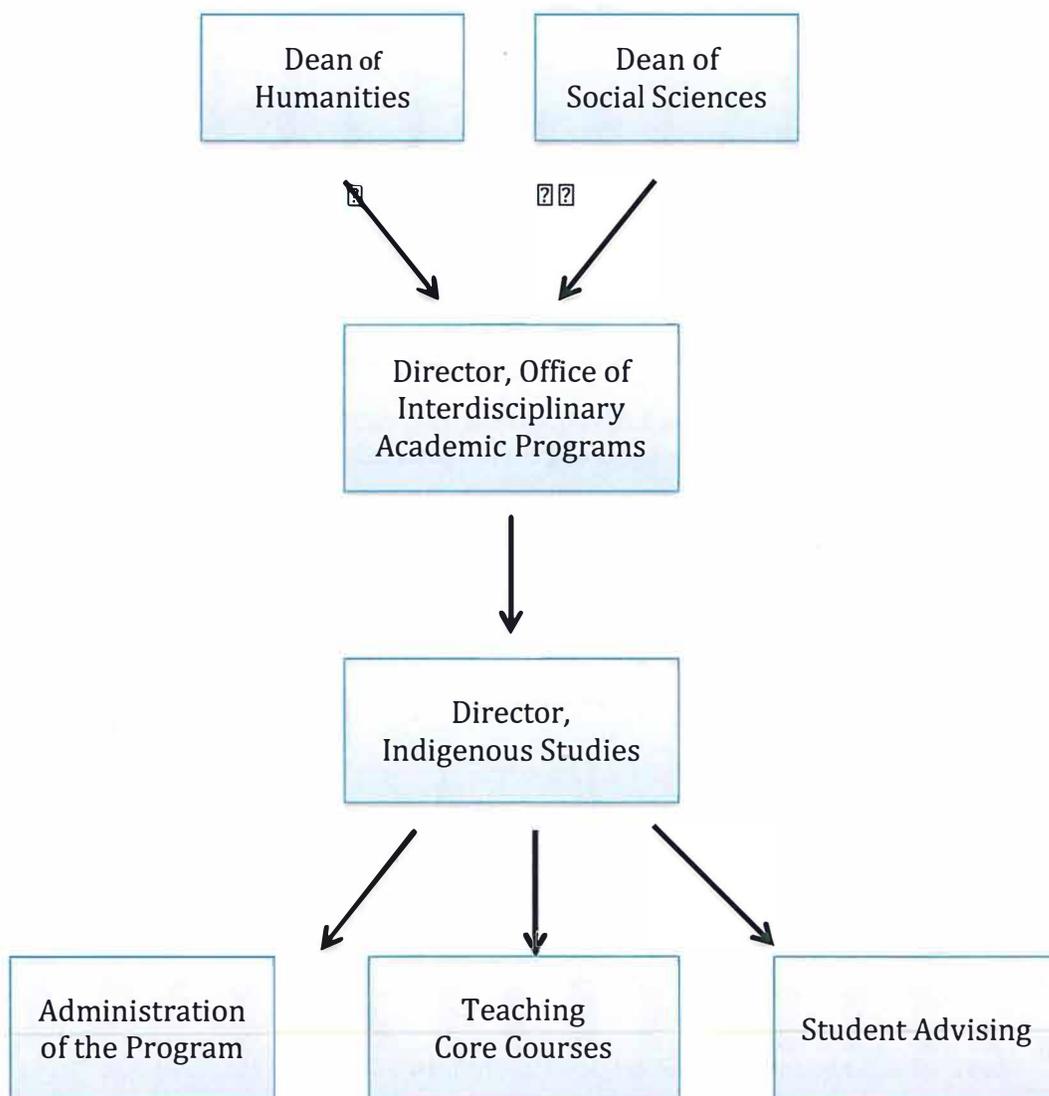
See **Appendix 15**

## Appendix 1

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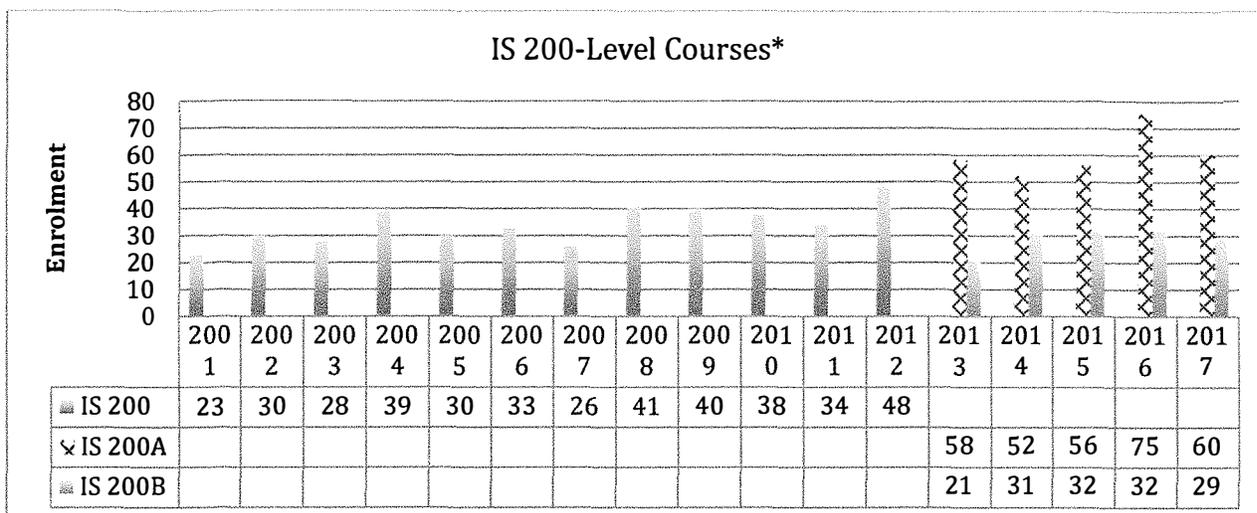
### Indigenous Studies Minor: Governance Structure

The Indigenous Studies Minor program is jointly housed by the Faculties of Humanities and Social Sciences, and works across multiple faculties, departments, and schools. Administrative support for the Indigenous Studies program was transferred to the newly established Office of Interdisciplinary Academic Programs in 2012.

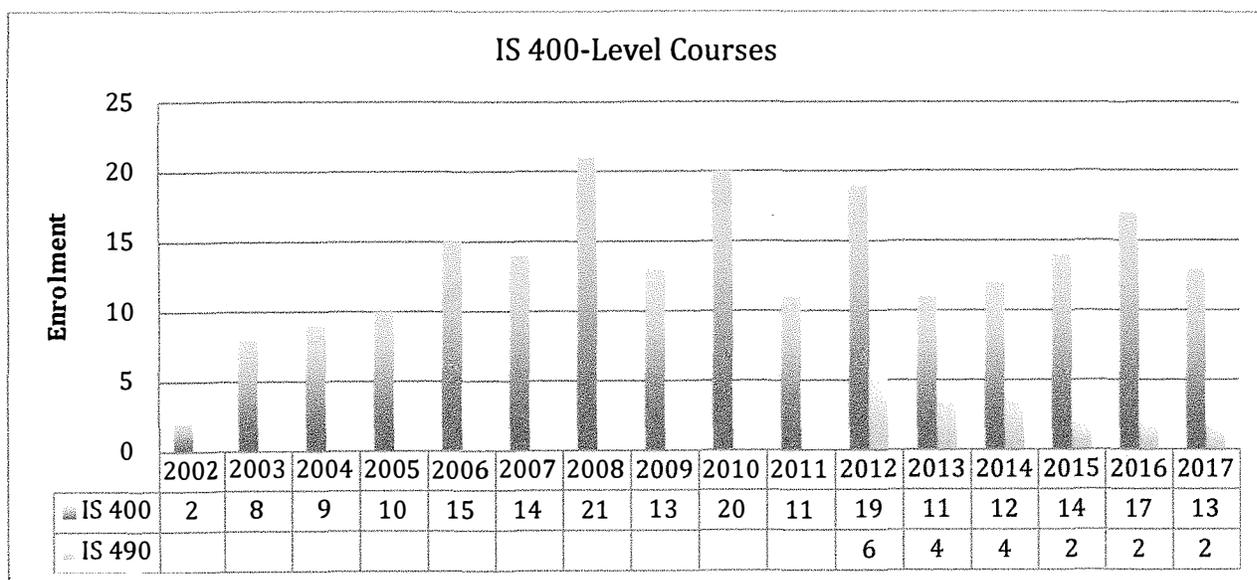


Appendix 2

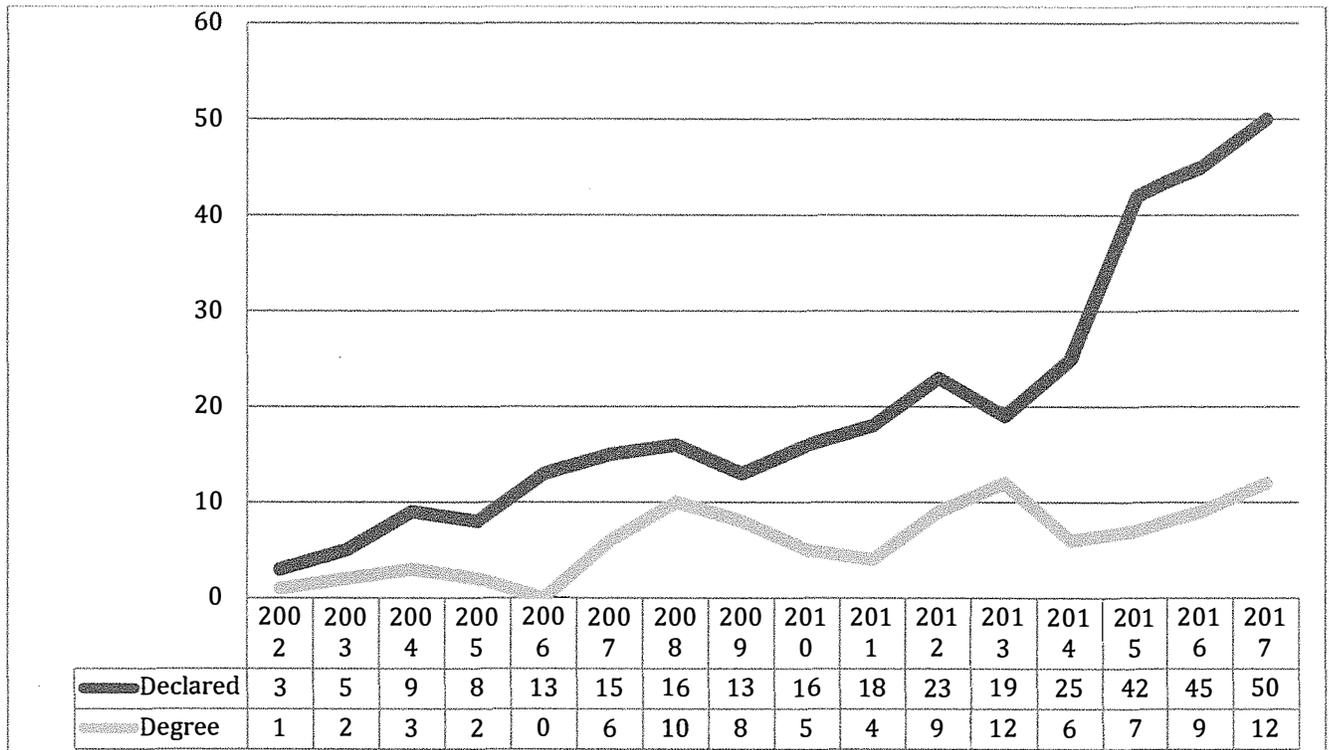
**Indigenous Studies Program Data: Course Enrolments  
2001 to 2017**



\* Please note re the chart above: IS 200 was a 3.0u course from 2001 to 2012. This course was divided into 200A and 200B in 2013. In the major, we are proposing to change the course codes: 200A will be 101 and 200B will be 201.



**Indigenous Studies Program Data:  
Declared Students and Graduates with the IS Minor  
2001 to 2017**



## Appendix 3

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### Detailed Information on Anticipated Contributions

The proposed program will contribute to University priorities concerning people (including students, faculty, staff, and community), academic programs, research, and experiential learning.

#### ❖ People

Central to the visions of the Strategic Plan (SP) and Indigenous Plan (IP) is a desire to create a welcoming university environment that is committed to diversity and fairness, and respects Indigenous ways and values:

- IP 'Extraordinary Academic Environment': *"Place matters. Students, staff, faculty and community members experience the university as a welcoming, supportive, safe environment in which Indigenous values, language and culture are evident" (8).*
- SP Objective 1: *To be a diverse, welcoming learning community, with a demonstrated commitment to equity and fairness.*

#### *Students*

The IS Major program will be open to both Indigenous and non-Indigenous students. The IS program will provide a warm, welcoming and safe environment for *all* students interested in engaging in respectful learning experiences:

- SP Objective 2: *To actively recruit and retain outstanding students from diverse regions and backgrounds and remove barriers to admission and retention other than academic and creative potential.*
- SP Objective 3: *To continue to increase the number of Indigenous students graduating from all faculties at UVic, building on our commitment to and our unique relationship with the First Peoples of Canada.*
- IP Strand 1 Goal 1: *Increase recruitment, retention and success of Indigenous students across academic programs of study and programming that supports transition and pathways to university (14).*
- IP Strand 1 Goal 2: *Create a warm, welcoming and respectful learning environment and sense of place.*
- IP Strand 1 Goal 4: *Provide opportunities to recognize Indigenous students' identity.*

#### *Faculty*

The IS Major program will create a space where Indigenous faculty will be appropriately supported and encouraged:

- SP Objective 6: *To recruit and retain a diverse group of faculty of the highest national and international quality.*
- IP Strand 2 Goal 3: *Increase the recruitment, retention and success of Indigenous faculty across the university.*

### *Staff*

The IS Major program will open up employment opportunities for Indigenous staff where their cultural identity will be respected and valued:

- IP Strand 2 Goal 1: *Increase the recruitment, retention and success of Indigenous staff.*

### *Community*

The IS Major program will uphold UVic's stated commitment to Indigenous communities:

- SP Objective 3c: *Strengthen our relationships with First Nations communities and increase the recruitment and retention of Indigenous students.*
- SP Objective 28: *To develop a framework and organizational mechanisms to support and advance civic engagement at UVic.*
- SP Objective 29: *To engage the community through programs and activities that meet the mandate of the university and the needs of the community.*
- SP Objective 30: *To strengthen community access to university programs, activities, facilities and knowledge.*
- SP Objective 32: *To develop effective relationships with the diverse constituencies that make up our local, regional, national and international communities.*
- IP 'Extraordinary Academic Environment': *"Elders and other members of Indigenous communities work together with students, staff and faculty to promote mutual respect, understanding and commitment" (7).*

### ❖ **Research**

The University of Victoria is committed to a high research standard and to engage in respectful approaches to Indigenous research, commitments that include creating opportunities for students to engage in culturally and methodologically appropriate approaches to research:

- IP Strand 4 Goal 4: *Identify, promote and support opportunities for undergraduate students, graduate students and postdoctoral fellows to be involved in Indigenous research initiatives.*

### ❖ **Academic Programs**

The establishment of the IS Major program is responsive to shifting institutional priorities in British Columbia and across the country, and provides important opportunities for UVic students:

- SP Objective 12: *To ensure that our undergraduate and graduate programs of teaching and learning are of the highest quality, responsive to intellectual developments and student needs, inclusive, and organized around best practices in teaching and learning.*
- IP Strand 3 Goal 1: *Ensure the quality, sustainability and relevance of the university's Indigenous academic programming.*
  - IP Strand 3 Goal 1b: *Continue to work with Indigenous students and communities to identify areas of educational programming that would be of interest and value.*
  - IP Strand 3 Goal 1d: *Support the development of new programs*

*where there is an identified student/community interest, where UVic has existing or emerging faculty expertise, and where we can provide Quality programming and develop essential resources needed for program sustainability.*

- IP Strand 3 Goal 1e: Develop an Indigenous Studies Major to complement the existing Indigenous Studies Minor.
- IP Strand 3 Goal 2: *Develop opportunities for UVic students to gain a better understanding of Indigenous peoples, history and culture, and the impact of colonization.*
  - IP Strand 3 Goal 2a: Develop opportunities for students to gain intercultural acumen competency related to Indigenous culture and history.

❖ **Experiential Learning**

The IS Major program will offer an innovative experiential learning design that will support students within the program as well as those across campus:

- SP Objective 18: *To increase co-op, internship and other experiential learning opportunities for UVic students.*
- SP Objective 19: *To increase opportunities for civic engagement in teaching and learning activities for all students.*
- IP Strand 3 Goal 2e: Continue to develop, identify and promote opportunities for cultural learning through land- and water-based and community learning in a range of programs and courses at the undergraduate and graduate levels.

## Appendix 4

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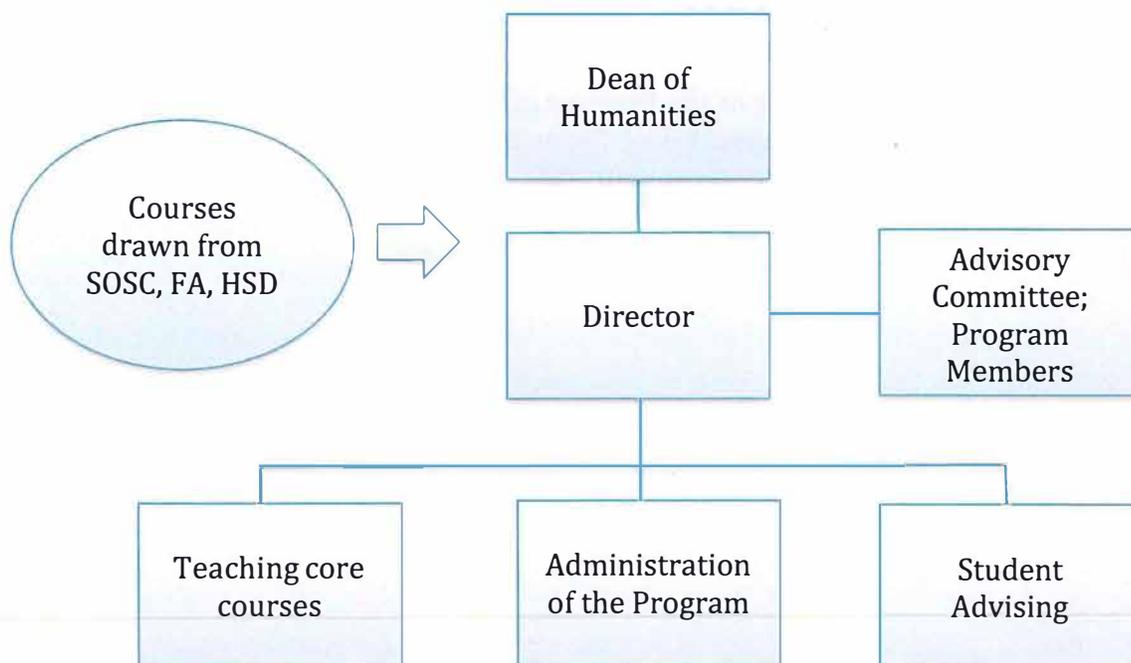
### Indigenous Studies Major: Governance Structure

The Indigenous Studies Major program will be housed in the Faculties of Humanities and will draw upon courses from multiple faculties, departments, and schools.

The director will be advised by an Advisory Committee consisting of

- Director (ex officio)
- 1 Elder, Elders' Voices Program
- Cultural Protocol Liaison, Office of Indigenous and Academic Community Engagement
- 1 full-time faculty teaching in the IS courses
- 1 one LE, NONET staff member
- 1 Elder, Elders' Voices Program
- 1 undergraduate students, representing Indigenous Studies and the Native Student Union

This core committee will be supported by Program Members, consisting of all faculty teaching courses in the major.



## Appendix 5

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### **Draft Criteria for Approved Electives**

1. Describe how your course incorporates Indigenous and decolonizing methodologies.
2. Describe how your course engages and connects with Indigenous communities.
3. Has your course developed relationships with Indigenous communities/nations? If so, which communities/nations?
4. Describe how your course incorporates Indigenous and decolonizing pedagogies.
5. How is the Indigenous historical context of your subject matter addressed in the course curriculum?
6. What methods of student care are used to assist students with their emotional well-being?
7. Describe any land-based activities with local Elders and/or knowledge keepers.
8. How can Indigenous Studies or the Director of Indigenous Academic and Community Engagement support your department/program in redesigning or developing courses that meet these criteria?

## Appendix 6

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### List of Supporting Faculty

The following list includes faculty members who have expressed an interest in being involved in the proposed major program, or those who play an instrumental role in the delivery of programs and courses that support interdisciplinary areas of specialization, as outlined in this proposal.

Christine O'Bonsawin, Indigenous Studies and History (HUMA)  
Christine Sy, Gender Studies (HUMA)  
Indigenous Scholar, English (July 1, 2018), (HUMA)  
Indigenous Scholar, History (July 1, 2018) (HUMA)  
Indigenous Scholar, Linguistics (July 1, 2018) (HUMA)  
Rob Gillezeau, Economics (SOSC)  
Heidi Kiiwetinepinesiik Stark, Political Science (SOSC)  
Andrea Walsh, Anthropology (SOSC)  
Billie Allan, Social Work (HSD)  
Taiaiake Alfred, Indigenous Governance (HSD)  
Jeannine Carriere, Social Work (HSD)  
Nick Claxton, Indigenous Education (ED)  
Jeff Corntassel, Indigenous Governance (HSD)  
Sandrina de Finney, Child and Youth Care (HSD)  
Jacquie Green, Social Work (HSD)  
Charlotte Loppie, Public Health & Social Policy (HSD)  
Shanne McCaffrey, Child and Youth Care (HSD)  
Onowa McIvor, Indigenous Education (ED)  
Devi Mucina, Indigenous Governance (HSD)  
Carmen Rodriguez de France, Indigenous Education (ED)  
Trish Rosborough, Indigenous Education (ED)  
Robina Thomas, Social Work (HSD)  
Paul Whitinui, Exercise Science, Physical & Health Education (ED)

Appendix 7

**Draft List of Approved Courses**

**Lower Level Courses (100- and 200-Level)**

<p>ANTH 100: Introduction to Anthropology          ECON 111: The Economy and the Environment          ENGL 207: Introduction to Cultural Studies          ES 200: Introduction to Environmental Studies          GEOG 101A: Environment, Society and Sustainability          GDS 201: Introduction to Global Development Studies          GNDR 100: Gender, Power and Difference          GNDR 203: Indigenous Women in Canada          GNDR 208: Indigenous Feminisms          HDCC 200: Introduction to Human Dimensions of Climate Change          HSTR 120: History of Human Rights          IS 291: Topics in Indigenous Studies          LING 272: Introduction to Indigenous Languages of British Columbia          PHIL 209: Philosophy and First Nations Thought          PHIL 232: Moral Problems in Contemporary Society          POLI 103: The World of Politics          POLI 263: The Politics of Indigenous Peoples          PSYC 192: Introduction to Positive Psychology          SJS 100: Introduction to Theories of Social Justice          SJS 200: Introduction to the Practice of Social Justice          SOCI 100A: Introduction to Sociology: Understanding Social Life          SOCI 215: Class and Social Inequality</p>
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**Upper Level Courses (300- and 400-Level)**

<p><i>Breadth Area One: Arts, Literatures and Languages</i></p> <p>AHVS 480: Seminar in Contemporary North American Indigenous Arts          AHVS 482: Seminar in Indigenous Arts          AHVS 484: Seminar in Contemporary Art: The Pacific Northwest Coast          GNDR 308: Indigeneity, Gender, Land          GNDR 340: Indigenous Cinema Decolonizing the Screen          GNDR 341: Indigenous Women's Autobiographies          GNDR 343: Indigenous Women Writing Resistance          ENGL 476: Indigenous and Diasporic Literatures in Canada          ENGL 477: Indigenous Literature in English          IS 391A: Topics in Arts, Literature and Languages          IS 491A: Seminar in Arts, Literature and Languages          LING 372: Indigenous Languages of British Columbia          LING 401: Salish          LING 403: Dene (Athabaskan)          LING 405: Wakashan          SPAN 304: Indigenous Latin America, Social Justice, Environment</p>
<p><i>Breadth Area Two: Histories, Politics, Laws and Lands</i></p> <p>ANTH 336: Contemporary Aboriginal Peoples of Canada          ANTH 338: Anthropology of the Indigenous Peoples of British Columbia          ANTH 433: Coast Salish Culture and Contemporary Life</p>

ANTH 460: Ethnographic Mapping and Indigenous Cartographies  
 ES 321: Ethnoecology  
 ES 421: Ethnobotany: Plants and Human Cultures  
 ES 423: Traditional Systems of Land and Resource Management  
 GEOG 304: Coastal Conservation  
 GEOG 353: Coastal and Marine Resources  
 GEOG 355: Coastal Communities  
 HSTR 328: Indigenous-Settler Relations in Canada  
 HSTR 330C: Indigenous-Settler Treaties Since 1600  
 HSTR 427: Seminar in Indigenous History in Canada  
 IGOV 381: Indigenous Leadership and Governance  
 IGOV 382: Indigenous Resurgence  
 IGOV 383: The Indigenous-State Relationship  
 IGOV 384: Special Issues in Indigenous Governance  
 IS 391B: Topics in Histories, Politics, Laws and Lands  
 IS 491B: Seminar in Histories, Politics, Laws and Lands  
 POLI 313C: Indigenous Politics and the U.S. Political System  
 POLI 363: Indigenous Politics in Canada  
 POLI 383: Global Indigenous Nationalisms  
 POLI 463: U.S./Canadian Comparative Indigenous Law and Policy

***Breadth Area Three: Education, Health and Healing***

CYC 330: Applied Practice in Indigenous Contexts  
 CYC 430: Research Practice in Indigenous Contexts  
 ED-D 419: Introduction to Indigenous Approaches to Healing and Helping  
 IED 371: The History of Indigenous Education in Canada  
 IED 372: Indigenous Epistemologies  
 IED 374: Indigenous Pedagogies  
 INGH 452: Traditional Healing in Indigenous Communities  
 INGH 453: Wise Practices in Indigenous Community Health  
 INGH 454: Leadership in First Nation Communities  
 INGH 455: Community Development and Capacity Building in First Nation Communities  
 IS 391C: Topics in Education, Health and Healing  
 IS 491C: Seminar in Education, Health and Healing  
 SOCW 354: Indigenous Perspectives on Practice Issues  
 SOCW 391: Indigenous Approaches to Healing and Helping  
 SOCW 451: Indigenous Policy Analysis in Social Work  
 SOCW 491: Integration of Indigenous Approaches to Healing and Helping  
 SOCW 492: Protecting Indigenous Children

***Breadth Area Four: Community and Land-Based Learning***

ANTH 380: Directed Experiential Learning in Anthropology  
 ES 470: Advanced Field Study  
 GEOG 453: Field Studies in Coastal and Marine Studies  
 IED 473: CENENITEL TW TOLNEW: Helping Each Other to Learn  
 IS 320: LE,NONET Research Apprenticeship (\*LE,NONET students only)  
 IS 321: LE,NONET Community Internship (LE,NONET students only)  
 IS 391D: Topics in Community and Land-Based Learning  
 IS 491D: Seminar in Community and Land-Based Learning  
 LING 379: Language and Land  
 \*Haida Gwaii Education Society courses (BCCAT articulation)  
 \*Dechinta Centre for Research and Learning (BCCAT articulation)

Appendix 8

**Draft Calendar Descriptions for Indigenous Studies Courses**

**Core Courses** (new courses marked \*)

<p><b>IS 101</b> <b>Indigenous Foundations</b> Formerly: IS 200A This course will introduce students to foundational contexts and concepts in the field of Indigenous Studies. Emphasis will be placed on the formation, maintenance and diversity of Indigenous identities and on the ways Indigenous peoples have experienced and resisted colonialism. Students will be introduced to guest speakers, films, and community-involved activities. <b>Note:</b> Credit will be granted for only one of IS 101, IS 200A.</p>	<p>Units: <b>1.5</b></p>	<p>Hours: <b>3-0</b></p>
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<p><b>IS 201</b> <b>Introduction to Indigenous Studies</b> Formerly: IS 200B This course will introduce students to historical, social, political, legal, and gendered frameworks that shape the relationship between Indigenous peoples, the state of Canada, and Canadian society. Topics to be covered include political activism, constitutional reform and recognition, policy, treaties, and land claims. <b>Note:</b> Credit will be granted for only one of IS 201, IS 200B. <b>Recommendation(s):</b> IS 101 is recommended prior to IS 201.</p>	<p>Units: <b>1.5</b></p>	<p>Hours: <b>3-0</b></p>
-----		
<p><b>*IS 301</b> <b>Critical Indigenous Theory</b> This course is designed to introduce students to central theoretical concepts in the field of Indigenous Studies from a variety of Indigenous perspectives. In this course, important disciplinary questions are explored, including colonialism, whiteness, sexuality and gender, sovereignty, self-determination, recognition, reconciliation, decolonization, and resurgence. This course focuses on Indigenous-centered philosophies and theories that are culturally innovative, relevant, and transformative. <b>Prerequisite(s):</b></p> <ul style="list-style-type: none"> <li>• IS 101 or IS 201; and</li> <li>• minimum second-year standing, or</li> <li>• permission of the program.</li> </ul>	<p>Units: <b>1.5</b></p>	<p>Hours: <b>3-0</b></p>
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<p><b>IS 310A</b> <b>LE, NONET Preparation Seminar</b> Formerly: IS 310, IS 220 Introduces Indigenous (First Nations, Métis, Inuit, non-status) students to knowledge and skills necessary for working with Indigenous communities and organizations, or with campus-based academic researchers, through a Research Apprenticeship (320) or Community Internship (321). Provides an introduction to western and Indigenous research methodologies. <b>Note:</b> Credit will be granted for only one of 310, IS 310A, IS 310B. <b>Prerequisite(s):</b></p>	<p>Units: <b>1.5</b></p>	<p>Hours: <b>3-0</b></p>



**Elective Courses** (offered every year)

<b>IS 320</b>	<b>Units: 1.5</b>	<b>Hours: 3-0</b>
<b>LE,NONET Research Apprenticeship</b>		
Practical experience within a university research setting. In consultation with the Research Apprenticeship Adviser, students identify an area of research interest and undertake 120 hours of research under the supervision of a faculty member from any department and submit a final project report.		
<b>Prerequisite(s):</b>		
<ul style="list-style-type: none"> <li>• IS 220 with a minimum grade of B+ (77%) or IS 310 with a minimum grade of B+ (77%); and</li> <li>• permission of the program.</li> </ul>		
-----		
<b>IS 321</b>	<b>Units: 1.5</b>	<b>Hours: 3-0</b>
<b>LE,NONET Community Internship</b>		
An introduction to practical experience within an Indigenous community or organization setting. In consultation with the Community Internship Coordinator, students identify an area of interest and undertake 120 hours of work under the supervision of a community adviser from an Indigenous community or organization.		
<b>Prerequisite(s):</b>		
<ul style="list-style-type: none"> <li>• IS 220 with a minimum grade of B+ (77%) or IS 310 with a minimum grade of B+ (77%); and</li> <li>• permission of the program.</li> </ul>		

**Variable Topics Courses** (offered when instructors are available)

<b>*IS 291</b>	<b>Units: 1.5</b>	<b>Hours: 3-0</b>
<b>Topics in Indigenous Studies</b>		
Variable content course on topics in Indigenous Studies.		
<b>Note:</b> May be taken more than once in different topics with permission of the program.		
<b>Prerequisite(s):</b>		
<ul style="list-style-type: none"> <li>• IS 101; and</li> <li>• minimum 2<sup>nd</sup> year standing; or</li> <li>• permission of the program.</li> </ul>		
-----		
<b>*IS 391A</b>	<b>Units: 1.5</b>	<b>Hours: 3-0</b>
<b>Topics in Arts, Literature and Languages</b>		
Variable content course on advanced topics in Indigenous Studies.		
<b>Note:</b> May be taken more than once in different topics with permission of the Director.		
<b>Prerequisite(s):</b>		
<ul style="list-style-type: none"> <li>• minimum 3<sup>rd</sup> year standing; or</li> <li>• permission of the program.</li> </ul>		
<b>Recommendation(s):</b> a minimum of 1.5 units of IS courses.		
-----		
<b>*IS 391B</b>	<b>Units: 1.5</b>	<b>Hours: 3-0</b>
<b>Topics in Histories, Politics, Laws and Lands</b>		
Variable content course on advanced topics in Indigenous Studies.		
<b>Note:</b> May be taken more than once in different topics with permission of the Director.		
<b>Prerequisite(s):</b>		



- IS 101 or IS 201; and;
- Minimum 3<sup>rd</sup> year standing; or
- permission of the program.

-----  
**\*IS 491C**

Units: **1.5**

Hours: **3-0**

**Seminar in Education, Health and Healing**

Advanced examination of selected topics in Indigenous Studies.

**Note:** May be taken more than once in different topics with permission of the program.

**Prerequisite(s):**

- IS 101 or IS 201; and;
- Minimum 3<sup>rd</sup> year standing; or
- permission of the program.

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**\*IS 491D**

Units: **1.5**

Hours: **3-0**

**Seminar in Community and Land-Based Learning**

Advanced examination of selected topics in Indigenous Studies.

**Note:** May be taken more than once in different topics with permission of the program.

**Prerequisite(s):**

- IS 101 or IS 201; and;
- Minimum 3<sup>rd</sup> year standing; or
- permission of the program.

Appendix 9

**Detailed Description of the Linkages Between the Learning Outcomes and the Curricular Design**

Learning Outcomes	Curriculum Design
❖ Demonstrate an understanding of historical and contemporary contexts of Indigenous experiences in Canada	These competencies will be developed in the 3.0u lower-level IS core courses (101 and 201) as well as 4.5u of interdisciplinary requirements at the lower-level and 7.5u at the upper-level.
❖ Demonstrate an understanding of Indigenous perspectives, worldviews, and knowledges	These competencies will be developed in both core courses (101, 201, 301, and 400) as well as approved external course requirements, which are managed by the 'Draft List for Approved Electives'.
❖ Apply acquired research skills within Indigenous and academic contexts as well as demonstrate respect for Indigenous protocols and research methodologies	These competencies will be developed in core course that focus specifically on Indigenous research methods and methodologies (310A/310B and 350).
❖ Demonstrate knowledge and understanding of working with Indigenous communities	These competencies will be developed in core courses that provide experiential learning opportunities (310A/310B, 450) as well as a minimum of 1.5u of upper-level in approved interdisciplinary upper-level courses that provide opportunities for community and land-based learning.
❖ Locate themselves in discourses and practices of decolonization, reconciliation, and resurgence	These competencies will be developed in core courses that focus on research methods and methodologies (310A/310B, 350, 450) and will be upheld in core courses that concentrate on Indigenous and theoretical perspectives (301, 400).

Appendix 10

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**Projected Major Declarations and Graduates  
(2018-2023)**

Based on current IS enrollments, the rise in demand for the IS classes since their inception, the success of IS programs at other universities, and the interest indicated by students currently in the IS minor, we project the following enrollments:

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b><i>Major in Indigenous Studies</i></b>					
New Students Declaring	10-15	15-20	20-24	24-28	28-30
Graduating Students	6-8	10-12	12-14	15-17	18-20
<b><i>Minor in Indigenous Studies</i></b>					
New Students Declaring	8-10	10-12	12-14	14-16	16-18
Graduating Students	6-8	8-10	10-12	12-14	14-16

## Appendix 11

**Proposed Course Offerings, Teaching Schedule, and Student Enrolments  
(2018 - 2023)**

	2018-19	2019-20	2020-21	2021-22	2022-23
IS 101: Indigenous Foundations	<b>4.5u</b> (Sessional 4.5u)	<b>6.0u</b> (Sessional 6.0u)	<b>7.5u</b> (Sessional 7.5u)	<b>9.0u</b> (Sessional 9.0u)	<b>10.5u</b> (Sessional 10.5u)
Projected Enrolment	90	120	120	150	180
IS 201: Introduction to Indigenous Studies	<b>3.0u</b> (IS Faculty 3.0u)	<b>3.0u</b> (IS Faculty 3.0u)	<b>4.5u</b> (IS Faculty 3.0; Sessional 1.5u)	<b>4.5u</b> (IS Faculty 3.0u; Sessional 1.5u)	<b>4.5u</b> (IS Faculty 3.0u; Sessional 1.5u)
Projected Enrolment	60	60	80	90	90
IS 301: Critical Indigenous Theory	<b>1.5u</b> (Sessional 1.5)	<b>1.5u</b> (IS Faculty 1.5u)	<b>1.5u</b> (IS Faculty 1.5u)	<b>1.5u</b> (IS Faculty 1.5u)	<b>1.5u</b> (IS Faculty 1.5u)
Projected Enrolment	10	15	20	20	25
IS 310A: LE,NONET Preparation Seminar	<b>1.5u</b> (LE,NONET AC/ECLC 1.5u)	<b>1.5u</b> (LE,NONET AC/ECLC 1.5u)	<b>1.5u</b> (LE,NONET AC/ECLC 1.5u)	<b>1.5u</b> (LE,NONET AC/ECLC 1.5u)	<b>1.5u</b> (LE,NONET AC/ECLC 1.5u)
Projected Enrolment	15	18	20	23	25
IS 310B: Major Preparation Seminar	<b>1.5u</b> (Sessional 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)
Projected Enrolment	10	12	20	25	25
IS 320: LE,NONET Research Apprenticeship	<b>1.5u</b> (LE,NONET AC 1.5u)	<b>1.5u</b> (LE,NONET AC 1.5u)	<b>1.5u</b> (LE,NONET AC 1.5u)	<b>1.5u</b> (LE,NONET AC 1.5u)	<b>1.5u</b> (LE,NONET AC 1.5u)
Projected Enrolment	8	10	10	15	15
IS 321: LE,NONET Community Apprenticeship	<b>1.5u</b> (LE,NONET ECLC	<b>1.5u</b> (LE,NONET ECLC	<b>1.5u</b> (LE,NONET ECLC	<b>1.5u</b> (LE,NONET ECLC	<b>1.5u</b> (LE,NONET ECLC

	1.5u)	1.5u)	1.5u)	1.5u)	1.5u)
Projected Enrolment	8	10	10	15	15
IS 350: Methods, Ethics, Protocols	<b>1.5u</b> (Sessional 1.5u)	<b>1.5u</b> (IS Faculty 1.5)	<b>1.5u</b> (IS Faculty 1.5)	<b>1.5u</b> (IS Faculty 1.5)	<b>1.5u</b> (IS Faculty 1.5)
Projected Enrolment	10	15	20	20	25
IS 391: Advanced Topics	--	--	<b>1.5u</b> (Sessional 1.5u)	<b>1.5u</b> (Sessional 1.5u)	<b>1.5u</b> (Sessional 1.5u)
Projected Enrolment	--	--	10	15	20
--					
IS 400: Research Seminar in Indigenous Studies	<b>1.5u</b> (IS Faculty 1.5)				
Projected Enrolment	18	20	22	25	25
IS 450: Indigenous Studies in the Field	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)	<b>1.5u</b> (IS Faculty/ Knowledge Holder in Residence 1.5u)
Projected Enrolment	--	10	20	25	25
IS 490: Directed Studies	--	--	--	--	--
Projected Enrolment	5	8	10	12	15
IS 491: Advanced Seminar	--	--	<b>1.5u</b> (Sessional 1.5)	<b>1.5u</b> (Sessional 1.5u)	<b>1.5u</b> (Sessional 1.5u)
Projected Enrolment	--	--	10	15	20
<b>TOTAL Units</b>	<b>18u</b>	<b>21u</b>	<b>27u</b>	<b>28.5u</b>	<b>30u</b>
<b>TOTAL Enrolment</b>	<b>246</b>	<b>298</b>	<b>372</b>	<b>450</b>	<b>505</b>

## Appendix 13

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### Consultation with UVic Library

11/22/2017

RE: Indigenous Studies major proposal - Christine O'Bonsawin

RE: Indigenous Studies major proposal

Justin Harrison

Thu 07/09/2017 3:53 PM

To: Christine O'Bonsawin <cobonsaw@uvic.ca>;

Cc: Pia Russell <prussell@uvic.ca>;

Hi Christine,

Here are Pia's thoughts, which might be worth you including in your text under the heading of library requirements:

*In Tracie's absence, my sense is that the following areas of Indigenous scholarship are strong within the library's collection:*

- Indigenous governance
- Indigenous education
- Indigenous language revitalization

*I would suggest we consider reviewing our Indigenous studies collection of general and broadly applicable titles within the social sciences. For example, Indigenous research methods titles are very popular and yet do not really fall into a single subject selector's area.*

Perhaps it would be worth mentioning the need going forward for the library and Indigenous Studies to be mindful of collecting in the research methods titles, as well as social science and general topics in the field. These and other growth areas would need to be addressed over the coming years with available funds, rather than an expectation that they be acquired all at once in short order. With those additions I think your proposal sounds good to the library.

All the best with your new program,  
Justin

**From:** Justin Harrison

**Sent:** September 7, 2017 3:16 PM

**To:** Christine O'Bonsawin <cobonsaw@uvic.ca>

**Cc:** Pia Russell <prussell@uvic.ca>

**Subject:** RE: Indigenous Studies major proposal

Hi Christine,

Thanks for reaching out to confirm whether we need more consultation.

Typically the subject librarian, Tracie Smith in this case (who is currently on leave), would provide feedback on any library requirements.

I've cc'ed my colleague Pia Russell, for her additional perspective on the library's needs and/or strengths in supporting this new exciting Major. She has served as librarian for Indigenous Studies in the past, and is very familiar with related fields and collections of Indigenous Studies topics in Education, History, and Linguistics.

11/22/2017

RE: Indigenous Studies major proposal - Christine O'Bonsawin

Best  
Justin

**From:** Christine O'Bonsawin  
**Sent:** September 7, 2017 1:56 PM  
**To:** Justin Harrison <[justinh@uvic.ca](mailto:justinh@uvic.ca)>  
**Subject:** Indigenous Studies major proposal

Good afternoon Justin,

I am writing in regards to the proposal for a major in Indigenous Studies, which we hope to move through the various channels in the upcoming weeks and months.

As you are probably aware, in the templates for new programs there is a 'library =requirements' section. I have spoken informally with Tracie Smith about the possibility of an Indigenous Studies major, particularly in regards to library holdings; however, I thought that I should formally communicate directly with the library before we begin to officially move the proposal forward. The most recent draft of the major proposal states:

\*\*\*

#### **8.4 Library Requirements**

UVic libraries are already in possession of relevant materials that will support the teaching and research needs of the IS Major. It is expected that IS will continue to work cooperatively with the library as resource needs for the program arise

\*\*\*

I am not sure whether there is more we need to work out on our end in terms of communications with the library, however, I thought that at the very least we should connect with the library to determine whether there are any further implications for the library (or Indigenous Studies), which we have not considered to this point.

Any advice or guidance would be greatly appreciated!

Take care,  
Christine

Christine O'Bonsawin, PhD  
Director, Indigenous Studies Program  
Associate Professor, Department of History  
University of Victoria  
Victoria, BC  
(250) 853-3807

Appendix 14

**Comparative Data: British Columbia Indigenous Studies Programs**

**Major Degree Requirements** (converted to UVic units)

	<b>VIU (FNAT)</b>	<b>UBC (FNIS)</b>	<b>SFU (FNST)</b>	<b>UBCO (INDG)</b>	<b>UNBC (FNST)</b>	<b>UVIC (proposed)</b>
Year: 1	6.0u required	4.5u required + 1.5u approved	3.0u required + 4.5u approved	1.5u required +6.0u INDG electives	3.0u required + 1.5u FNST elective	1.5u required + 1.5u approved
Year: 2	6.0u required					3.0u required + 1.5u approved
Year: 3	6.0u required	6.0u required + 6.0u FNIS electives	6.0u required + 9.0u FNST electives/approved	6.0u required + 9.0u INDG electives	1.5u required  1.5u required	6.0u required
Year: 4	3.0u-6.0u required					6.0u required
Other courses	12.0u approved upper-level	12.0u approved upper-level	--	No courses from other academic units	7.5u FNST electives / approved (any level)	7.5u approved
Total Program	21.0u-24.0u	16.5u	9.0u-18.0u	22.5u	7.5u-15.0u	10.5u
Total Approved	12.0u	13.5u	4.5u-13.5u	0	0-7.5u	10.5u
Total Courses	33.0u-36.0u	30.0u	22.5u	22.5u	15.0u	21.0u
Experiential Component	Optional internship	Required research practicum	Optional co-op	Optional community research project	Required internship	Required community project

## Comparative Data: British Columbia Indigenous Studies Programs

### Indigenous Studies Courses in Calendar (converted to UVic units)

		VIU (FNAT)	UBC (FNIS)	SFU (FNST)	UBCO (INDG)	UNBC (FNST)	UVIC (minor currently)	UVIC (proposed)
Year-long	Years 1 & 2	12.0u	0	0	0	0	0	0
	Years 3 & 4	15.0u	3.0u	0	0	0	0	0
Semester	Years 1 & 2	9.0u	4.5u	7.5u	7.5u	91.5u	3.0u	3.0u
	Years 3 & 4	1.5u	7.5u	34.5u	24.0u	57.0u	1.5u	12.0u
Variable-topics	Years 1 & 2	0	0	1.5u	1.5u	13.5u	0	0
	Years 3 & 4	1.5u	6.0	4.5u	4.5u	9.0u	1.5u	4.5u
UVIC equivalent		39.0u	21.0u	48.0u	36.0u	172.5u	6.0	19.5u

### Faculty Complement

	VIU (FNAT)	UBC (FNIS)	SFU (FNST)	UBCO (INDG)	UNBC (FNST)	UVIC (minor currently)	UVIC (proposed)
Assistant	6 (all regular instructional staff titled "Professor")	5	2	2	3	0	1
Associate		3	3	1	1	1	2
Professor		1	1	0	2	0	0
Emeritus/Emerita	0	0	0	0	2	0	0
<b>TOTAL</b>	6	9	6	3	6 (+2)	1	3

## Appendix 14

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### Evidence of Support



Faculty of Social Sciences  
Business & Economics Building Room 456 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-472-5058 | F 250-472-4583 | soscoff@uvic.ca | socialsciences.uvic.ca | @UVicSocialSci

November 21, 2017

Chris Goto-Jones  
Dean, Faculty of Humanities

**RE: Support for Proposed Major in Indigenous Studies**

Dear Chris,

The Faculty of Social Sciences strongly supports the proposed Major in Indigenous Studies. The IS Major will complement and build on the IS Minor and, more significantly, will take UVic's commitment and practice in Indigenous education to the necessary next level.

The proposed IS Major has several hallmarks that will bring Indigenous studies at UVic on par with other institutions in Canada and will also distinguish UVic's program from other institutions, specifically, the appointment of Elders and a Knowledge Holder(s) in Residence, and the emphasis on experiential and land-based learning.

The proposed IS Major is directly responsive to the UVic Indigenous Plan, in particular with respect to developing "an Indigenous Studies Major to complement the existing Indigenous Studies Minor". Aligning with the Indigenous Plan the proposed IS Major also fosters a welcoming university environment for Indigenous students and others who want to learn about Indigenous knowledges and ways of knowing, as well as hiring Indigenous faculty, and supporting Indigenous students.

It is unfortunate that there was not a fulsome discussion with Deans on the advantages and disadvantages of moving Indigenous Studies from Interdisciplinary Studies to a single faculty, and the resulting inter-faculty collaboration that would be needed for the IS Major to enhance offering it by a single faculty. For example, collaboration would be further enhanced with cross-Faculty participation in the Advisory Committee. Having said this, if it has to be located in a single faculty, then Humanities is well suited to house it and I am certain that it will flourish under the support of Dean Goto-Jones. We look forward to further discussions on inter-faculty engagement with the IS Major and ways to best support it.

Original signed by Catherine Krull

Catherine Krull  
Dean of Social Sciences





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[www.hsd.uvic.ca](http://www.hsd.uvic.ca)

Office of the Dean  
Faculty of Human  
& Social Development

November 21, 2017

Nancy Wright, Senate Committee on Planning  
University of Victoria

Dear Nancy,

**Re: Major In Indigenous Studies**

The Faculty of Human and Social Development is pleased to support the Major in Indigenous Studies. Like Humanities, this Faculty is committed to strengthening its programming in the context of Indigenization, in accordance with the university's Indigenous Plan, and this major represents a clear contribution in this direction.

The Faculty of Human and Social Development is already involved in the Indigenous Studies Minor, in the context of Interdisciplinary Studies; we are pleased to see the development of this major, led by Indigenous faculty members from across multiple Departments and Faculties and hosted by the Faculty of Humanities.

The major is soundly built on principles of interdisciplinary cooperation within and between Faculties. It successfully captures the extra value of this cooperation, and frames an attractive programme that would not be possible without it. It is also a great merit of the proposal that it constructs the possibility of Indigenous Studies as a discipline in its own right, locating that knowledge and those ways of knowing in the Indigenous community itself.

I am confident that the major builds upon existing trajectories within the Faculty of Human and Social Development and potentially adds value to the student experience here. Hence, I am confident that it will attract students already on-stream as well as draw in a new constituency of students who might otherwise have chosen to go elsewhere. Indigenous Studies is an attractive and timely addition to UVic's portfolio, and an essential step in the fulfilment of UVic's ambitions under its Indigenous Plan.

This major represents an exciting opportunity for UVic and I am pleased to be able to support it. I commend the faculty members who were involved in its design, and I look forward to seeing this flourish.

Original signed by Tricia Marck

Tricia Marck RN, PhD  
Dean



**University  
of Victoria**  
Education

Office of the Dean  
Faculty of Education

PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 721-7757, Fax: 472-5063  
Email: [educdean@uvic.ca](mailto:educdean@uvic.ca)

## MEMO

---

To: Dr. Chris Goto-Jones, Dean of Humanities  
Re: Proposal for a BA in Indigenous Studies  
Date: 21 November 2017

The Faculty of Education supports the principle of a full degree in Indigenous Studies very strongly, and appreciates the opportunity to express that support. Having reviewed the proposal in detail, we see the structure as intellectually and culturally appropriate. The establishment of the degree is an important step forward for the University of Victoria in a critical area and at a critical time.

We look forward to full involvement with the Humanities in the design and delivery of the BA in Indigenous Studies.

Original signed by Ralf St. Clair

Date: 21 November 2017  
To: Nancy Wright, Senate Committee on Planning  
CC:  
From: Jeremy Webber, Dean of Law

**Re: Major in Indigenous Studies**

---

On behalf of the Faculty of Law, I am pleased to support the proposed Major in Indigenous Studies. Like Humanities, this Faculty is committed to strengthening its programming in Indigenization, in accordance with the university's Indigenous Plan. We strongly support the development of advancements in Indigenous studies across the university. Our own initiatives have benefited greatly from interdisciplinary collaboration. This initiative is a very good contribution in this direction.

The major is soundly built on principles of interdisciplinary cooperation within and between Faculties. It successfully captures the extra value of this cooperation, and frames an attractive programme that would not be possible without it. It is also a great merit of the proposal that it constructs the possibility of Indigenous Studies as a discipline in its own right, locating that knowledge and those ways of knowing in the Indigenous community itself.

I am confident that the major complements existing trajectories within the Faculty of Law, such as our Common Law/Indigenous Law dual degree programme. The additional faculty and students working in the programme will contribute to our depth across the university. I am confident that it will attract a new constituency of students who might otherwise have chosen to go elsewhere. Indigenous Studies is an attractive and timely addition to UVic's portfolio, and an essential step in the fulfilment of UVic's ambitions under its Indigenous Plan.

This major represents an exciting opportunity for UVic and I am pleased to support it. I commend the faculty members who were involved in its design, and I look forward to seeing this flourish.

Sincerely,

Original signed by Jeremy Webber



Equity and Human Rights  
Sedgewick C Building C115 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-8488 | F 250-721-8570 | uvic.ca/eqhr

November 21, 2017

Dean Goto-Jones  
Faculty of Humanities  
University of Victoria

Dear Dean Goto-Jones,

The Equity and Human Rights (EQHR) office is pleased to wholeheartedly extend support for the proposed new Bachelor of Arts, Indigenous Studies Major in the Faculty of Humanities.

Committing to and developing strength in indigenous scholarship is essential if we are to build and integrate Indigenous ways and understandings across our university. The proposed program will both complement and strengthen existing Indigenous scholarship at UVic by increasing the breadth and integration of diverse aspects of Indigenous studies. Being able to offer the Indigenous Studies Major in the humanities will add value to our university community by attracting Indigenous scholars and students interested in this arena of Indigenous studies. These scholars and students will bring with them new ideas and methods that we can learn from and integrate back into our own work and the functioning of the university community. They will support us all in building communities of practice that are founded in new ways of thinking.

The proposal clearly articulates the importance of the program in the context of the Final Report of the Truth and Reconciliation Commission, and the BC Government's action plan on Indigenous education and training. As Canadian society commits to reconciliation, it is incumbent upon UVic to develop programs such as this that advance student opportunities to participate in shaping our collective future, and I am delighted that this new program will contribute to UVic's commitments to these important calls to action.

I am so pleased to have been asked to offer support. I wish you and all those involved in this proposal the very best as the proposal moves forward.

Sincerely,

Original signed by Cassbreea Dewis

Cassbreea Dewis  
Acting Director, Equity and Human Rights





**University  
of Victoria**

**Office of Indigenous Academic  
and Community Engagement**

First Peoples House  
PO Box 1700 STN CSC  
Victoria, British Columbia, V8W 2Y2 Canada  
Tel (250) 472-4913, Fax (250) 472-4952  
E-mail: [iaceadm@uvic.ca](mailto:iaceadm@uvic.ca) Web: [www.uvic.ca/iace](http://www.uvic.ca/iace)

SEN-JAN 5/18-9  
Page 41 of 42



November 23, 2017

Chris Goto-Jones  
Dean, Faculty of Humanities  
University of Victoria

Dear Chris;

The Office of Indigenous Academic and Community Engagement strongly supports the proposed Major in Indigenous Studies. The IS Major will not only complement the IS Minor, but will also strongly support the goals of the Indigenous Plan and gaps identified by Indigenous students.

The Indigenous Plan aims to develop opportunities for UVic students to gain a better understanding of Indigenous peoples, history and culture, and the impact of colonization, and the IS Major will directly address this goal. The Indigenous Plan also strives to provide opportunities to support and recognize Indigenous student's identity. The IS Major will also support the Indigenous Plan by attracting and increasing the recruitment of Indigenous faculty.

Our office has had a long-standing relationship with the IS Minor Program through the LE, NONET Program and Elders' Voices Program. The Elders' Voices Program has supported the IS Minor program and will continue to have local community Elders play a significant role in the IS Major program. The IS Major program will also support the expansion the growth of the Elders' Voices program. The LE, NONET program has supported experiential learning through offering research apprenticeships and community internships, and these courses would enhance experiential learning opportunities for IS Major students.

I am very excited about this proposal being accepted and witness the vital impact it will make to our Indigenous students.

With Respect,

Original signed by Lalita Kines

Lalita Kines  
Interim Manager  
Office of Indigenous Academic & Community Engagement



University  
of Victoria

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University of Victoria  
First Peoples House  
PO Box 1700 STN CSC  
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V8W 2Y2 Canada  
Tel: 250-472-4231 Fax: 250-472-4952  
E-Mail: lenonet@uvic.ca



24 November 2017

Dr Chris Goto-Jones, Dean  
Faculty of Humanities  
via email

Tanshi Dean Goto-Jones,

On behalf of LE,NONET, I am writing to offer my full, unqualified and enthusiastic support for the Indigenous Studies Major Program proposal. The creation of a major represents a major step forward for the university, and responds directly to Strand 3, Goal 1(e) of the new Indigenous Plan.

Since 2011, the Indigenous Studies Minor Program has provided critical administrative support for LE,NONET courses, including course numbers, course scheduling and calendar updates; at the same time, these courses have served as approved electives for a significant number of Indigenous students completing the minor. During this time, LE,NONET students have constantly and consistently requested an opportunity to declare a major in Indigenous Studies; a number have chosen to transfer to other institutions to complete a degree in Indigenous Studies.

As Coordinator of the Indigenous Studies Minor Program during the Director's leave from May–October 2015, I had an opportunity to participate in the early stages of developing and designing the major proposal. Since then, the Director has consulted me extensively about the integration of LE,NONET courses into the proposed curriculum. I think that there are extensive and obvious connections between the work that LE,NONET has been doing, in areas such as community-based and experiential learning, and the priorities that have been identified as core aspects of the proposed major. A formalized relationship between LE,NONET and Indigenous Studies, as described in the major program proposal, will greatly enhance opportunities for Indigenous students across campus while also playing an essential role in recruiting and retaining Indigenous undergraduate students.

I am confident that the proposed major program will make significant contributions to Indigenous education at the university. The proposal recognizes the emergence of Indigenous Studies as a discipline, and places Indigenous ways of knowing, being, teaching and learning at the centre of its vision.

I look forward to building the relationship between LE,NONET and Indigenous Studies, and to exploring further ways that the two programs can work together to serve the goals of Indigenous students at the university.

Original signed by Robert L. A. Hancock

Robert L. A. Hancock, Ph.D.  
LE,NONET Academic Coordinator  
Office of Indigenous Academic and Community Engagement  
rola@uvic.ca / (250) 472-4231



University  
of Victoria

**Associate Vice-President Academic Planning**

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**MEMO**

Date: December 7, 2017  
To: The Secretary of the Senate  
From: Dr. Nancy Wright, Chair, Senate Committee on Planning  
Re: Major modification to the Student-designed Interdisciplinary Minor

At its meeting of December 7, 2017, the Senate Committee on Planning discussed and approved the major modification to the Student-designed Interdisciplinary Minor.

The following motion is recommended:

That Senate approve the major modification to the Student-designed Interdisciplinary Minor as proposed in the memorandum "Major curriculum changes to Student-designed Interdisciplinary Minor" dated December 7, 2017.

:sld

Committee Membership:

Dr. Nancy Wright, Chair  
Dr. Abdul Roudsari  
Ms. Nicole Greengoe  
Dr. Stan Dosso  
Mr. David Schostek  
Dr. Reuven Gordon  
Ms. Carrie Andersen  
Dr. David Castle  
Dr. Jason Colby  
Dr. Merwan Engineer  
Ms. Sandra Duggan, Secretary

Dr. Valerie S. Kuehne  
Dr. Sang Nam  
Dr. Graham McDonough  
Dr. Victoria Wyatt  
Dr. Anne Stahl  
Dr. Andrea Giles  
Dr. Stephen Evans  
Ms. Gillian Calder  
Dr. Ralf St. Clair  
Ms. Paige Bennett  
Dr. Patrick Nahirney



# MEMO

FACULTY OF SOCIAL SCIENCES, FACULTY OF SCIENCE, FACULTY OF HUMANITIES

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DATE: December 7, 2017

TO: Dr. Nancy Wright, Associate Vice President Academic

FROM: Dr. Catherine Krull, Dean Faculty of Social Sciences

RE: Major curriculum changes to Student-designed Interdisciplinary Minor

The Tri-faculties hereby submit a proposal for major modification to the Student-Designed Interdisciplinary Minor. The modifications strengthen the academic standards of the minor by e.g., requiring the supervision of a faculty member, being approved by the Director of Interdisciplinary Academic Programs, and be approved before more than 6.0 units of coursework counting towards the minor has been completed (see attachment for further details). The modifications were discussed and approved by each of the Tri-faculties curriculum committees and by each of the Faculty Councils.

Original signed by  
Catherine Krull

Catherine Krull, PhD  
Dean, Faculty of Social Sciences

Original signed by  
Rob Lipson

Rob Lipson, PhD  
Dean, Faculty of Science

Original signed by  
Chris Goto-Jones

Chris Goto-Jones, PhD  
Dean, Faculty of Humanities

Original signed by  
Bruce Ravelli

Bruce Ravelli, PhD  
Director, Office of Interdisciplinary Academic Programs



### UVic Program Curriculum Change

Faculty: Social Sciences		Academic Unit: Social Sciences	Date of submission: 15SEP17	Submission number: 5
		Effective date of change: 01MAY18		
<b>Type(s) of program change:</b>				
<input checked="" type="checkbox"/> Creation, reinstatement, discontinuance, or major modification of a program or credential	<input type="checkbox"/> Change in a listing of eligible or elective courses that can be used to meet a program or credential requirement	<input type="checkbox"/> Other: Describe		
<input type="checkbox"/> A minor modification in program or credential that does not significantly change that program or credential's focus, content, structure, or requirements	<input type="checkbox"/> A change in the description of a program or credential not involving any change in program or credential requirements			
<b>Current calendar entry: 291</b>		<b>Proposed calendar entry:</b>		
Current calendar page number:		If new, suggested section to insert:		
<p><b>Student-Designed Minor</b>                  Students may undertake an interdisciplinary Minor that is not listed in the Calendar. In addition to the requirements of the Minors listed above, this student-designed Minor must:</p> <ul style="list-style-type: none"> <li>include courses from at least two departments, with a minimum of 3 units from each department</li> <li><del>consist of courses taken only at UVic</del></li> <li>have structure, coherence and theme; it cannot consist of unrelated courses</li> <li>be approved by the <del>Chair/Adviser of the departments concerned</del></li> <li>be approved by the Associate Dean of Academic Advising of Humanities, Science and Social Sciences</li> <li>be declared <del>by the end of the student's third year</del></li> </ul> <p>Students must discuss their proposed Student-Designed Minor with <del>department Chairs/Advisers</del> before submitting their request to the Associate Dean of Academic Advising. The Student-Designed Interdisciplinary Minor form is available from the Academic Advising Centre, A205, University Centre.</p>		<p><b>Student-Designed <u>Interdisciplinary</u> Minor</b>                  Students may undertake an interdisciplinary Minor that is not listed in the Calendar. In addition to the requirements of the Minors listed above, this student-designed Minor must:</p> <ul style="list-style-type: none"> <li><u>be distinct from programs already offered at UVic</u></li> <li>have structure, coherence and theme; it cannot consist of unrelated courses</li> <li><u>be designed and completed under the supervision of a faculty member</u></li> <li><u>consist of 13.5 units, with a minimum of 7.5 units of courses numbered 300 and above</u></li> <li><u>a minimum of 6.0 units of upper-level coursework must be taken at UVic</u></li> <li>include courses from at least two departments, with a minimum of 3 units from each department</li> <li><u>be approved before more than 6.0 units of coursework counting towards the minor has been completed</u></li> <li>be declared <u>prior to the student achieving fourth-year standing (42.0 units)</u></li> <li>be approved by the <u>Director of the Office of Interdisciplinary Academic Programs</u></li> <li>be approved by the Associate Dean of Academic Advising of Humanities, Science and Social Sciences</li> </ul> <p>Students must discuss their proposed Student-Designed <u>Interdisciplinary</u> Minor with <u>the Director of the Office of Interdisciplinary Academic Programs</u> before submitting their request to the Associate Dean of Academic Advising. The Student-</p>		



University  
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**MEMO**

Date: December 7, 2017  
To: The Secretary of the Senate  
From: Dr. Nancy Wright, Chair, Senate Committee on Planning  
Re: Major Modification to the Concentration in Cultural, Social and Political Thought (CSPT) Program

At its meeting of December 7, 2017, the Senate Committee on Planning discussed the proposed modification to the concentration in Cultural, Social and Political Thought (CSPT) Program. Upon review of the proposal the committee agreed that the proposal reflected a major modification to the Concentration in Cultural, Social and Political Thought (CSPT) Program. The motion proposed by the Faculties was amended and carried in support of the major modification to the Concentration in Cultural, Social and Political Thought (CSPT) Program.

The following motion is recommended:

That Senate approve the major modification to the Concentration in Cultural, Social and Political Thought (CSPT) program, as proposed in the memorandum originally submitted as "Minor curriculum change to the Concentration in Cultural, Social and Political Thought (CSPT) program" dated December 7, 2017.

A handwritten signature in cursive script, appearing to read "N Wright".

:sld

Committee Membership:

Dr. Nancy Wright, Chair  
Dr. Abdul Roudsari  
Ms. Nicole Greengoe  
Dr. Stan Dosso  
Mr. David Schostek  
Dr. Reuven Gordon  
Ms. Carrie Andersen  
Dr. David Castle  
Dr. Jason Colby  
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Ms. Sandra Duggan, Secretary

Dr. Valerie S. Kuehne  
Dr. Sang Nam  
Dr. Graham McDonough  
Dr. Victoria Wyatt  
Dr. Anne Stahl  
Dr. Andrea Giles  
Dr. Stephen Evans  
Ms. Gillian Calder  
Dr. Ralf St. Clair  
Ms. Paige Bennett  
Dr. Patrick Nahirney



# MEMO

FACULTY OF SOCIAL SCIENCES, FACULTY OF HUMANITIES

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DATE: December 7, 2017

TO: Dr. Nancy Wright, Associate Vice President Academic

FROM: Dr. Catherine Krull, Dean Faculty of Social Sciences

RE: Minor curriculum change to the Concentration in Cultural, Social and Political Thought (CSPT) program

The Faculty of Social Sciences and the Faculty of Humanities hereby submit a proposal to for minor modification to the Concentration in Cultural, Social and Political Thought (CSPT) program. The modification permits Anthropology graduate students to participate in the CSPT program. The modification will broaden CSPT's reach and diversify faculty and student members. The modifications were discussed and approved by the Faculty of Social Sciences and the Faculty of Humanities curriculum committees and by the Faculty of Graduate Studies, prior to being approved by each of the Faculty Councils.

Original signed by Catherine Krull

Original signed by Chris Goto-Jones

Catherine Krull, PhD

Chris Goto-Jones, PhD

Dean, Faculty of Social Sciences

Dean, Faculty of Humanities

Original signed by Bruce Ravelli

Bruce Ravelli, PhD

Director, Office of Interdisciplinary Academic Programs





# MEMO

## FACULTY OF SOCIAL SCIENCES

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DATE: November 15, 2017  
TO: Senate  
FROM: Catherine Krull, Dean of Social Sciences   
RE: **Faculty Membership Statement Changes for Senate Approval**

Please find attached our amended statement on Faculty Membership for Senate's approval. Given that the change to the statement was simply to update the reference associated with the definition of "faculty member" as found in the "Framework Agreement" to the definition found in the "Collective Agreement", a brief report of the change was presented at our Faculty Meeting of 27 September 2017 but a motion for approval was not put forward. You will also find attached, for your information, the document that was distributed at the September 27<sup>th</sup> Faculty Meeting summarizing the differences in the definition of "faculty member" between the Framework Agreement and the Collective Agreement.

Attachments (2)



## Membership in Open and Closed meetings of the Faculty of Social Sciences

In accordance with the Senate motion of 6 November 2009 in regard to membership in open and closed meetings, to include all regular faculty members appointed within the Faculty as defined by [Part 1 \(2\) of the Collective Agreement](#) ~~Article 2.11 and 2.12 of the Framework Agreement~~, with the right to participate in meetings and proceedings of the Faculty as voting members effective from the date of their appointment. In addition, the following groups have a standing invitation to provide one representative each with the right to participate in open and closed meetings and proceedings of the Faculty as voting members effective from the date of their appointment, subject to the Faculty approving at one of their regular meetings the procedures filed by each group to identify their representative:

1. UVSS, with the requirement that the representative be a student currently registered in the Faculty of Social Sciences;
2. GSS, with the requirement that the representative be registered in a program offered through a department or unit in the Faculty of Social Sciences;
3. Staff members currently employed within the Faculty of Social Sciences;
4. Sessional lecturers (CUPE 4163) with the representative being a member currently employed in the Faculty of Social Sciences.

The above defines membership for a closed session of Faculty. Regular sessions of Faculty also are open to the broader Faculty community as defined by the four groups above, with those who do not hold explicit membership reserved the right to speak by invitation of the Chair but with no voting privileges.

Ten (10) members in the Faculty of Social Sciences constitute a quorum.

**Amendment to the Faculty of Social Sciences Faculty Membership Statement to align with Collective agreement.**

	Framework Agreement wording	Collective Agreement wording
1.	"Faculty Member" means a person holding one of the following academic appointment classifications at the University: a) A tenured appointment or an appointment with eligibility for tenure as i. Assistant Professor, ii. Associate Professor, iii. Professor, or iv. A grant-tenured appointment at any of the above ranks.	"Faculty Member" means a person holding one of the following academic appointment classifications at the University: A tenured appointment or an appointment with eligibility for tenure as Assistant Professor, Associate Professor or Professor or a grant-tenured appointment with eligibility for grant-tenure at any of those ranks
2.		Addition of "Associate Teaching Professor"
3.	Limited Term appointment with a term of more than one year appointed at the rank of Assistant, Associate or Professor or appointed as a Senior Assistant Teaching Professor.	Limited-Term appointment with a term of more than one year appointed at the rank of Assistant Professor, Associate Professor or Professor or appointed as an Assistant Teaching Professor or Teaching Professor.
4.	"Grant-Tenure" means an academic appointment without term where funds to support more than 50% of the salary for the appointment come from an external source and that may be terminated by the University in accordance with Article 10.4.2	"Grant-Tenure" means an academic appointment without term where funds to support more than 50% of the salary for the appointment come from an external source and that may be terminated by the University in accordance with section 16.14