



The next open meeting of the Senate of the University of Victoria is scheduled for Friday, October 2, 2020 at 3:30 p.m.

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

1. APPROVAL OF THE AGENDA ACTION

2. REMARKS FROM THE CHAIR

a. President's Report INFORMATION

b. Strategic Framework Implementation Report 2019/20
(SEN-OCT 2/20-1) INFORMATION

3. MINUTES ACTION

a. May 1, 2020 (SEN-OCT 2/20-2)

Motion: That the minutes of the open session of the meeting of the Senate held on May 1, 2020 be approved and that the approved minutes be circulated in the usual way.

4. BUSINESS ARISING FROM THE MINUTES

5. ELECTION OF STUDENTS TO THE SENATE

a. Student Representatives to Senate (SEN-OCT 2/20-3) INFORMATION

6. CORRESPONDENCE

a. University of Victoria Financial Statements
as at March 31, 2020 (SEN-OCT 2/20-4) INFORMATION

(Note: the Schedule of Employees' Remuneration and Expenses is available for viewing by [clicking here](#).)

Advance notice of questions is appreciated. The Vice-President Finance and Operations will be pleased to answer any questions received *prior to noon* on the

day of the Senate meeting. Please email questions to Kathy MacDonald in the Office of the University Secretary at usec2@uvic.ca.

7. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Academic Standards – Dr. Neil Burford, Chair

- | | | |
|------|---|--------------------|
| i. | 2019/20 Annual Report (SEN-OCT 2/20-5) | INFORMATION |
| ii. | Consultation on the Proposed Revisions to the Undergraduate Academic Concessions Regulation (SEN-OCT 2/20-6) | ACTION |
| iii. | Examination Cancellation Policy and Guidelines (SEN-OCT 2/20-7) | ACTION |

Motion: That Senate approve the Examination Cancellation Policy and Guidelines for inclusion in the Academic Regulations – Examinations section of the Undergraduate Academic Calendar and the Faculty Academic Regulations section of the Graduate Academic Calendar effective January 1, 2021.

b. Senate Committee on Agenda and Governance - Prof. Jamie Cassels, Chair

- | | | |
|------|---|--------------------|
| i. | In response to COVID-19: A summary of actions or adjustments made under authority of the Emergency Protocol for Senate Operations (Level 2) (SEN-OCT 2/20-8) | INFORMATION |
| ii. | Appointments to the 2020/2021 Senate Standing Committees (SEN-OCT 2/20-9) | ACTION |
| iii. | Revisions to the Terms of Reference for the Senate Committee on Admission, Re-registration and Transfer (SEN-OCT 2/20-10) | ACTION |

Motion: That Senate approve the revisions to the terms of reference for the Senate Committee on Admission, Re-registration and Transfer Appeals.

- iv. Revisions to the Terms of Reference for the Senate Committee on Academic Standards (**SEN-OCT 2/20-11**) **ACTION**

Motion: That Senate approve the revisions to the terms of reference for the Senate Committee on Academic Standards.

c. Senate Committee on Awards – Dr. Helga Hallgrimsdottir, Chair

- i. New and Revised Awards (**SEN-OCT 2/20-12**) **ACTION**

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:

- Otto and Joan Bekius Scholarship* (New)
- Distinguished Education Alumni Scholarship* (Revised)
- Knowledge First Foundation Scholarship* (Revised)
- Stephens Family Undergraduate Research Awards in Organic & Sustainable Food Systems (Revised)
- Orca Book Publishers Award in Indigenous Language Revitalization (Revised)
- Faculty of Education Emergency Bursary (Revised)
- Brian Money and Nancy Dyer Accordion Scholarship in Music (New)
- Faculty of Engineering Undergraduate Entrance Scholarship* (New)
- Faculty of Education Undergraduate Entrance Scholarship* (New)
- Faculty of Human and Social Development Undergraduate Entrance Scholarship* (New)
- Peter B. Gustavson School of Business Undergraduate Entrance Scholarship* (New)
- Faculty of Humanities Undergraduate Entrance Scholarship* (New)
- Faculty of Fine Arts Undergraduate Entrance Scholarship* (New)
- Dr. David Cook Memorial Scholarship (Revised)
- Embassy of Ukraine Book Prize (New)
- Phoenix Bursary (Revised)
- Carmanah Prize in Eco-Technology* (Revised)
- J. Prospero Scholarship for Sustainable Mining (New)
- Graduate of 1976 Visual Arts Scholarship (New)
- Victoria Real Estate Board Bursary (Revised)
- Darlene Scott Scholarship* (Revised)

- Henry and Marian Thiel International Business Award* (Revised)
- Peter B. Gustavson School of Business MGB Scholarship (New)
- Betty and Gilbert Kennedy Graduate Scholarship in Mathematics and Statistics* (New)
- Dr. Margaret “Marmie” Perkins Hess Graduate Fellowships in Earth, Ocean, Astronomy, and Environmental Sciences* (New)
- Rose Won Lau Business Scholarship* (Revised)
- JTS Scholarship* (Revised)
- School of Music Faculty String Award* (Revised)
- Sheila Ryan and Eileen Ryan Graduate Scholarship in Nursing* (Revised)
- Microserve Scholarship in Business, Management Information Systems (Revised)
- Iola Worthington Scholarship in Business* (Revised)
- Jean Foley International Business Scholarship (Revised)

** Administered by the University of Victoria Foundation*

d. Senate Committee on Continuing Studies – Dr. Jo-Anne Clarke, Chair

- i. 2019/20 Annual Report (**SEN-OCT 2/20-13**) **INFORMATION**

e. Senate Committee on Curriculum - Dr. Robin Hicks, Vice-Chair

- i. 2019-2020 Annual Report (**SEN-OCT 2/20-14**) **INFORMATION**

- ii. 2020/2021 Cycle 3 Curriculum Submissions (**SEN-OCT 2/20-15**) **ACTION**

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2020-2021 academic calendar, effective January 1, 2021.

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

Note: The summaries of the curriculum changes from the faculties have been included in the docket. To view the complete curriculum submissions, please email Kathy MacDonald, Senate Coordinator, at usec2@uvic.ca.

8. PROPOSALS AND REPORTS FROM FACULTIES

a. Peter B. Gustavson School of Business

- i. Bylaws & Constitution Changes for Senate Approval (SEN-OCT 2/20-16) ACTION**

Motion: That Senate approve the proposed revisions to the Peter B. Gustavson School of Business' Bylaws and Constitution.

b. Faculty of Humanities

- i. Revised Faculty of Humanities' Constitution and Operating Structure (SEN-OCT 2/20-17) ACTION**

Motion: That Senate approve the revised Faculty of Humanities' Constitution and Operating Structure (2020).

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

- a. 2019/20 Annual Report on the Status of Academic Program Reviews (SEN-OCT 2/20-18) INFORMATION**

- b. Revisions to Policy AC1145 Academic Program Reviews (SEN-OCT 2/20-19) ACTION**

Motion: That Senate approve the revisions to Policy AC1145 External Reviews of Academic Units.

10. OTHER BUSINESS

- a. Academic Important Dates (SEN-OCT 2/20-20) ACTION**

Motion: That Senate approve the Academic Important Dates for the period January 2022 through April 2022 for submission to the January 2021 undergraduate and graduate academic calendar publications.

- b. 2021/22 Senate Meeting Dates (SEN-OCT 2/20-21) ACTION**

Motion: That Senate approve the 2021/22 Senate Meeting and Other Important Dates.

c. Senate Vacancies

INFORMATION

d. Joint Senate Board Retreat

INFORMATION

e. Election of Vice-Chair of Senate

ACTION

11. ADJOURNMENT



President and Vice-Chancellor

Michael Williams Building Room A220
PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-721-7002 | pres@uvic.ca | uvic.ca/president

MEMO

Date: 16 September 2020

To: Senate

From: Professor Jamie Cassels, QC
President and Vice-Chancellor

RE: Strategic Framework Implementation Report 2019/20

Background:

After eight months of consultation with more than 2,500 people, the Board of Governors approved the Strategic Framework on May 29, 2018. It officially launched on Sept. 19, 2018.

The framework articulates our shared understanding of our vision, values and priorities. It serves as a guide to our entire university's future, outlining six strategic areas where we should focus our efforts: cultivate an extraordinary academic environment; advance research excellence and impact; intensify dynamic learning; foster respect and reconciliation; promote sustainable futures; and engage locally and globally.

Implementation of the framework is coordinated through the university's Integrated Planning Committee—comprised of vice-presidents and associate vice-presidents from all portfolios—to ensure a focused and collaborative approach. The committee sets institutional planning priorities and allocates resources across the university in a manner that is closely aligned with the priorities and goals of the framework.

This second annual report honours our commitment to taking an accountable and transparent approach to implementing the framework.

Summary:

UVic continues to embed the Strategic Framework across the entire university, building on the efforts of the first year and incorporating the goals into new initiatives. Despite the impact of COVID-19 on the university community, important actions and investments have been made in student supports and other areas that further the priorities outlined in the Strategic Framework.

During the second year of implementation, we continued our progress toward the goal of being the Canadian research university that best integrates outstanding scholarship,

engaged learning and real-life involvement to contribute to a better future for people and the planet.

The updated graphs and examples included in the second annual Strategic Framework Implementation Report demonstrate the progress over the past year toward achieving our vision and goals. This progress would not have not been possible without the work of UVic's dedicated faculty and staff across the entire university in every portfolio. The examples chosen for inclusion reflect many of our collective accomplishments and successes, but the report is not a comprehensive account of all of the university's achievements over the past year.

The Implementation Report is being shared with Senate for information.

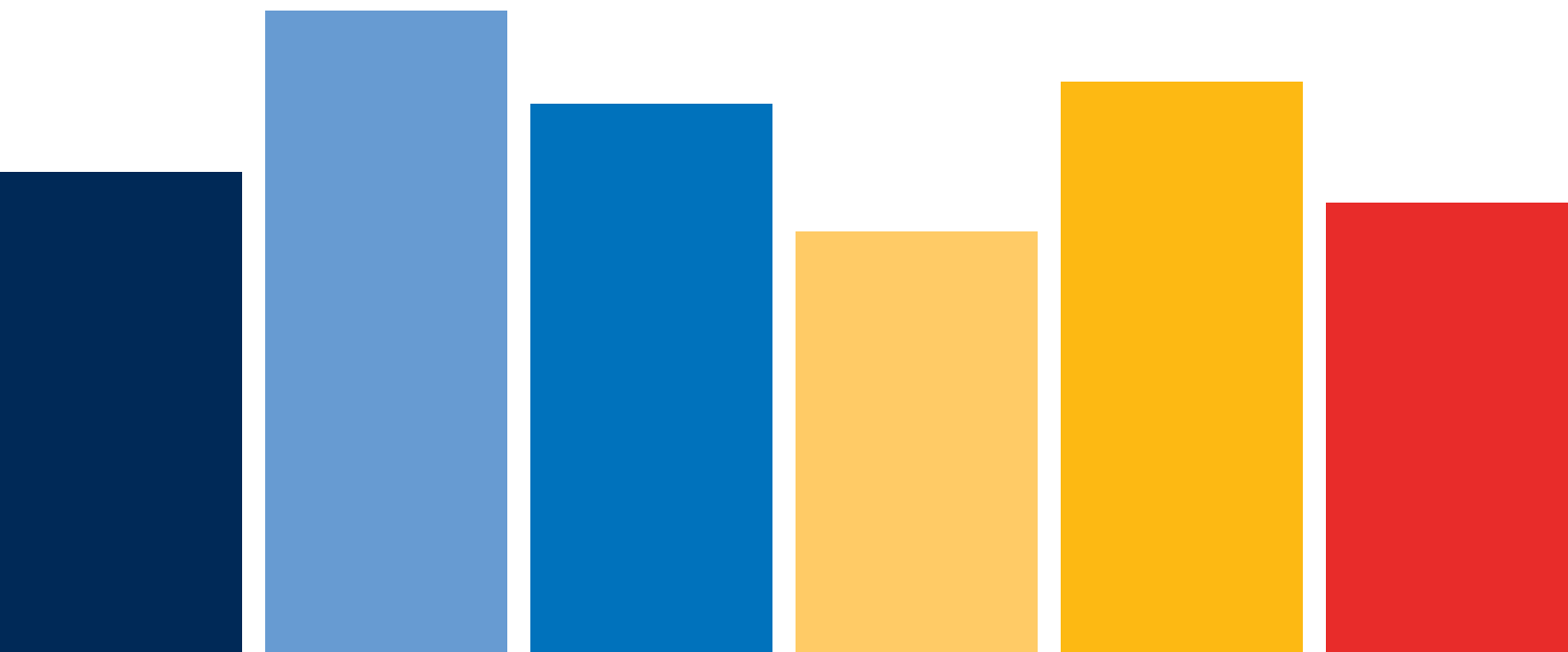
Next steps:

The annual implementation report will be made available to the community in the coming weeks as a downloadable PDF at www.uvic.ca/strategicframework.

Attachment(s): Strategic Framework Implementation Report 2019/20



STRATEGIC FRAMEWORK IMPLEMENTATION REPORT 2019/20



YEAR 2

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Message from the president

I am pleased to present this year's report on the implementation of the University of Victoria Strategic Framework, 2018-2023. This is our second opportunity to update the UVic community on the progress we have made and ensures that we continue to uphold our commitment to an accountable and transparent approach to implementation.

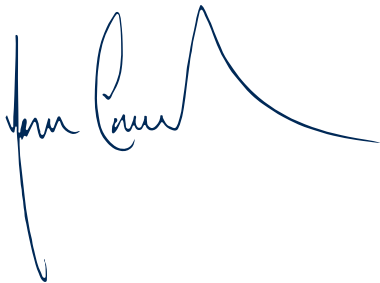
The report highlights institutional achievements from the past year, documenting our progress in alignment with the Strategic Framework while also highlighting how our community rose to the challenge of the unprecedented global pandemic. While there is no question that this past year has been unlike any other, all that we have accomplished together in the shadow of the COVID-19 crisis is truly remarkable.

I am reminded that this university's greatest strength is its talented people working collaboratively towards our mission of education, research and engagement. Thank you to everyone who has contributed to our university's efforts over the past year. I have been grateful for your dedication and flexibility, especially through these recent uncertain times.

This past year we continued to make great progress toward our goal of being the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

As we emerge from these challenging times, our university's contributions will be more critical than ever to building a strong and healthy future for our local and global communities. I have every confidence that our extraordinary university is well positioned for its future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie Cassels', with a long, sweeping horizontal line extending to the right.

Professor Jamie Cassels, QC
President and Vice Chancellor
University of Victoria

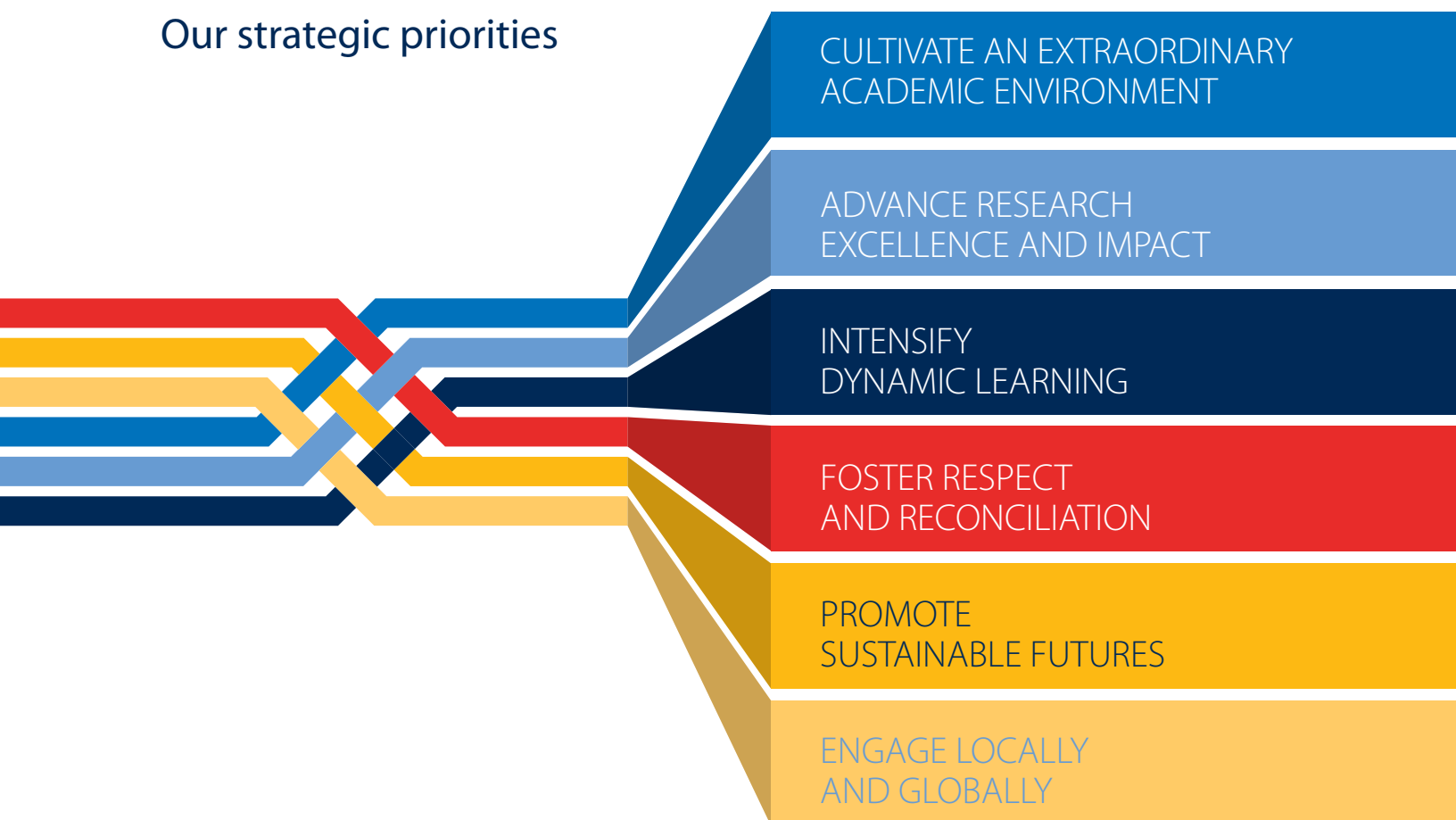
Territorial acknowledgment

We acknowledge with respect the Lekwungen peoples on whose traditional territory the University of Victoria stands, and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

Background

The [University of Victoria's Strategic Framework 2018-2023](#) establishes the vision and direction of the university. It outlines six key areas where we as an institution should focus our priorities, goals and efforts. While each area is articulated separately in the Strategic Framework, they all weave together to create a unified guide to our future.

Our strategic priorities



Embedding the Strategic Framework

The university continues to embed the Strategic Framework across the entire university, building on the efforts of the first year and incorporating the goals into new initiatives. Despite the unanticipated impact of COVID-19 on the university community, we have been able to make important investments in student supports and other areas that further the priorities outlined in the Strategic Framework. Many of those investments are highlighted throughout this report.

Visit uvic.ca/strategicframework for more information about the Strategic Framework.

Highlights from 2019/20

At the University of Victoria, we are deeply committed to contributing to a better future for people, places and the planet. The following examples and graphs, while far from a comprehensive account, demonstrate much of the work we have accomplished during our second year implementing the Strategic Framework toward achieving our mission and goals within our six key areas.

CULTIVATE AN EXTRAORDINARY ACADEMIC ENVIRONMENT

Our goal is to be recognized internationally as a university of choice for talented students, faculty and staff.

People make our university. That's why our institutional plans, including the recently launched Strategic Enrolment Management Plan, are positioning us to attract, support and develop a diverse community of talented students, faculty and staff. Through equity initiatives, we are building a better and more inclusive campus for everyone.

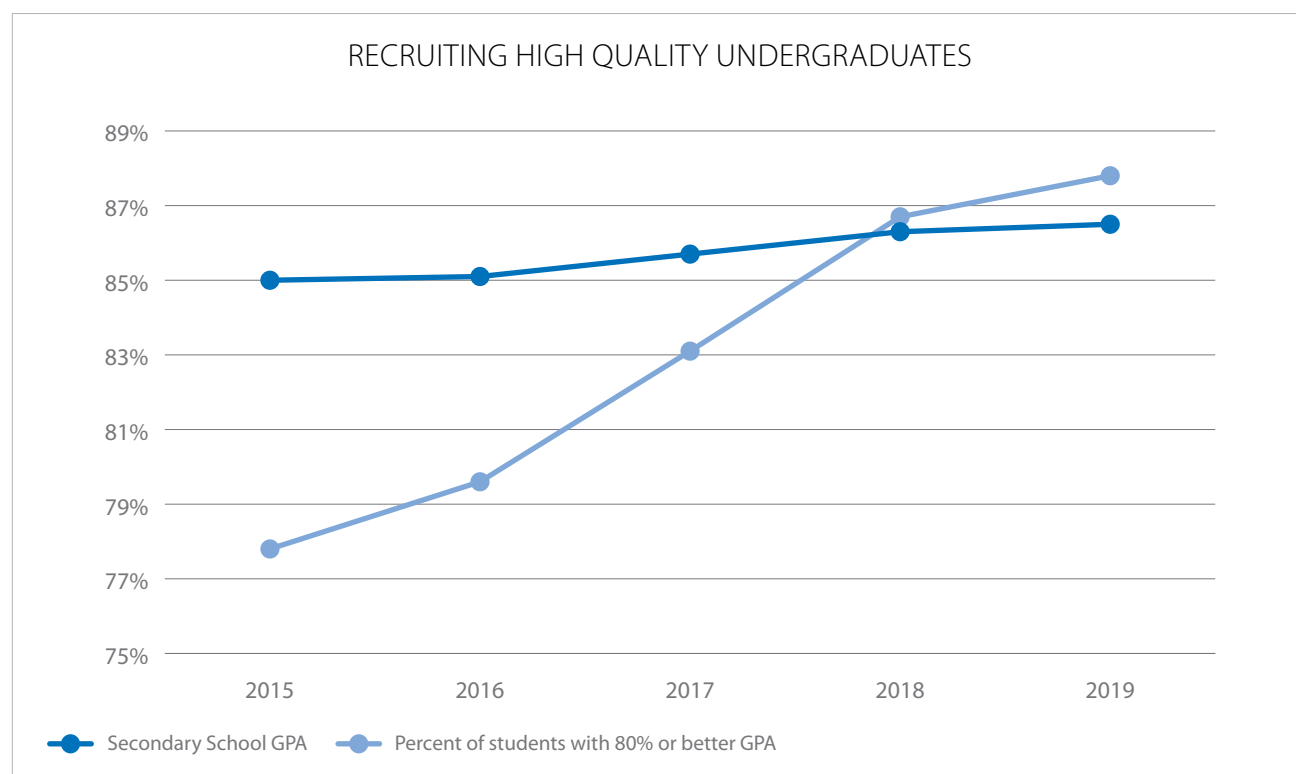


Figure 1: We have made progress towards our Strategic Enrolment Management (SEM) goal of increasing the percentage of first-time enrolling students who have an entering average of 80% or higher from 79% to 89% by 2024.

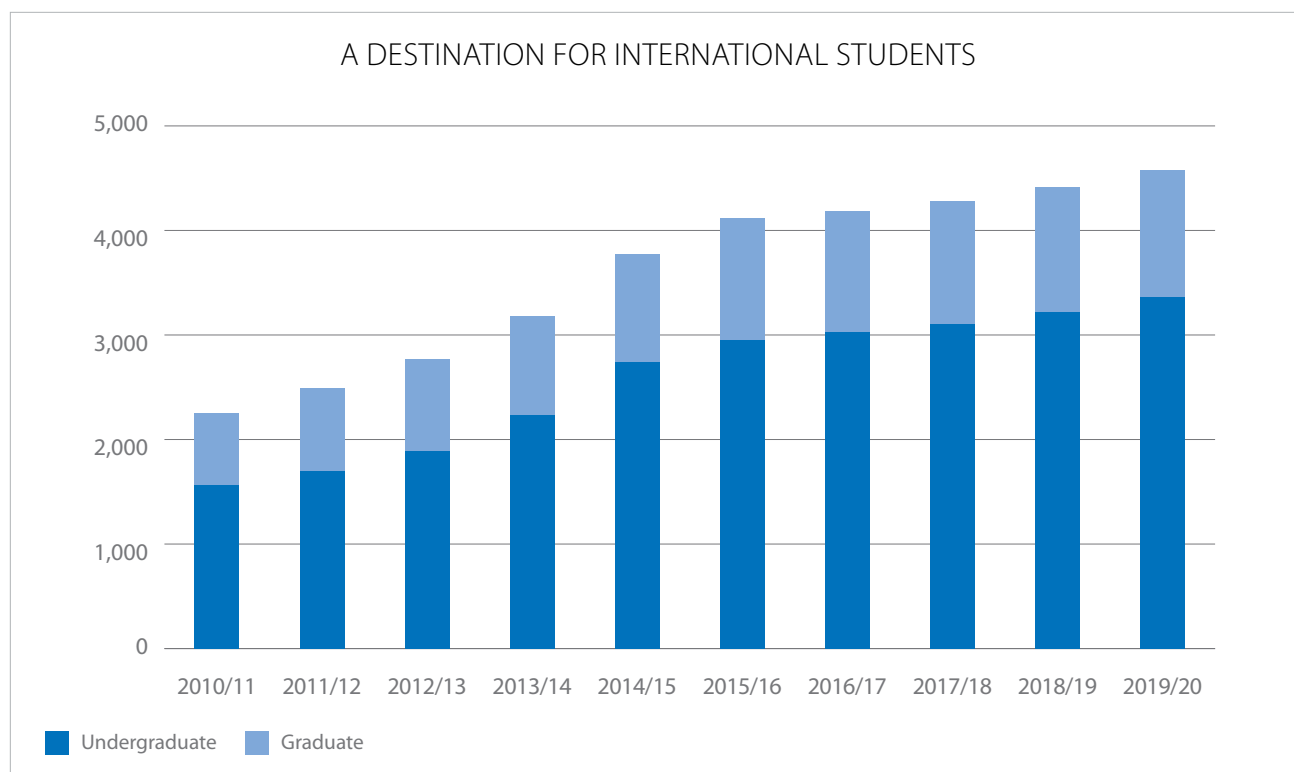


Figure 2: We have grown international enrolment to an optimal percentage, given our size. As per SEM, instead of increasing the overall international enrolment of our undergraduate population, we aim to strengthen the diversity and faculty-representation of international students while keeping enrolment at approximately 17%.

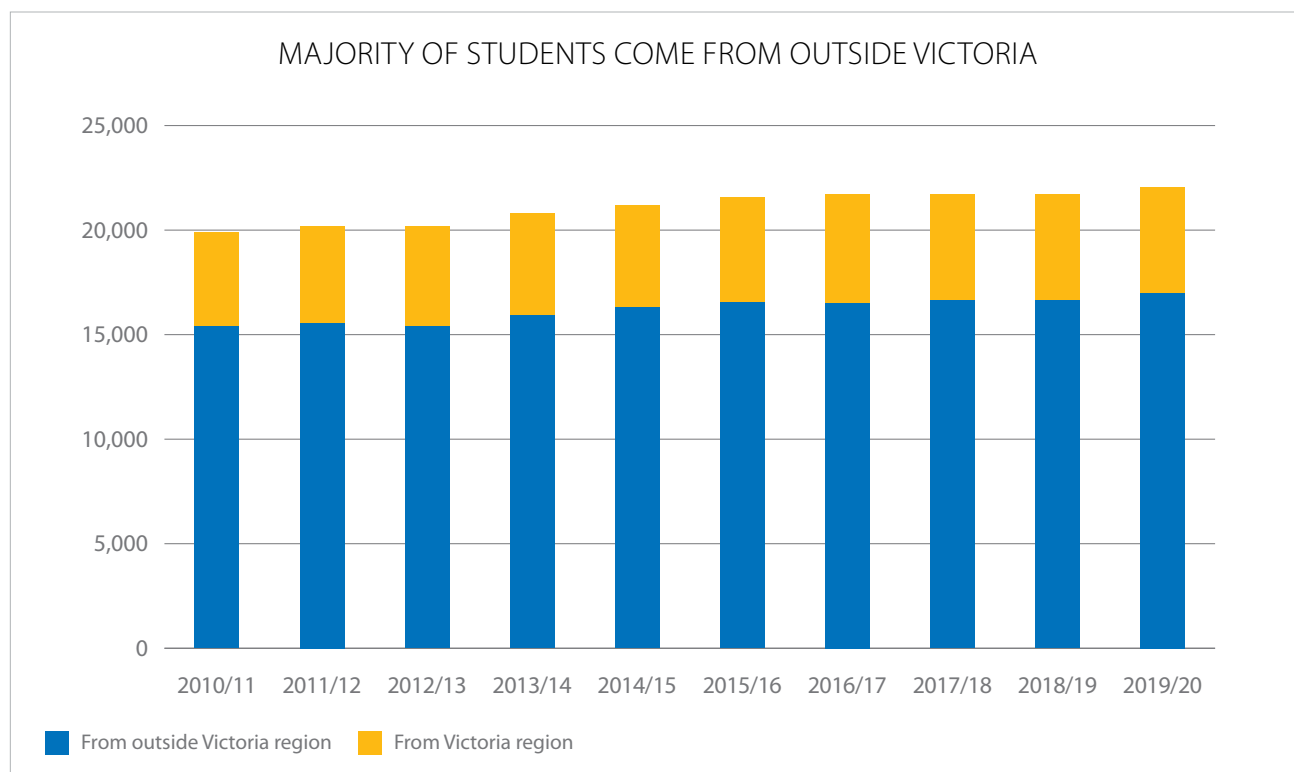


Figure 3: The majority of our students come from outside of the Greater Victoria Region. The student housing project currently underway will provide 620 additional beds for students and help make UVic a more welcoming place for new students.

In March 2020, in response to health and safety measures resulting from the **COVID-19 pandemic**, our campus community changed the way it works, with students, faculty and staff adapting quickly to remote environments. Campus services transformed in order to meet the needs of our students and community, with offices and resources moving fully or partially online. The UVic Libraries, for example, offered remote research support and encouraged book pickup, and Mystic Market switched to takeout food options. Support staff remained on campus to maintain UVic's infrastructure, keep the smaller on-campus population safe and secure, and support students in residence return home or move to a single building on site.

Since the shift away from predominantly face-to-face course delivery in March in response to the COVID-19 pandemic, significant investments in **online learning and teaching** have been made to ensure that high-quality academic programs continue to be delivered effectively. By investing in a new Learning Management System and other platforms such as Zoom, Kaltura, Microsoft Teams and CrowdMark, UVic now has a more modern and engaging learning technology ecosystem that will benefit instructors and students post-COVID-19.

UVic is strongly committed to an inclusive and safe campus, and for the ninth time in as many years, we have been recognized as one of **Canada's Best Diversity Employers**. We will continue to implement our Employment Equity Plan 2015-2020, with the primary objective of embedding equity, diversity and inclusion in all that we do. A number of **anti-racism initiatives** are underway, including anti-racism training through the office of Equity and Human Rights; establishing a comprehensive strategy for considering equity, diversity and inclusion in all faculty hiring, promotion and tenure committees; an upcoming symposium on anti-racism; and planned reviews of our discrimination and harassment, human rights and sexualized violence policies. While many efforts are underway, there is a lot more we all can and need to do to advance anti-racism, and we are committed to continuing this work so that all members of our campus community feel safe and welcomed.

UVic students and faculty continue to be recognized through **prestigious national awards**. This year, two students received 3M National Student Fellowships, and one student received the Pierre Elliot Trudeau Foundation Scholarship. Also this year, two faculty received 3M National Teaching Fellowships. Faculty also received the 2020 Killam Prize in Social Sciences from the Canada Council for the Arts, and the Molson Prize Laureate—the first designer in history to do so.

This year, three faculty members were named **President's Chairs**—the university's highest internal honour to recognize faculty who excel in research, teaching and engagement and who will help to advance Strategic Framework priorities. Additionally, the **Strategic Framework Impact Chairs** fund will establish four chair positions this year: Ocean Ecosystem Change and Conservation, Indo-Pacific Studies and Engagement, Transformative Governance for Planetary Health, and Indigenous Art Practices. The \$1.2 million fund was designed to recruit exceptional new faculty who will lead the way in priority areas identified in the framework.

The short-term **UVic COVID-19 Emergency Bursary** was established in April 2020 to support students facing financial hardship as a result of the pandemic. These funds assisted students with a range of needs including job loss, housing, food security, tuition, technology for online learning, child care, mental health, and transportation. In total, the university provided over \$1.4 million in funding to approximately 2,000 students.

In August 2020, we advanced **student mental health** supports through our new Student Wellness Centre—which brings together Counselling, Health and Multifaith Services—and through a 24/7 mental health service. The 24/7 program supports UVic students located locally, nationally and internationally by phone, web and on-demand chat, with options for in-person counselling.

ADVANCE RESEARCH EXCELLENCE AND IMPACT

Our goal is to excel in diverse forms of research and creative activity and heighten our place in the top tier of the world's research universities.

We are working to excel in diverse forms of research and creative activity, advancing human knowledge, improving and enriching lives and tackling global challenges. Our investments in faculty positions, university-wide research initiatives, and a new strategic research plan will help foster high-quality collaborations—heightening our place in the top tier of the world's research universities.

IN THE **TOP** GLOBAL RANKINGS

The 2019 **QS World University Rankings** by Subject place UVic in the global top 300 for research in:

- Computer science
- Earth & marine sciences
- Education
- English language & literature
- Environmental sciences
- Law
- Mathematics
- Philosophy
- Physics & astronomy
- Psychology

The 2019 **Leiden University Rankings** place UVic **#169** worldwide for research impact across all sciences. UVic is also recognized as a global research leader in the following areas:



#53 IN MATH & COMPUTER SCIENCE



#140 IN SOCIAL SCIENCES & HUMANITIES



#107 IN BIOMEDICAL & HEALTH SCIENCES



#248 IN LIFE & EARTH SCIENCES

Figure 4: We are ranked as one of Canada's leading universities, consistently outperforming our peers—especially for our size. Work is ongoing to improve our international rankings.

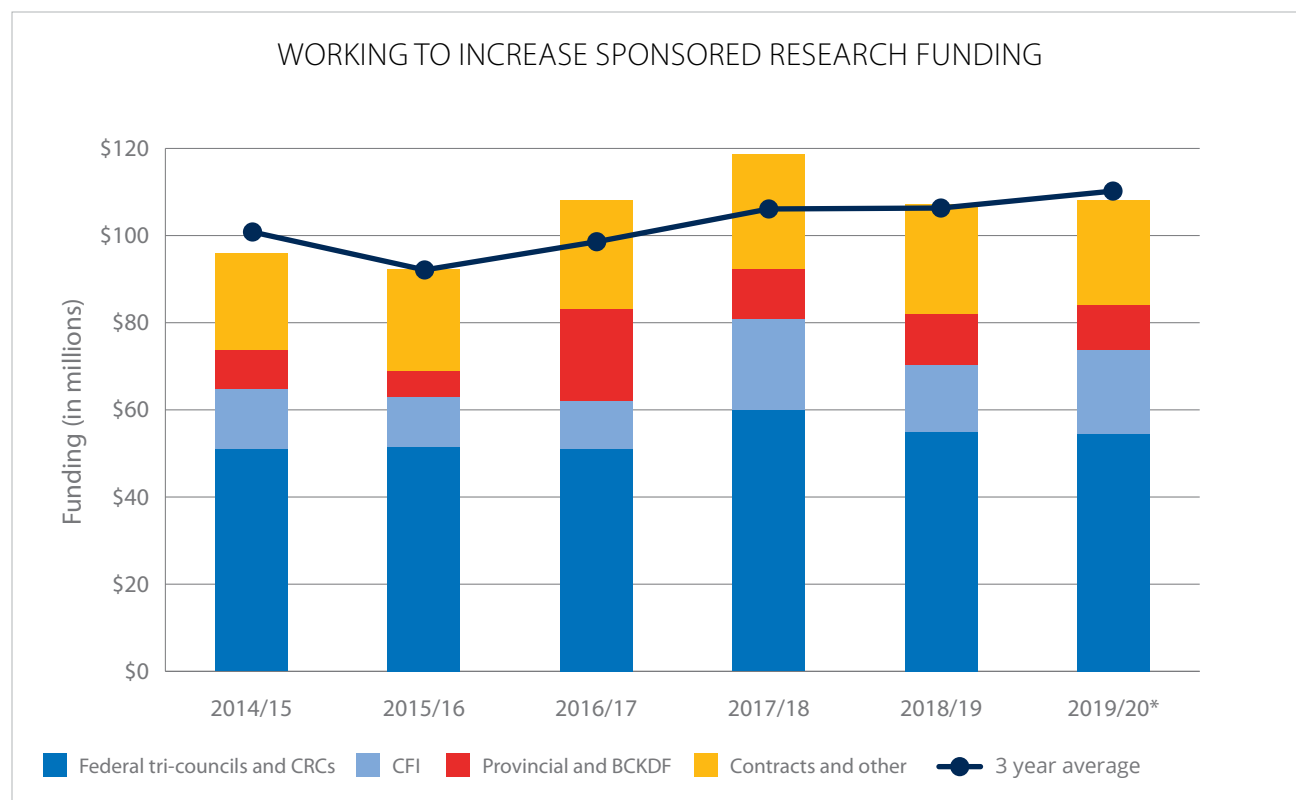


Figure 5: UVic has an approximately \$110 million a year research enterprise. Our sponsored research funding has increased from last year and we are seeing an upward trend in monies received since 2014/15. *Final figures are not available at the time of publication, so best estimates are provided.

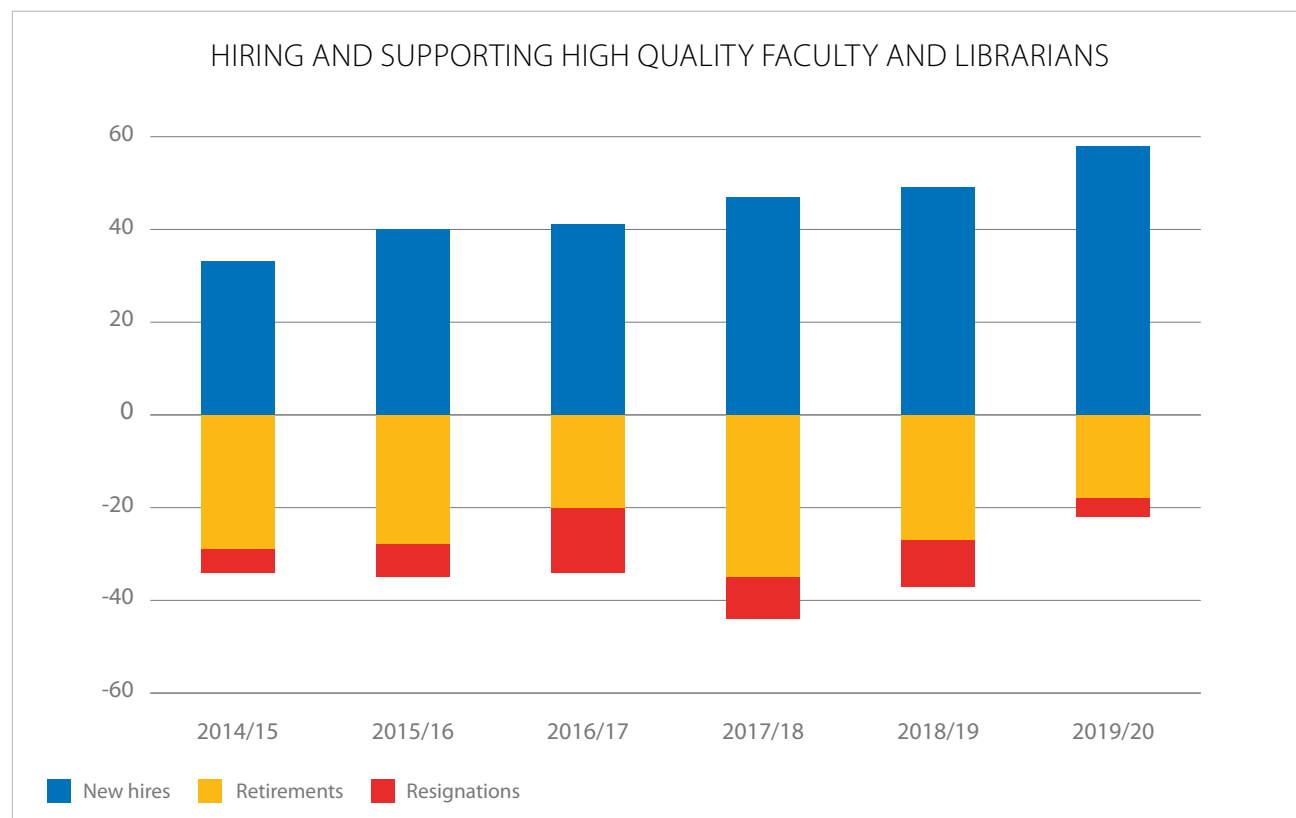


Figure 6: Faculty renewal hiring over the past five years has been strong. We continue to develop targeted initiatives to recruit and support a diverse and talented community of researchers.

UVic is second among all Canadian universities in **citation impact** per faculty member (QS Rankings, 2020). UVic-based researchers wrote a higher proportion of top-performing papers based on international collaborations than any other university in North America (Leiden Rankings, 2019). We are ranked as the second-best comprehensive school in Canada for the third consecutive year and have consistently ranked in the top three since this ranking's inception (Maclean's, 2020).

UVic researchers pivoted their efforts to help address the **COVID-19 pandemic**, including the creation of face shields for front-line workers, making wash basins with COVID-19-resistant material, building and testing ventilators, producing hand sanitizer, and 3D printing supplies. After needing to urgently close research spaces on campus for health and safety reasons, UVic began a phased resumption of research and creative activity on our campus.

This past summer, UVic launched the **Research Accelerator Fund**. Through this fund, donors can effect meaningful change by directly investing in community-engaged research partnerships that contribute to COVID-19 recovery efforts—locally and beyond—as well as future research projects tackling the most challenging social, economic and environmental issues of our time.

A **Health Sciences Initiative (HSI)** concept paper was released in November 2019. The paper recommends ways to unite health learners, educators and researchers at UVic under a common banner—"advancing lifelong health for all"—and outlines goals and timelines to strengthen partnerships, increase funding for researchers, and create additional programming and funding opportunities for students. The pandemic this year has underscored the importance of vital health research, and UVic intends to be a Canadian leader in this field through the HSI.

Planning has begun for the **Strategic Research and Creative Works Plan 2021–2026**, a renewal of the current strategic research plan. This creates an opportunity to revisit UVic's key areas of research, scholarship and creative endeavors, and to recommit to a coordinated strategy to address these areas. The engagement and consultation campaign will commence early October, with a projected completion date of fall 2021.

UVic has an allocation of 41 **Canada Research Chairs (CRCs)** in the areas of health sciences, engineering, natural sciences, social sciences, law and humanities. In the December 2019 CRC analysis of equity, diversity and inclusion, UVic continued to meet and exceed equity targets for chairholder representation from women, visible minorities, persons with disabilities and Indigenous peoples.

INTENSIFY DYNAMIC LEARNING

Our goal is to be Canada's leader in research-enriched and experiential learning.

UVic continues to build on our dual commitment to excellence in teaching and research, working towards our goal of being Canada's leader in research-enriched and experiential learning. In order to ensure every student is able to engage in dynamic learning even during the pandemic, we have made substantial investments in online learning and teaching, and we continue to explore new co-op opportunities.

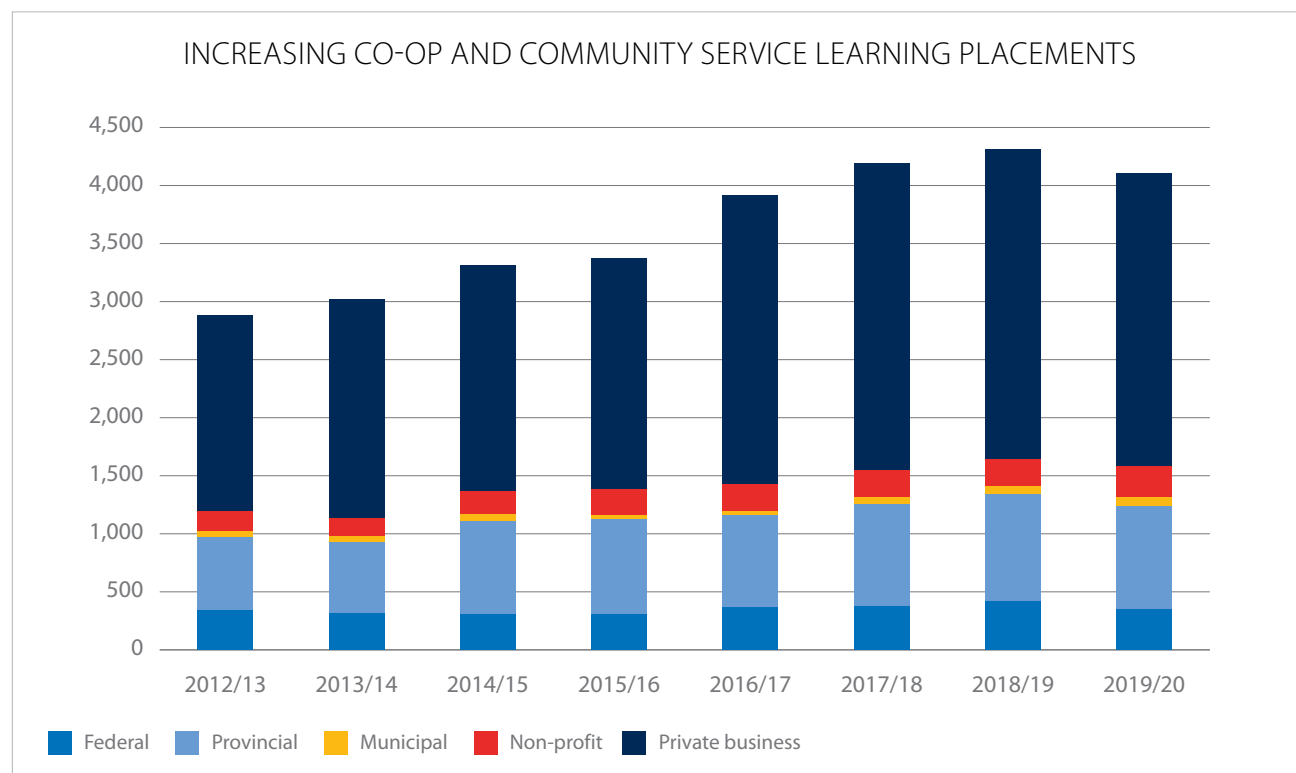


Figure 7: This year, in part due to the impacts of the COVID-19 pandemic, we have seen an overall decrease in co-op placements. There has been an increase in non-profits and municipal employers and a decrease in federal, provincial and private employers.

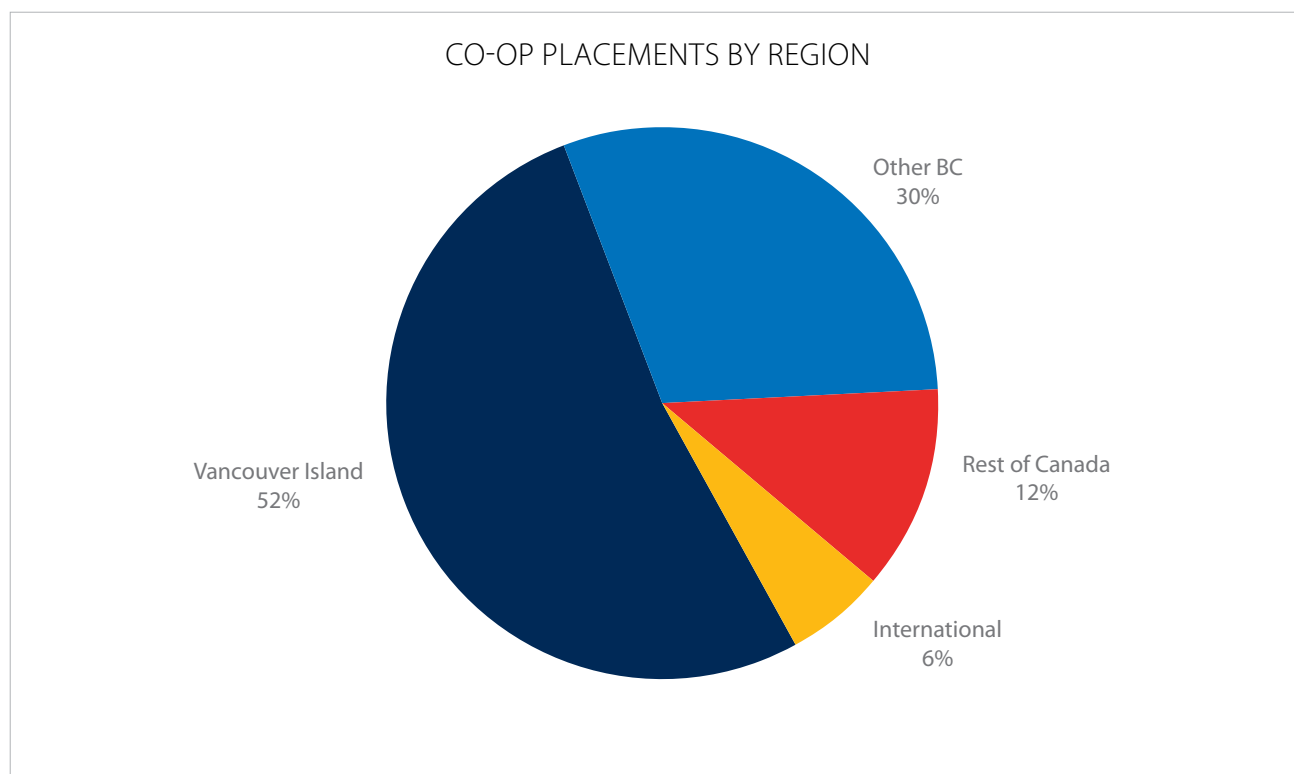


Figure 8: Our co-op program is one of Canada's largest. BC remains the most popular location for work-terms, representing over 80% of all placements. Not surprisingly, international co-op placements are down this year due to health and safety concerns resulting from the COVID-19 pandemic, including travel restrictions.

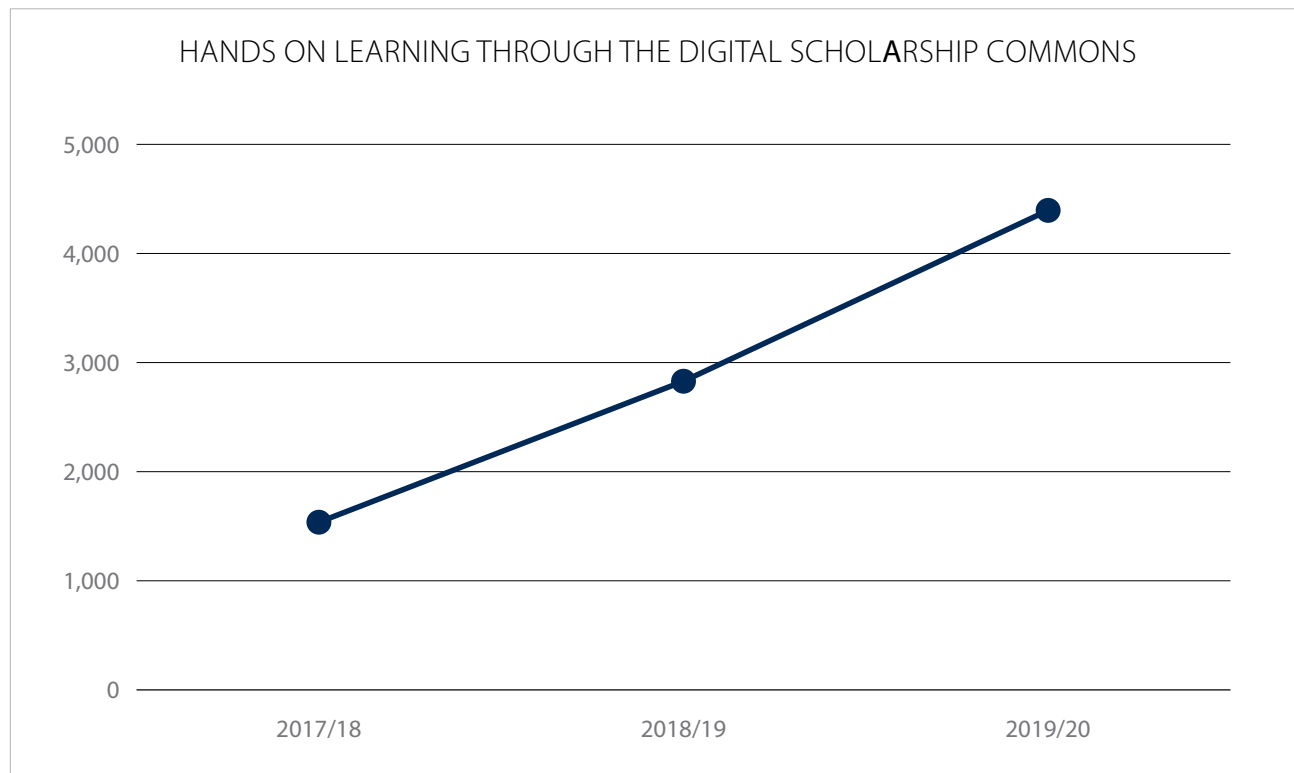


Figure 9: The Digital Scholarship Commons switched to remote delivery of technology workshops for students, staff and faculty throughout the spring and summer. Compared to the past four months last year, we are teaching more workshop participants online than we were face-to-face on campus.

UVic continues to work to support co-op students and foster new opportunities during the pandemic, including creating **new co-op positions within the university**. This summer, UVic funded 80 new co-op positions to help transition courses to the new Brightspace Learning Management System for the fall. Additionally, we are looking to hire 140 co-op students as leaders in the new Student Engagement Program in September, which will connect upper-year students with incoming students and support online community building.

The new **Business Strategy Internship** program partners undergraduate and graduate co-op students with businesses through a 12- to 16-week internship program, where students develop strategic projects to help restore or pivot business operations in the changing economic environment. This new program is a partnership between the Gustavson School of Business and Mitacs.

The **Experiential Learning Fund** was created in late 2019 to enhance opportunities for students to participate in experiential learning with not-for-profit organizations and NGOs. In spring 2020, the fund supported 17 recipients: 12 in the Faculty of Education and five in Human and Social Development. Eight of the placements were domestic and nine were international. Due to the current travel restrictions, students with international placements will retain their funding for future practicums to be completed within the next 12 months.

We continue to develop and evolve **high-quality academic programs** that align with the priorities set out in the Strategic Framework. This past year, the Ministry of Advanced Education, Skills and Training granted the university approval to offer the Master of Engineering in Industrial Ecology degree. The program is important for supporting clean growth and green jobs in the BC economy. In addition, a new master's degree program in biomedical engineering was recently approved by Senate.

FOSTER RESPECT AND RECONCILIATION

Our goal is to be a global leader in creating opportunities for Indigenous students and advancing reconciliation.

Launching the world's first Indigenous law degree program and the appointment of an Associate University Librarian–Reconciliation are just two of the significant steps UVic has taken since launching the Strategic Framework toward becoming a global leader in creating opportunities for Indigenous students and advancing reconciliation.

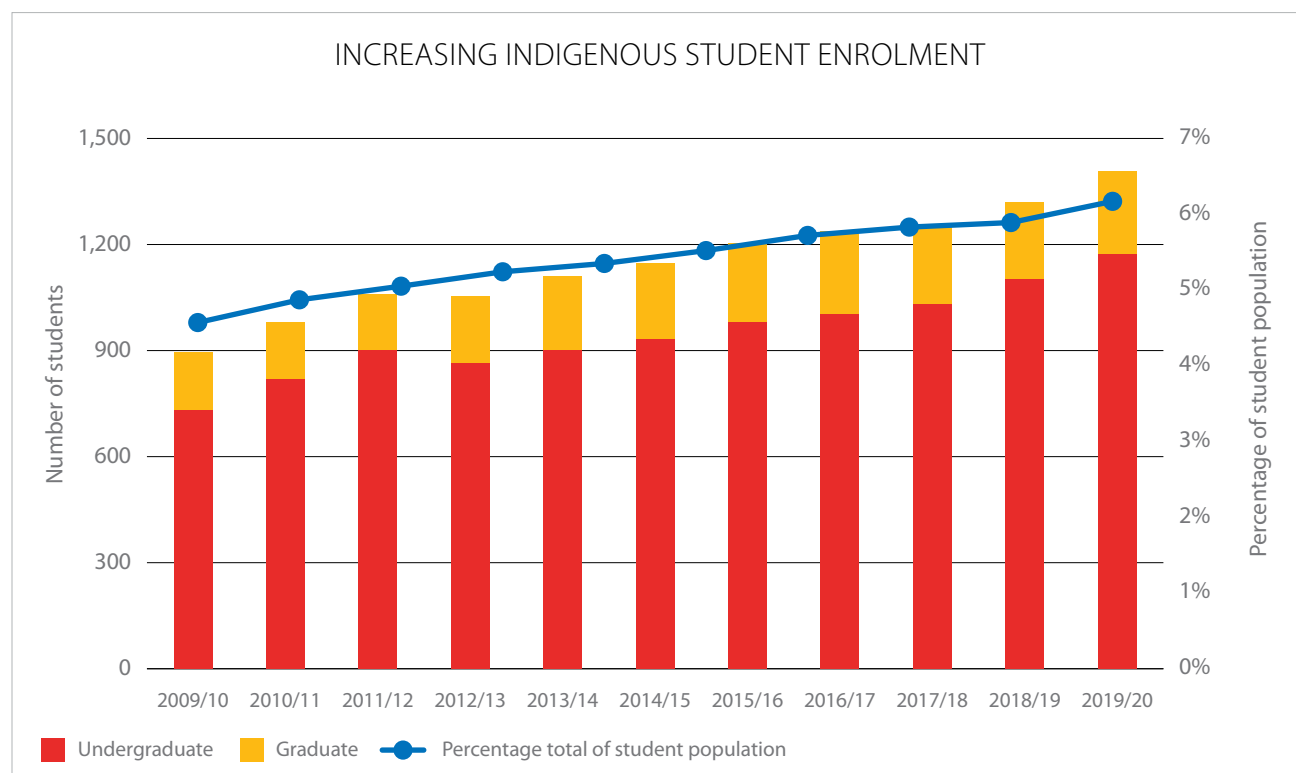


Figure 10: Since 2009/10, Indigenous student enrolment has grown dramatically, from 973 to 1,145. We continue working towards our SEM 2019 goal of doubling Indigenous enrolment by 2029 so that Indigenous students comprise at least 10% of our overall student population.

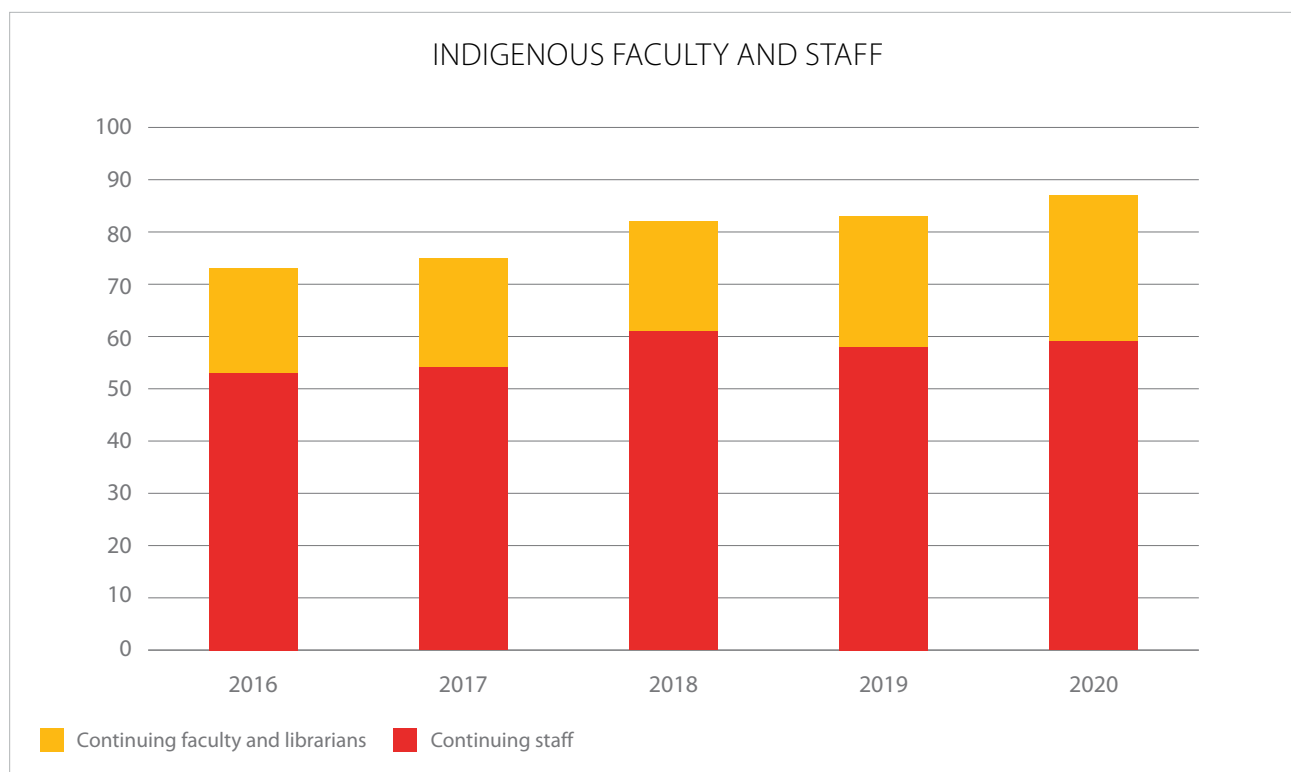


Figure 11: UVic surveys all new employees in order to track the university's progress towards achieving an equitable workforce. Of those surveyed this year, 87 continuing faculty and staff self-declared as Indigenous, an increase of 14 individuals in five years.

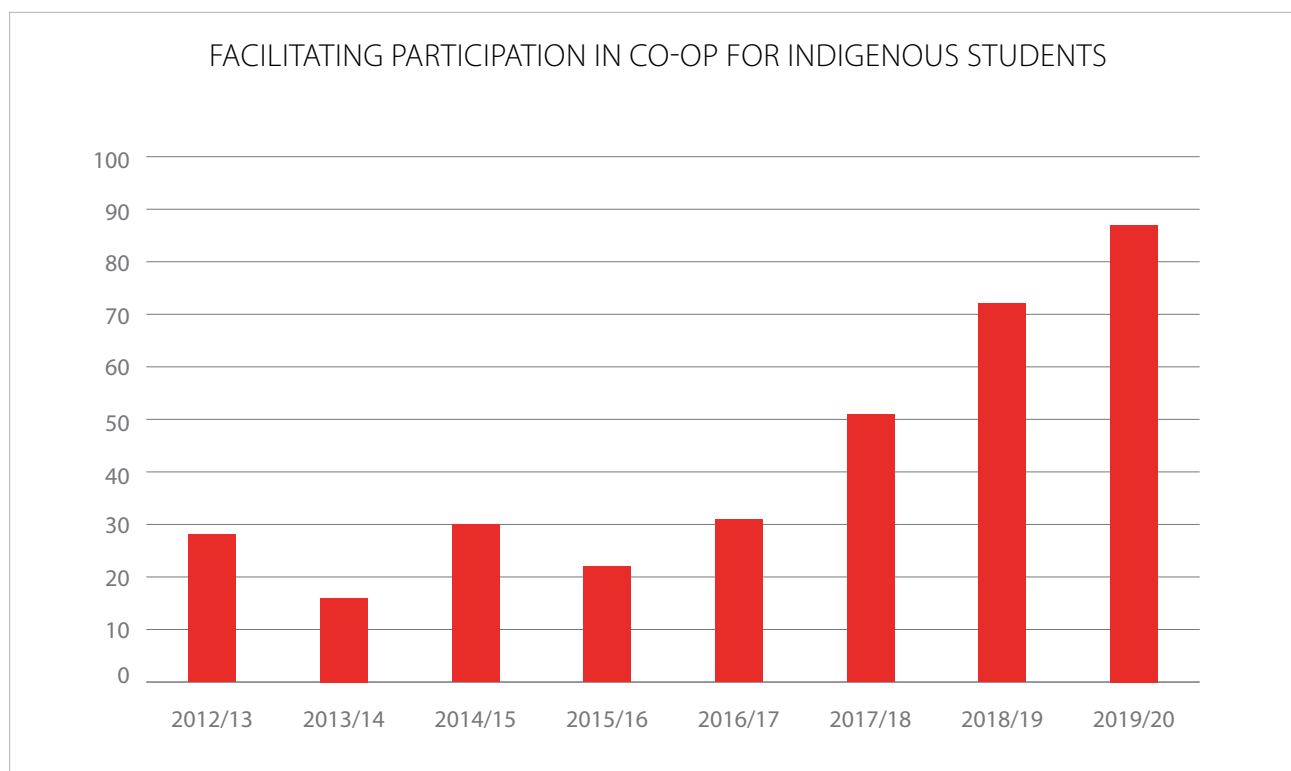


Figure 12: We have worked to increase support and opportunities for Indigenous students, including one-to-one support and culturally relevant co-op opportunities. In 2018/19, we expanded our award-winning International Indigenous Co-operative Education Program—the first of its kind in the world.

UVic Libraries is partnering with Indigenous communities and will work to directly address the need to preserve and sustain Indigenous knowledge, as well as introduce Indigenous approaches to knowledge into the daily work of the UVic Libraries. The **Associate University Librarian–Reconciliation** is a newly created position that will be part of efforts to decolonize the library.

Indigenous students at UVic identified the **Elders-in-Residence** program as a major support for their university success. The program recently expanded to include three new Elders, enabling the program to go from four days a week to five. The program has adapted to new COVID-19 realities by providing the Elders with iPads to stay connected with students and videotaping cultural protocols to help ensure Elders engage safely.

Over the past 12 months, UVic has hired 12 **Indigenous faculty** in anthropology, environmental studies, psychology, geography, human and social development, and fine arts. We have also hired 11 **Indigenous staff** across the university, including an Indigenous Resurgence Coordinator in the Faculty of Fine Arts and an Indigenous Learning Specialist in the Division of Learning and Teaching Support and Innovation.

Our **community partnerships** have substantially increased this year, with several communities providing language and educational programming, including new partnerships with the Tla'amin, Tseycum and Tsawout Nations. The UVic Living Lab Project also has new community collaborations, and new pathway initiatives brought Indigenous youth from many communities to campus in unprecedented numbers pre-COVID-19.

We welcomed the second cohort of students to UVic Law's Indigenous joint **JD/JID degree**. Construction of the new national centre for Indigenous law and reconciliation—an expansion of the Fraser Building—will begin this year and, upon completion in 2023, will welcome students, academics and community members from all nations for engagement, debate and public education.

Consultation with Indigenous leaders and Elders is ongoing for several **new capital projects**, including the Campus Greenway, student housing and dining facilities, and national centre for Indigenous law and reconciliation. UVic has also updated policies and practices related to building naming and renaming, making it possible to give new and existing buildings names from local Indigenous languages.

PROMOTE SUSTAINABLE FUTURES

Our goal is to be a global leader in environmental, social and institutional sustainability.

UVic has become a global leader in environmental, social and institutional sustainability through research, partnerships and campus policies. We continue to be recognized as one of Canada's Greenest Employers, and this year we were awarded a Gold rating by the Sustainability Tracking, Assessment & Rating System for a third time since 2014.

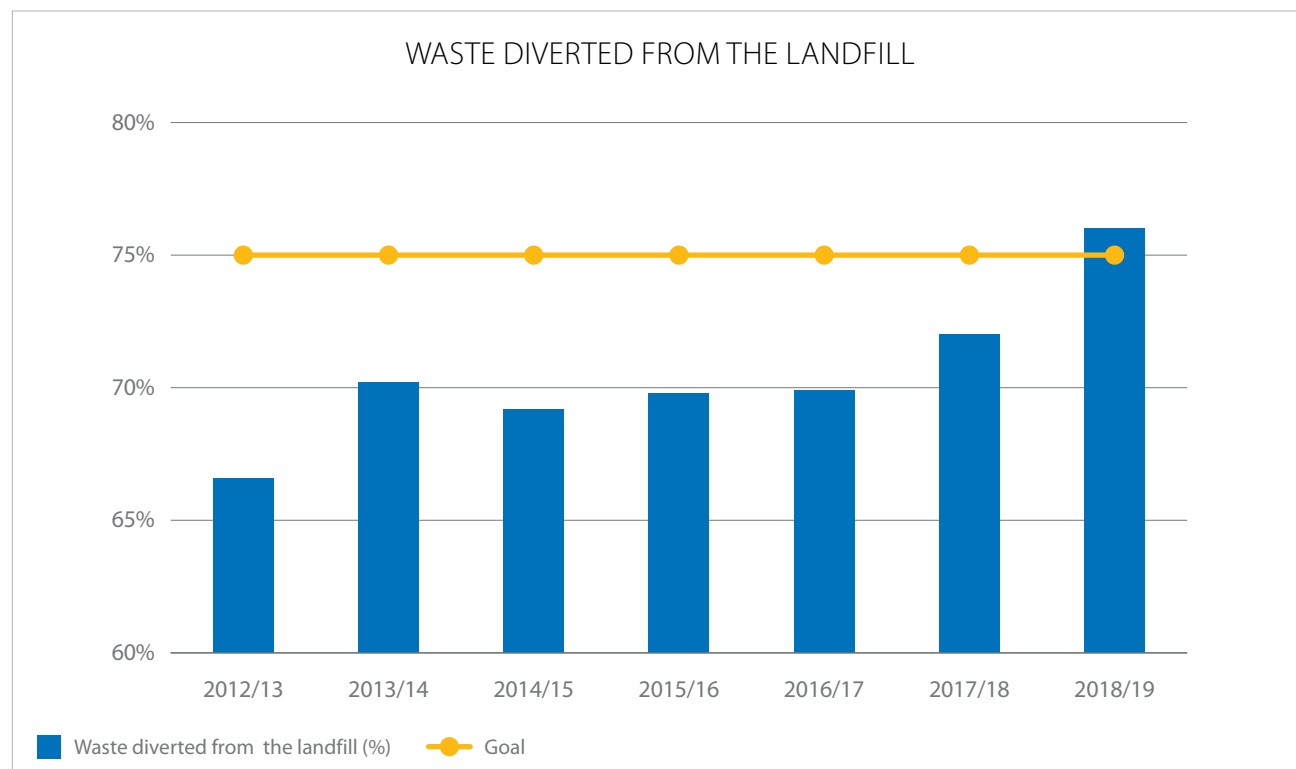


Figure 13: This past academic year was a remarkable one for campus waste diversion. We achieved our waste diversion goal as outlined in our 2014-2019 Sustainability Action Plan, with 76% of waste diverted. Work is underway on a new and revised sustainability action plan.

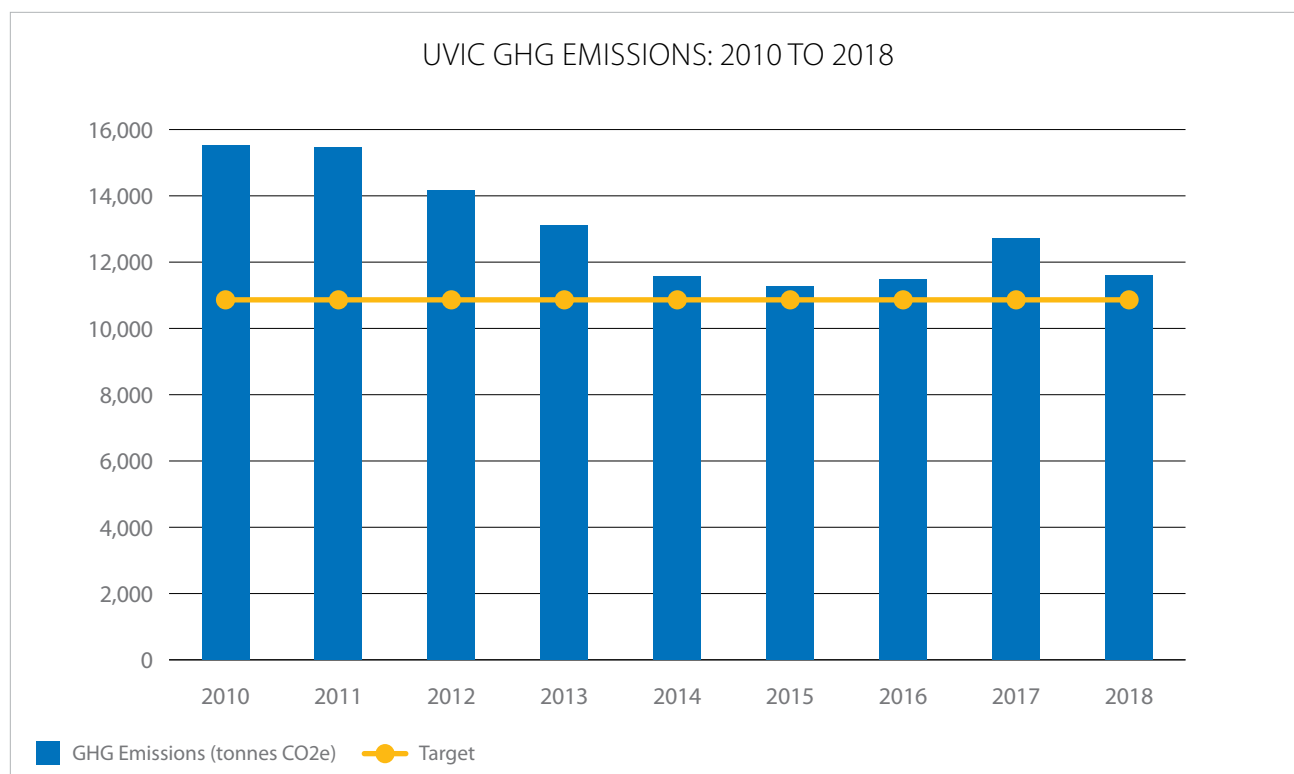


Figure 14: UVic tracks emissions resulting from buildings, fleet vehicles and office paper. In 2018, the university's greenhouse gas emissions decreased by 25% below the 2010 baseline but did not meet our target. Emissions are largely dependent on heating demand, and in 2017 and 2018 we experienced colder winter temperatures than in the previous three years. The completion of the District Energy Plant in 2019 provides increased capacity to the heating system. Note that 2019 data is not yet available, as reporting has been put on hold by the B.C. Government due to COVID-19.

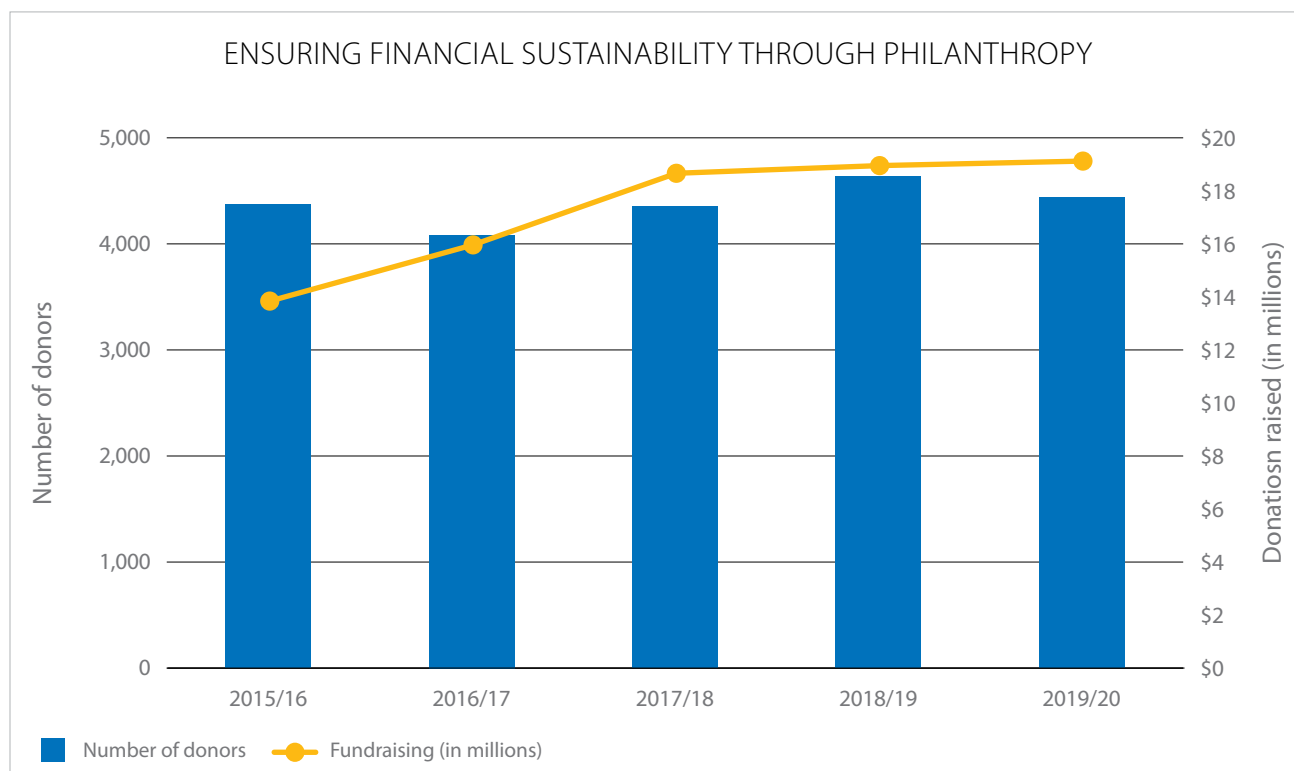


Figure 15: Our successful outreach to external donors helps UVic continue to prioritize financial sustainability. Every year we set ambitious goals to increase funds raised from donors, helping to ensure our financial stability. This year, we raised over \$19 million from 4,439 donors.



Figure 16: UVic registered in the top 100 in five of the eight United Nations Sustainable Development Goals (SDGs) in which it was ranked. Overall, UVic ranked 82nd out of 766 participating institutions worldwide in THE's Impact Ranking.

UVic has adopted a new **responsible investment policy** with a commitment to reduce the carbon footprint of UVic's short term investments by 45% and to make impact investments that further the UN Sustainable Development Goals (SDGs), with emphasis on promoting sustainable futures and supporting Indigenous economic development. The policy proposes use of investment screening to reduce the portfolio's carbon emissions, as well as continued use of a responsible investment approach to managing financial risks.

A global impact ranking by Times Higher Education (THE) ranked UVic fourth among the world's universities for climate action—meaning research and action taken to understand and respond to the global challenge of climate change. The university registered global top 100 in five of the eight United Nations Sustainable Development Goals (SDGs) in which it was ranked, and was also recognized for high performance in the remaining areas.

The final report for the **Sustainability Action Plan 2014-2019** highlighted a reduction in operational greenhouse gases by 25%, electrical energy intensity by 13%, and natural gas energy intensity by 22% below the 2010 baseline; reduced campus fleet diesel consumption by 28%; reduced campus fleet gasoline consumption by 9%; and increased campus waste diversion to 76%. We continue to set ambitious targets for both the reduction of greenhouse gas emissions and enhanced sustainability, which will be reflected in a new sustainability action plan currently under development that responds to priorities in the Strategic Framework.

The **Climate Solutions Navigator** initiative convenes a cross-campus working group with members from at least 15 university departments and research centres to identify and address strategic gaps and opportunities in climate solutions research engagement, awareness and partnerships on campus. The project is supported by UVic's Strategic Impact Fund.

This fall, UVic will implement the University Drive Connection Pathway, the first major project of the university's **Campus Cycling Plan**. The plan is a guide for cycling infrastructure, including bicycle racks and shelters, cycling paths, showers and change rooms on campus, as well as signage and directional strategies to improve comfort and safety on shared paths and roads.

Our five-year **development plan** is advancing the culture of philanthropy on campus and in the community, ensuring the financial sustainability of the university. This year, we raised approximately \$19.12 million from 4,439 donors—surpassing our fiscal goal of \$18 million. We continue to build valuable relationships with new donors to grow and diversify our resources through philanthropic efforts.

Work continues on UVic's new **student housing and dining facilities**—the largest construction project on campus. It is expected to be fully completed in 2023. The housing project recently received a Net-Zero Energy-Ready Challenge (NZERC) award for its energy efficient design. The facilities are beginning to take shape, and the Modular Dining Facility will be operational in September 2020. This fall, student housing will operate at about 40% capacity due health and safety restrictions related to COVID-19.

ENGAGE LOCALLY AND GLOBALLY

Our goal is to be a preferred partner and leader in local and global engagement.

UVic researchers, faculty, staff and students continue to foster strategic relationships and mobilize knowledge, locally and globally. Even during the pandemic, we have strengthened our connections to the community and are working to enhance our reputation, building off of the success of our faculty and alumni and using The UVic Edge to position ourselves to the world.

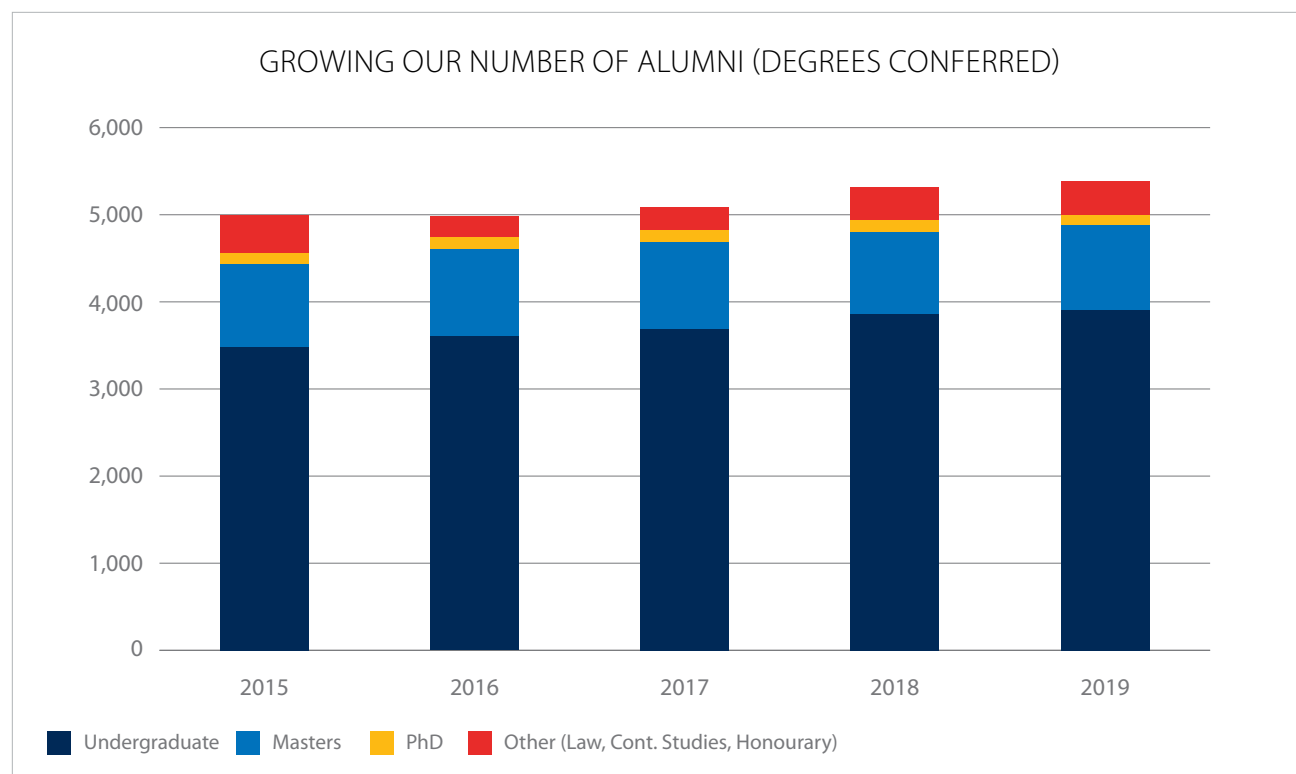


Figure 17: To date, we have conferred approximately 135,000 degrees, certificates and diplomas. Strong student supports help to ensure our students succeed—from the newly admitted to alumni.

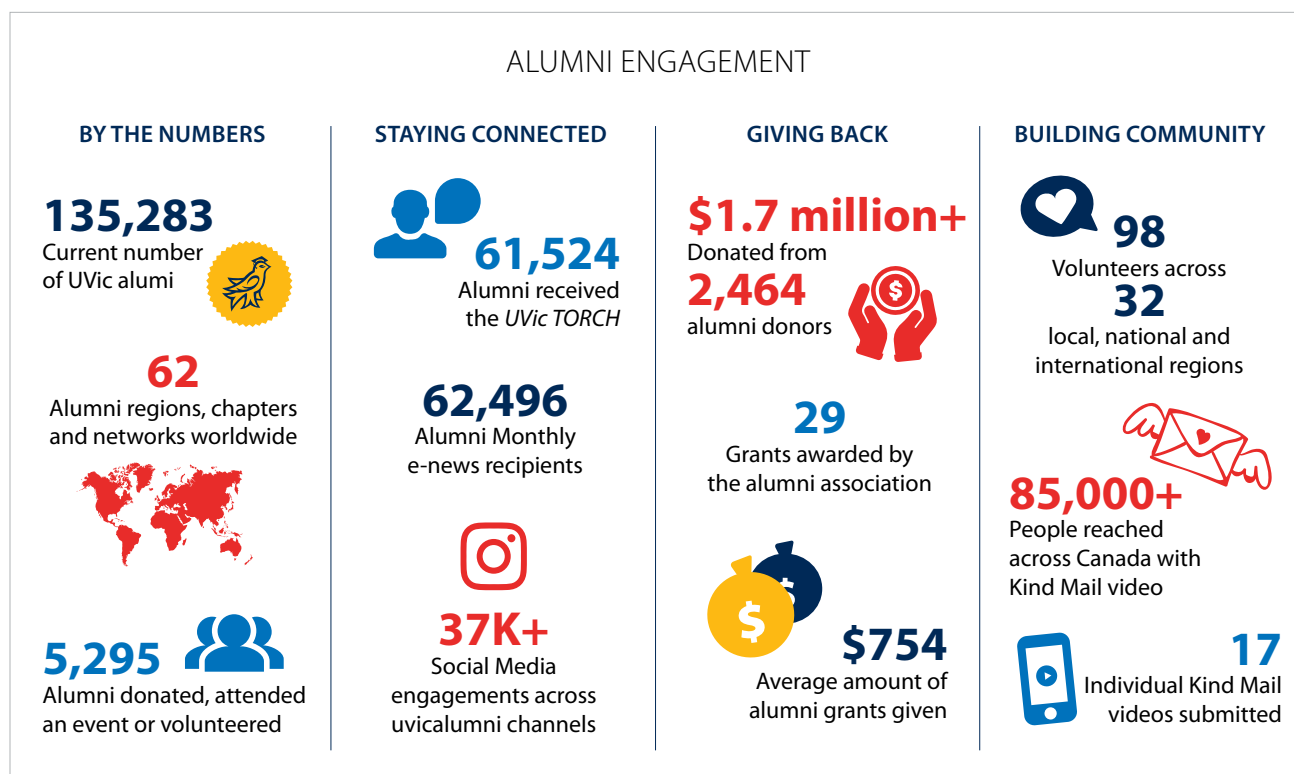


Figure 18: Strategic alumni engagement leads to strengthened connections with communities and businesses.

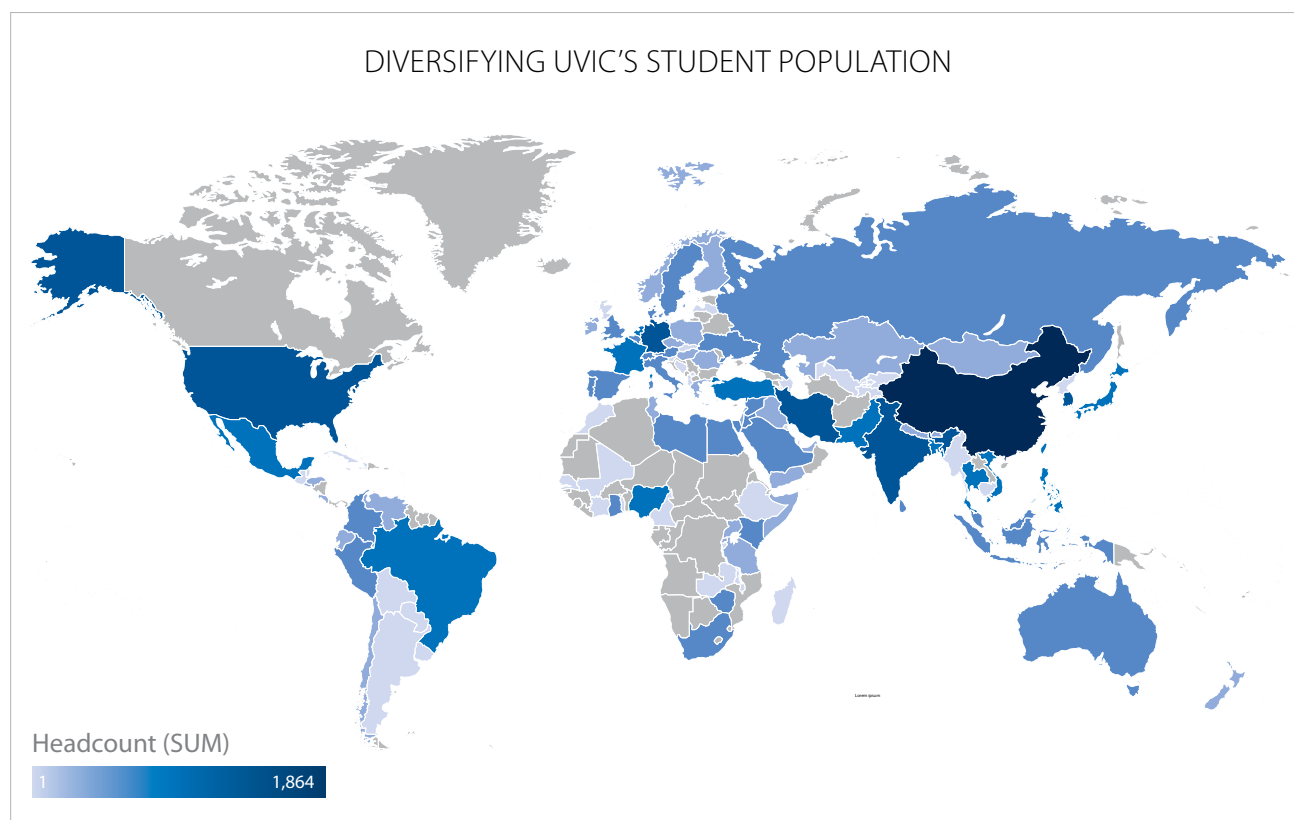


Figure 19: In 2019, our international students came from 127 countries; most are from China (1,864 students), followed by the USA (381) and India (339). We aim to strengthen the diversity of international students while keeping enrolment at approximately 17%.

A new **UVic central website** was launched in August for both internal and external audiences. The new website is simple, searchable, mobile-friendly and task-driven. It is also fully compliant with Web Content Accessibility Guidelines, meaning everyone—regardless of physical, cognitive and/or neurological impairments—can easily navigate the website.

UVic is a member of the **Rising Economy Taskforce**, created by the South Island Prosperity Partnership. This task force is a non-government COVID-19-related initiative in the Greater Victoria region that will provide guidance to inform a recovery strategy and measure the pandemic's impact on key economic assets, assess employment issues, and explore business transitions and new emerging opportunities.

Although much of our regular **community programming and outreach** has been put on hold or scaled back due to COVID-19, new initiatives have emerged this year in response to the pandemic. For example, we launched The Great Indoors online platform, where members of the UVic community can come together to share ideas, have conversations, support each other, and learn from UVic researchers and artists. Featured on this platform is Good Company, a show in which UVic Chancellor Shelagh Rogers chats with faculty, staff and colleagues at UVic.

The **Faculty of Fine Arts** has contributed to the community effort during the pandemic by organizing a phone campaign for seniors in care-home lockdowns, sewing and donating face masks, and delivering groceries as part of the Fernwood NRG's Good Food Box program. With theatres closed, an alumni group took live theatre to the streets with a mix of students and alumni, and many students recorded their recitals or shifted exhibitions online. Even during a pandemic, the show must go on.

A final thought

Despite the impact of COVID-19 on the university community, good progress has been made in implementing the Strategic Framework. The second year of implementation has placed continued effort and emphasis on embedding the framework across the entire university and incorporating the goals into initiatives across the university.

Together, we will emerge from the pandemic as an even stronger and more connected community. Guided by the Strategic Framework, UVic will continue to deliver on our commitments to our people, partners and local and global communities.

Visit uvic.ca/strategicframework for more information about the Strategic Framework.



Meeting of Senate
May 1, 2020

MINUTES

A meeting of the Senate of the University of Victoria was held on May 1, 2020, at 3:30 p.m.

Prof. Jamie Cassels welcomed members to the virtual meeting and explained how the meeting would be conducted.

1. APPROVAL OF THE AGENDA

Prof. Cassels noted the presence of a consent agenda for the meeting.

Motion: (M. Laidlaw/H. Cases)

That the agenda be approved as circulated.

CARRIED

2. MINUTES

a. February 7, 2020

Motion: (M. McGinnis/J. Bengtson)

That the minutes of the open session of the meeting of the Senate held on February 7, 2020, be approved, as amended, 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

As this was the last meeting of the academic year, Prof. Cassels thanked outgoing members of the Senate as well as welcomed those who were new. He commented on the extension of his term to provide continued leadership during the pandemic and thanked everyone for their hard work and adaptability during such a challenging time.

Prof. Cassels mentioned that the Board of Governors approved the budget before the COVID-19 pandemic and it's resulting consequences to the university. As a result, there would be continued to work and adjust the budget framework throughout the summer.

Prof. Cassels acknowledged that there were many questions concerning the fall term. He stated that while the university needed to wait for direction from the provincial government and provincial health officer, planning for multiple potential scenarios were underway.

In terms of awards, Prof. Cassels congratulated the following university members:

- Charlotte Loppie, Public Health and Social Policy, was awarded \$3.5 million over five years from the Canadian Institutes of Health Research;
- PhD student Jasmine Dionne has received a \$180,000 Trudeau scholarship for her work implement Indigenous legal principles addressing gender violence;
- Cecilia Benoit from the Canadian Institute for Substance Use Research (CISUR) and professor emerita has been awarded the 2020 Killam Prize in Social Sciences from the Canada Council for the Arts;
- Mary Kerr, Theatre, is the first designer in history to win a Molson Prize;
- Brent Mainprize and Judy Thompson are 2020 recipients of the 3M Canada and the Society for Teaching and Learning in Higher Education 3M National Teaching Fellowship Award.

A member thanked Prof. Cassels for the updates and efforts of the university on behalf of international students. This member enquired if there would be any more financial adjustments made in light of the pandemic. Prof. Cassels responded that while he understands the concern, requests for a tuition reduction would assume that the quality of education will be substantially less expensive, which is not the case. The university has made major investments to provide new forms of delivery with the same high quality as previously provided.

Another member asked when the government directive is expected. Prof. Cassels replied that he hoped this would arrive as soon as possible. In response to a further question about the hiring freeze, Prof. Cassels responded that other institutions are acting just as prudently about their own hiring situations.

Finally, Prof. Cassels thanked everyone once again for their efforts during such a challenging time.

CONSENT

5. CORRESPONDENCE

a. Office of the Ombudsperson

i. 2019 Annual Report

b. Campus Planning Committee

i. Semi-annual report

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Appeals

i. 2019/2020 Annual Report

- b. **Senate Committee on Curriculum**
 - i. **2020/2021 Cycle 2 Changes related to AWR update**
- c. **Senate Committee on Libraries**
 - i. **2019-2020 Annual Report**
- d. **Senate Committee on Planning**
 - i. **2019-2020 Annual Report**
- 7. **PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST**
 - a. **Annual Report on Non-Academic Misconduct Allegations and Resolutions**
- 8. **OTHER BUSINESS**
 - a. **Annual report to Senate on UVic-approved research centre approvals, renewals and closures**
 - b. **2019 Policy Annual Report**
 - c. **2019-2020 Emeriti**
 - d. **Elections Update**

REGULAR

- 9. **PROPOSALS AND REPORTS FROM SENATE COMMITTEES**
 - a. **Senate Committee on Admission, Re-registration and Transfer**
 - i. **Proposed Change to Special Access Pathway Category**

Dr. Sandra Hundza introduced the proposal.

A member asked to clarify what was meant by English Language Testing. Ms. Wendy Joyce, Director of Undergraduate Admissions, explained the placement process for students who wish to be admitted but have not completed an IELTS or TOEFL exam.

Motion: (S. Hundza/M. Scott-Bigsby)
That Senate approve the revision to the Special Access Pathway Admission category in the academic calendar, effective September 1, 2020.

CARRIED

ii. Proposed Change to the Academic Writing Requirement (AWR)

Dr. Hundza introduced the proposal and explained this change was due to the removal of the English 12 final exam.

A member asked for clarification on the need for students to qualify for the AWR through courses only taken in Canada as this would affect off-shore high school programs. Ms. Joyce noted that this matched the practice for the English Language Proficiency requirement and was made to ensure consistency and transparency. Other members felt this would be seen by students as an unnecessary restriction.

Dr. Hundza requested a friendly amendment to ensure there was no confusion about geographic location. Ms. Joyce suggested revising the entry to state “and other English 12 Canadian curriculums”. As this revision was necessary for the new September 2020 intake of students without a final English exam result, the amendment was accepted to avoid unintended prejudice. The Office of the Registrar was asked to monitor the revision to ensure this late adjustment worked as intended.

Motion: (S. Hundza/E. Mehina)

That Senate approve the amended revision to the Academic Writing Requirement (AWR) in the academic calendar, effective September 1, 2020.

CARRIED

iii. Proposed Revision to Undergraduate Admission Deadlines

Dr. Hundza introduced the proposal. There were no questions.

Motion: (S. Hundza/R. Hancock)

That Senate approve the revision to the application deadlines for undergraduate programs listed in the academic calendar, effective September 1, 2020.

CARRIED

b. Senate Committee on Agenda and Governance

i. Appointments to the 2020/2021 Senate Standing Committees

Dr. Annalee Lepp introduced the proposal. There were no questions.

Motion: (A. Lepp/H. Kurki)

That Senate approve the appointments to the 2020/2021 Senate standing committees for the terms indicated in the attached document.

CARRIED

ii. Appointments to the Campus Planning Committee

Dr. Lepp introduced the proposal.

Motion: (A. Lepp/R. Hicks)

That Senate approve the re-appointments of Kara Shaw and Andrew Rowe to the Campus Planning Committee for a three-year term, beginning July 1, 2020, and ending June 30, 2023.

CARRIED

c. Senate Committee on Awards

i. New and Revised Awards

Dr. Lepp introduced the proposal.

A member asked for clarification on how the requirements for the Hutchinson Graduate Scholarship would be applied. Ms. Lori Nolt, Director of Student Awards and Financial Aid, responded that academic merit and a submitted budget would be used. She noted that academic merit was given the higher priority.

Motion: (A. Lepp/E. Mehina)

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:

- T'lat'laḱuḱ Dr. Trish Rosborough Memorial Scholarship in Indigenous Language Revitalization* (new)
- Mrs. Annie Greskiw Scholarship in Pre-Medical Studies* (revised)
- David Ritchie Business Grant* (revised)
- Hutchinson Graduate Scholarship* (new)
- Graeme Jackson Award (new)
- Erich Schwandt Undergraduate Scholarship in Music* (new)
- Erich Schwandt Graduate Scholarship in Music* (new)
- Gildardo & Lucia Garcia-Alvarez Award (new)
- James R. Bullick Memorial Scholarships* (revised)
- Paulette Lacroix Nursing Informatics Leadership Scholarship (new)
- Sybil Verch Greater Victoria Sports Hall of Fame Award (new)
- Lucy and Margaret Corbet Scholarship* (revised)
- Joyce Family Foundation Award for Indigenous Students* (revised)

** Administered by the University of Victoria Foundation*

CARRIED

d. Senate Committee on Curriculum

i. 2020/2021 Cycle 2 Curriculum Submissions

Dr. Tim Haskett introduced the proposal and noted that the move to the new Quali calendar curriculum software was complete.

On member inquired as to the need to change course offerings due to the pandemic. Dr. Haskett responded that the Senate Committee on Curriculum would look to Deans and university executives to make these decisions. Prof. Cassels reminded Senate members of the Emergency Protocol for Senate Operations which is in place to handle course offering decisions made as a consequence of the pandemic.

Motion: (T. Haskett/R. Hills)

That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2020-2021 academic calendar, effective September 1, 2020.

CARRIED

Motion: (T. Haskett/J. Salem)

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

CARRIED

e. Senate Committee on Planning

i. Proposal to Extend the Approved Centre Status for the Centre for Global Studies until December 31, 2020

Dr. Susan Lewis introduced the proposal. There were no questions.

Motion: (M. Garcia-Barrera/T. Marck)

That Senate approve the proposal to extend the Approved Centre Status for the Centre for Global Studies until December 31, 2020, as described in the memorandum dated January 16, 2020.

CARRIED

ii. Proposal to Discontinue the Geography Concentrations in the Bachelor of Arts and the Bachelor of Science Programs

Dr. Lewis introduced the proposal. There were no questions.

Motion: (M. Garcia-Barrera/)

That Senate approve the proposal to discontinue Geography Concentrations in the Bachelor of Arts and the Bachelor of Science programs, as described in the document "Discontinuation of Geography Concentrations".

CARRIED

iii. Proposal to Discontinue the Graduate Professional Certificate in Cultural Heritage Studies

Dr. Lewis introduced the proposal. There were no questions.

Motion: (M. Garcia-Barrera)

That Senate approve the proposal to discontinue the Graduate Professional Certificate in Cultural Heritage Studies as described in the memorandum dated November 4, 2019.

CARRIED

iv. Proposal to Add an International Option to the Bachelor of Arts in French Program

Dr. Lewis introduced the proposal. There were no questions.

Motion: (H. Cazes/M. McGinnis)

That Senate approve the proposal to add an International option to the Bachelor of Arts in French program, as described in the document "International Option for the BA in French (INT-FRAM)".

CARRIED

v. Proposal to Establish a Master of Engineering in Biomedical Systems

Dr. Lewis introduced the proposal. There were no questions.

Motion: (R. Hills/R. Hancock)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish a Master of Engineering in Biomedical Systems (Professional, M.Eng.), as described in the document "Masters of Engineering in Biomedical Systems".

CARRIED

vi. Proposal to Discontinue the Major and Minor in Italian Studies and of the Undergraduate Certificate in Language and Cultural Proficiency: Italian

Dr. Lewis introduced the proposal.

One member asked how the department considerations were reflected in the decision to discontinue these programs. Dr. Annalee Lepp, Acting Dean of Humanities, replied that these discontinuations were done out of necessity and that applications were suspended two years ago. Dr. Lewis added that once a program is suspended for 2 years, a decision is required.

Motion: (G. McDonough/M. Garcia-Barrera)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Major in Italian Studies, as described in the document "Discontinuance of the Major and Minor in Italian and of the Undergraduate Certificate in Language and Cultural Proficiency: Italian".

CARRIED

Motion: (A. Juma/M. Garcia-Barrera)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Minor in Italian Studies, as described in the document “Discontinuance of the Major and Minor in Italian and of the Undergraduate Certificate in Language and Cultural Proficiency: Italian”.

CARRIED

Motion: (J. Aragon/G. McDonough)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Undergraduate Certificate in Language and Cultural Proficiency: Italian, as described in the document “Discontinuance of the Major and Minor in Italian and of the Undergraduate Certificate in Language and Cultural Proficiency: Italian”.

CARRIED

vii. Proposal to Discontinue the Concentration in Medieval and Early Modern Studies (MEMS), in the Master of Arts in English Program

Dr. Lewis introduced the proposal. There were no questions.

Motion: (E. Mehina/M. Garcia-Barrera)

That Senate approve the proposal to discontinue the concentration in Medieval and Early Modern Studies (MEMS) in the Master of Arts in English program, as described in the document “ENGL MA – Deletion of MEMS Concentration”.

CARRIED

viii. Proposal to Discontinue the Course-only Option in the Master of Arts in English Program

Dr. Lewis introduced the proposal. There were no questions.

Motion: (G. McDonough/M. Garcia-Barrera)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Course-only Option in the Master of Arts in English program, as described in the document “ENGL MA – Deletion of the Course-only MA”.

CARRIED

ix. Proposal to Discontinue the Concentration in Nineteenth-Century Studies (NCS), in the Master of Arts in English Program

Dr. Lewis introduced the proposal. There were no questions.

Motion: (E. Mehina/J. Salem)

That Senate approve the proposal to discontinue the concentration in Nineteenth Century Studies (NCS) in the Master of Arts in English program, as described in the document “ENGL MA – Deletion of the NCS Concentration”.

CARRIED

x. Proposal to Discontinue the Non-CSPT Thesis-based Master of Arts in English

Dr. Lewis introduced the proposal. There were no questions.

Motion: (G. McDonough/M. Garcia-Barrera)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the non-CSPT thesis-based Master of Arts in English, as described in the document “ENGL – Deletion of the Non-CSPT Thesis-Based MA”.

CARRIED

f. Senate Committee on University Budget

i. 2019/2020 Annual Report

Prof. Cassels introduced the report. There were no questions.

10. PROPOSALS AND REPORTS FROM FACULTIES

There was none.

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

a. Term Research Chair in Transgender Studies

Dr. Kuehne introduced the proposal. There were no questions.

Motion: (V. Kuehne/A. Wang)

That Senate approve, and recommend to the Board of Governors that it also approve, the renewal of a 5-year term Research Chair in Transgender Studies.

CARRIED

b. Update on Omnibus motion in response to the Novel Coronavirus (2019-nCoVv)

Dr. Kuehne introduced the update on the omnibus motion and outlined the regular emergency academic needs of the university. All decisions were tracked and discussions were reported as per both in the February Senate-approved omnibus motion and the authority granted by the Emergency Protocol for Senate Operations.

12. OTHER BUSINESS

a. Orators for the University of Victoria

Ms. Ada Saab introduced the proposal.

Motion: (M. Laidlaw/J. Salem)

That Senate appoint John Dower and Stuart MacDonald as Orators for 3-year terms beginning July 1, 2020, and ending June 30, 2023;

AND

That Senate re-appoint the following as Orators for a 3-year term beginning July 1, 2020, and ending June 30, 2023:

- Bradley Anholt
- John McLaren
- Carole Miller
- Christina Kieka Mynhardt
- Monica Prendergast
- Michael Prince
- Juliana Saxton
- Brock Smith
- Judith Terry

CARRIED

b. Election to the Senate Committee on Agenda and Governance

Prof. Cassels reported the vacant position on the committee effective July 1, 2020, and called for nominations from members of the Senate. Mr. Dean Seeman nominated Dr. Mauricio Garcia-Barrera. There being no other nominations, Dr. Garcia-Barrera was acclaimed.

There being no other business the meeting was adjourned at 5:36 p.m.

Senate Meeting May 1, 2020			SEN-OCT 2/20-2
Name	In Attendance	Regrets	Page 1 of 2
Alexander, David	<input checked="" type="checkbox"/>		Elected by the convocation
Andersen, Carrie	<input checked="" type="checkbox"/>		Secretary of Senate
Aragon, Janni	<input checked="" type="checkbox"/>		Elected by the faculty members
Beaveridge, Chandra	<input checked="" type="checkbox"/>		Elected by the convocation
Bengtson, Jonathan	<input checked="" type="checkbox"/>		Ex officio
Breau, Susan	<input checked="" type="checkbox"/>		Ex officio
Burford, Neil	<input checked="" type="checkbox"/>		Elected by the Faculty
Butler-Palmer, Carolyn	<input checked="" type="checkbox"/>		Elected by the Faculty
Calder, Gillian	<input checked="" type="checkbox"/>		Elected by the Faculty
Capson, David	<input checked="" type="checkbox"/>		Ex officio
Cassels, Jamie	<input checked="" type="checkbox"/>		Chair of Senate
Cazes, H��l��ne	<input checked="" type="checkbox"/>		Elected by the faculty members
Clarke, Jo-Anne	<input checked="" type="checkbox"/>		Ex officio
Colby, Jason	<input checked="" type="checkbox"/>		Elected by the Faculty
Cook, Caelen			Elected by the students
Cowen, Laura	<input checked="" type="checkbox"/>		Elected by the faculty members
D'Arcy, Alexandra	<input checked="" type="checkbox"/>		Elected by the Faculty
de Havelyn, Sarina			Elected by the students
Devor, Aaron	<input checked="" type="checkbox"/>		Elected by the faculty members
Dunsdon, Jim	<input checked="" type="checkbox"/>		By Invitation
Garcia-Barrera, Mauricio	<input checked="" type="checkbox"/>		Elected by the Faculty
Garofalo, Eva	<input checked="" type="checkbox"/>		Elected by the students
Gillen, Mark	<input checked="" type="checkbox"/>		Elected by the Faculty
Greengoe, Nicole	<input checked="" type="checkbox"/>		By Invitation
Hallgrimsdottir, Helga	<input checked="" type="checkbox"/>		Elected by the faculty members
Hancock, Rob	<input checked="" type="checkbox"/>		Elected by the convocation
Haskett, Tim	<input checked="" type="checkbox"/>		Elected by the faculty members
Hicks, Robin	<input checked="" type="checkbox"/>		Elected by the faculty members
Hills, Rory	<input checked="" type="checkbox"/>		Elected by the students
Hundza, Sandra	<input checked="" type="checkbox"/>		Elected by the Faculty
Ingram, Megan			Elected by the students
Juma, Afnan	<input checked="" type="checkbox"/>		Elected by the students
Kalynchuk, Lisa	<input checked="" type="checkbox"/>		Ex officio
Kandil, Yasmine	<input checked="" type="checkbox"/>		Elected by the Faculty
Karpovskaia, Natalia	<input checked="" type="checkbox"/>		Elected by the students
Klein, Saul	<input checked="" type="checkbox"/>		Ex officio
Krull, Catherine	<input checked="" type="checkbox"/>		By Invitation
Kuehne, Valerie	<input checked="" type="checkbox"/>		Ex officio
Kurki, Helen	<input checked="" type="checkbox"/>		Elected by the Faculty
Laidlaw, Mark	<input checked="" type="checkbox"/>		Elected by the faculty members
Laird, Caoimhe			Elected by the students
Leacock, Brian	<input checked="" type="checkbox"/>		Elected by the Faculty
Lepp, Annalee	<input checked="" type="checkbox"/>		Elected by the faculty members
Lewis, Susan	<input checked="" type="checkbox"/>		By Invitation
Lindgren, Allana	<input checked="" type="checkbox"/>		Ex officio
Loock, Peter	<input checked="" type="checkbox"/>		Ex officio
Marck, Patricia	<input checked="" type="checkbox"/>		Ex officio
Marcy, Richard	<input checked="" type="checkbox"/>		Elected by the Faculty
McDonough, Graham	<input checked="" type="checkbox"/>		Elected by the Faculty
McGinnis, Martha	<input checked="" type="checkbox"/>		Elected by the Faculty
Mehina, Eslam	<input checked="" type="checkbox"/>		Elected by the students
Mukhopadhyaya, Phalguni	<input checked="" type="checkbox"/>		Elected by the Faculty
Ni, Erhan (Jack)	<input checked="" type="checkbox"/>		Elected by the students
Oliver, Sean	<input checked="" type="checkbox"/>		Elected by the students
Richins, Kai	<input checked="" type="checkbox"/>		Elected by the students
Rogers, Shelagh		<input checked="" type="checkbox"/>	Ex officio
Rose-Redwood, CindyAnn	<input checked="" type="checkbox"/>		Elected by the faculty members
Russell, Carolyn	<input checked="" type="checkbox"/>		Elected by the convocation
Saab, Ada	<input checked="" type="checkbox"/>		By Invitation
Salem, Joseph	<input checked="" type="checkbox"/>		Elected by the faculty members
Seeman, Dean	<input checked="" type="checkbox"/>		Elected by the Professional Librarians
Scott-Bigsby, Marshall	<input checked="" type="checkbox"/>		Elected by the students
Smith, Brock			Elected by the Faculty
St. Clair, Ralf	<input checked="" type="checkbox"/>		Ex officio
Stahl, Ann	<input checked="" type="checkbox"/>		Ex officio
Strega, Susan	<input checked="" type="checkbox"/>		Elected by the Faculty
Struchtrup, Henning	<input checked="" type="checkbox"/>		Elected by the Faculty
Varela, Diana	<input checked="" type="checkbox"/>		Elected by the Faculty
Wang, Alivia	<input checked="" type="checkbox"/>		Elected by the students
Weldemichael, Dawit	<input checked="" type="checkbox"/>		Elected by the students
Welling, Linda	<input checked="" type="checkbox"/>		Elected by the faculty members
Wild, Peter	<input checked="" type="checkbox"/>		Ex officio
Woodin, Erica	<input checked="" type="checkbox"/>		Elected by the Faculty
Wright, Bruce	<input checked="" type="checkbox"/>		Additional Member

MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

Effective January 15, 2020EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)

Chancellor: Shelagh Rogers

President and Vice-Chancellor: Jamie Cassels, Chair

Vice-President Academic & Provost: Valerie Kuehne

Vice-President Research: Lisa Kalynchuk

Dean, Peter B. Gustavson School of Business: Saul Klein, Vice-Chair

Dean of Education: Ralf St. Clair

Acting Dean of Engineering: Peter Wild

Dean of Continuing Studies: Jo-Anne Clarke

Acting Dean of Fine Arts: Allana Lindgren

Dean of Graduate Studies: David Capson

Dean of Humanities: Christopher Goto-Jones

Dean of HSD: Patricia Marck

Dean of Law: Susan Breau

Dean of Science: Peter Looock

Acting Dean of Social Sciences: Ann Stahl

University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI:	Brian Leacock (30/6/22)
	Brock Smith (30/6/21)
EDUC:	Sandra Hundza (30/6/20)
	Graham McDonough (30/6/22)
ENGR :	Phalguni Mukhopadhyaya (30/6/22)
	Henning Struchtrup (30/6/20)
FINE:	Carolyn Butler Palmer (30/6/22)
	Yasmine Kandil (30/6/21)
GRAD:	Mauricio Garcia-Barrera (30/6/20)
	Martha McGinnis (30/6/22)
HSD:	Richard Marcy (30/6/21)
	Susan Strega (30/6/22)
HUMS:	Jason Colby (30/6/21)
	Alexandra D'Arcy (30/6/22)
LAWF:	Gillian Calder (30/6/20)
	Mark Gillen (30/6/22)
SCIE:	Neil Burford (30/6/20)
	Diana Varela (30/6/20)
SOSC:	Helen Kurki (30/6/20)
	Erica Woodin (30/6/21)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Janni Aragon – SOSC	(30/6/21)
Hélène Cazes - HUMS	(30/6/20)
Laura Cowen - SCIE	(30/6/22)
Aaron Devor – SOSC	(30/6/20)
Helga Hallgrimsdottir – HSD	(30/6/21)
Tim Haskett – HUMS	(30/6/20)
Robin Hicks – SCIE	(30/6/21)
Mark Laidlaw – SCIE	(30/6/20)

MEMBERS ELECTED BY THE FACULTYMEMBERS (continued)

Annalee Lepp - HUM	(30/6/22)
CindyAnn Rose-Redwood - SOSC	(30/6/22)
Joseph Salem – FINE	(30/6/20)
Linda Welling – SOSC	(30/6/20)

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

Caelen Cook (HUMS)	(30/6/20)
Sarina de Havelyn (SOSC)	“
Eva Garofalo (LAW)	“
Rory Hills (SCIE)	“
Megan Ingram (SOSC)	“
Afnan Juma (HUMS)	“
Natalia Karpovskaia (EDUC)	“
Caoimhe Laird (BUSI)	“
Eslam Mehina (GRAD)	“
Erhan (Jack) Ni (FINE)	“
Sean Oliver (GRAD)	“
Kai Richins (ENGR)	“
Marshall Scott-Bigsby (SOSC)	“
(Alivia) Tianyi Wang (GRAD)	“
Dawit Weldemichael (SOSC)	“
TBD (HSD)	“

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

David Alexander	(30/06/21)
Chandra Beaveridge	(30/06/21)
Robert Hancock	(30/06/21)
Carolyn Russell	(30/06/21)

ADDITIONAL MEMBERS - Section 35 (2) (k)

Head, Division of Medical Sciences: Bruce Wright

Member elected by the Professional Librarians:

Dean Seeman (30/06/21)

Continuing Sessional: TBD (30/06/20)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Carrie Andersen

BY INVITATION - Seated with specified speaking rights

Assoc. VP Student Affairs: Jim Dunsdon

Assoc. VP Academic Planning: Susan Lewis

Special Advisor to the Provost: Cathie Krull

Registrar: Nicole Greengoe

Associate University Secretary: Ada Saab



University
of Victoria

University
Secretary

MEMO

Date: September 16, 2020

To: Members of Senate

From: Carrie Andersen
University Secretary

Re: **Student Representatives to Senate**

Due to the rapidly evolving issues related to COVID-19 and the responses the university has had to make in regards to campus safety, a significant disruption occurred in the second round of the student campaign period for Senate representation.

The second call for nominations was announced on Monday, February 24th, for eight remaining student Senate positions. After the call closed on March 9th, two students were acclaimed to the positions in the Faculty of Law and the Faculty of Fine Arts. Three students were competing for the Faculty of Humanities, and twenty students were competing for three Member at Large positions. The Faculty of Education and the Faculty of Human and Social Development remained unfilled, and a third call occurred in the fall.

The campaign interval was meant to run from March 13th until April 3rd. A "Meet the Candidate" session was scheduled for March 30th but was cancelled due to the pandemic. All extraneous digital communication directed toward the campus community was stopped to ensure messages were centred on COVID-19 information. As of March 13th, all face-to-face instruction for the spring term ended, and students remained at home to complete their coursework. Consequently, the students from the second call were not able to campaign as per the usual method.

At their March 19, 2020 meeting, the Senate Committee on Agenda and Governance considered an alternative process to allow for a fresh opportunity for students to campaign. A decision was made to delay the campaign period and election interval until the fall. This resulted in a decreased number of students at October Senate and those Senate Standing Committees who meet at the beginning of the fall term. Committee compositions were considered and assigned specifically to lessen the impact of this decreased number to ensure student perspectives were represented at each meeting.

As a result, campaigning for the second round of nominations resumed in the fall. Increased opportunities were provided for students to campaign online. The campaign period for the second call for nominations ran from September 14 – 30, 2020.

A third call for nominations was issued on September 2, 2020, and closed on September 15, 2020. There were no nominations received for the Faculty of Education.

The following representative was acclaimed to Senate after the close of nominations:

- Michelle Purchase

Consolidated Financial Statements of

UNIVERSITY OF VICTORIA

Year ended March 31, 2020



University
of Victoria



STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

The University is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and Treasury Board direction outlined in note 2 (a). This responsibility includes selecting appropriate accounting principles and methods and making decisions affecting measurement of transactions in which objective judgment is required. In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University's management has developed and maintains a system of internal controls designed to provide reasonable assurance that the University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements. The system of internal controls is monitored by the University's management.

The Board of Governors carries out its responsibility for review of the financial statements principally through its audit committee. The members of the Audit Committee are not officers or employees of the University. The Audit Committee meets with management and with the internal and external auditors to discuss the results of audit examinations and financial reporting matters. The auditors have full access to the Audit Committee, with and without the presence of management.

The consolidated financial statements have been examined by KPMG, LLP, an independent firm of Chartered Professional Accountants. The Independent Auditors' Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2020.

On behalf of the University:

_____ Chair, Board of Governors

_____ Vice-President Finance and Operations



University
of Victoria



KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITORS' REPORT

To the Board of Governors of the University of Victoria, and
To the Minister of Advanced Education, Skills & Training, Province of British Columbia

Opinion

We have audited the consolidated financial statements of the University of Victoria (the "Entity"), which comprise:

- the consolidated statement of financial position as at March 31, 2020
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2020 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Financial Reporting Framework

We draw attention to note 2 to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



Other Information

Management is responsible for the other information. Other information comprises:

- Information, other than the financial statements and the auditors' report thereon, included in the Management Discussion and Analysis.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Information, other than the financial statements and the auditors' report thereon, included in the Management Discussion and Analysis as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

Other Matter – Comparative Information

The financial statements for the year ended March 31, 2019 were audited by another auditor who expressed a qualified opinion on those financial statements on June 17, 2019 because those financial statements were not prepared in accordance with Canadian public sector accounting standards.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.



Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Victoria, Canada
May 26, 2020

UNIVERSITY OF VICTORIA

Consolidated Statement of Financial Position

As at March 31, 2020

(in thousands of dollars)

		2020	2019
Financial Assets			
Cash and cash equivalents	(Note 3)	\$ 148,780	\$ 136,433
Accounts receivable	(Note 4)	20,394	17,214
Due from governments	(Note 5)	13,790	9,000
Inventories for resale		1,604	1,657
Portfolio investments	(Note 6)	166,319	204,266
Loans receivable	(Note 7)	24,610	25,035
Employee future benefits	(Note 8)	14,082	10,877
Investments in government business enterprises	(Note 9)	9,195	7,816
		398,774	412,298
Liabilities			
Accounts payable and accrued liabilities	(Note 11)	35,902	33,802
Derivatives	(Note 6)	1,151	875
Due to governments		6,370	6,685
Deferred revenue		17,017	19,801
Deferred contributions	(Note 12)	173,404	198,655
Deferred capital contributions	(Note 13)	428,738	421,352
Long-term debt	(Note 14)	45,747	47,833
		708,329	729,003
Net debt		(309,555)	(316,705)
Non-financial Assets			
Tangible capital assets	(Note 15)	785,843	765,139
Restricted endowment investments	(Note 6)	375,802	359,117
Inventories held for use		2,338	2,167
Prepaid expenses		18,285	16,271
		1,182,268	1,142,694
Accumulated surplus	(Note 17)	\$ 872,713	\$ 825,989
Accumulated surplus is comprised of:			
Endowments	(Note 18)	\$ 374,307	\$ 342,896
Invested in capital assets		331,604	315,541
Internally restricted		131,997	120,401
Unrestricted		29,776	24,938
Accumulated operating surplus		867,684	803,776
Accumulated remeasurement gains		5,029	22,213
Accumulated surplus		\$ 872,713	\$ 825,989

Contractual rights (Note 19)

Contingent liabilities (Note 21)

Contractual obligations (Note 20)

On behalf of the Board:

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2020

(in thousands of dollars)

	Budget (Note 2(o))	2020	2019
Revenue:			
Province of British Columbia grants	\$ 210,040	\$ 223,274	\$ 203,684
Government of Canada grants	63,000	69,593	66,035
Other government grants	17,300	16,371	15,598
Student tuition - credit courses	154,967	159,228	143,994
Student tuition - non-credit courses	22,000	21,740	21,768
Donations, non-government grants and contracts	17,300	19,141	17,993
Sales of services and products	68,989	70,244	67,648
Investment income	22,400	23,834	22,426
Income from business enterprises	600	2,055	1,171
Other revenue	7,368	7,408	7,612
Revenue recognized from deferred capital contributions	26,699	26,037	25,182
	610,663	638,925	593,111
Expenses: (Note 22)			
Instruction and non-sponsored research	250,522	249,911	235,817
Academic and student support	151,516	153,735	142,622
Administrative support	23,130	22,738	21,772
Facility operations and maintenance	52,415	54,846	49,338
Sponsored research	112,888	111,956	106,262
External engagement	14,599	13,242	13,742
	605,770	606,428	569,553
Annual operating surplus	5,593	32,497	23,558
Restricted endowment contributions			
Endowment principal donations	5,000	8,730	9,172
Donations capitalized	5,000	7,880	3,617
	10,000	16,610	12,789
Funding of previous years capitalizations to endowment	-	14,801	-
Annual surplus	15,593	63,908	36,347
Accumulated operating surplus, beginning of year	803,776	803,776	767,429
Accumulated operating surplus, end of year	\$ 819,369	\$ 867,684	\$ 803,776

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Changes in Net Debt

Year ended March 31, 2020
(in thousands of dollars)

	Budget (Note 2(o))	2020	2019
Annual surplus	\$ 15,593	\$ 63,908	\$ 36,347
Acquisition of tangible capital assets	(62,640)	(66,418)	(68,988)
Amortization of tangible capital assets	46,706	45,714	44,687
	(15,934)	(20,704)	(24,301)
Restricted endowment investments		(16,685)	(15,973)
Acquisition of inventories held for use		(1,352)	(1,499)
Acquisition of prepaid expense		(17,945)	(15,873)
Consumption of inventories held for use		1,181	1,250
Use of prepaid expense		15,931	17,328
		(18,870)	(14,767)
Net remeasurement gains (losses)		(17,184)	4,958
Decrease (increase) in net debt	(341)	7,150	2,237
Net debt, beginning of year	(316,705)	(316,705)	(318,942)
Net debt, end of year	\$ (317,046)	\$ (309,555)	\$ (316,705)

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2020

(in thousands of dollars)

	2020	2019
Accumulated remeasurement gains, beginning	\$ 22,213	\$ 17,255
Unrealized gains (losses) attributed to:		
Portfolio investments	(17,318)	4,656
Derivatives	(276)	(22)
Foreign currency translation	410	324
Net remeasurement gains for the year	(17,184)	4,958
Accumulated remeasurement gains, end of year	\$ 5,029	\$ 22,213

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Cash Flows

Year ended March 31, 2020

(in thousands of dollars)

	2020	2019
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 63,908	\$ 36,347
Items not involving cash		
Amortization of tangible capital assets	45,714	44,687
Revenue recognized from deferred capital contributions	(26,037)	(25,182)
Change in employee future benefits	(3,205)	(22,886)
Equity in income of government business enterprises	(1,379)	(564)
Unrealized remeasurement gains	410	324
Changes in non-cash operating working capital:		
Decrease (increase) in accounts receivable	(3,180)	1,223
Decrease in loans receivable	425	1,083
Decrease (increase) in inventories	(118)	(432)
Decrease (increase) in prepaid expenses	(2,014)	1,455
Increase in accounts payable and accrued liabilities	2,100	268
Decrease (increase) in due to/from government organizations	(5,105)	3,808
Increase (decrease) in deferred revenue	(2,784)	1,978
Increase (decrease) in deferred contributions	(25,251)	12,956
Net change from operating activities	43,484	55,065
Capital activities:		
Cash used to acquire tangible capital assets	(66,418)	(68,988)
Net change from capital activities	(66,418)	(68,988)
Investing activities:		
Sale of portfolio investments	20,629	1,384
Acquisition of endowment investments	(16,685)	(10,077)
Net change from investing activities	3,944	(8,693)
Financing activities:		
Repayment of long-term debt	(2,086)	(1,991)
Cash proceeds from deferred capital contributions	33,423	43,615
Net change from financing activities	31,337	41,624
Net change in cash and cash equivalents	12,347	19,008
Cash and cash equivalents, beginning of year	136,433	117,425
Cash and cash equivalents, end of year	\$ 148,780	\$ 136,433

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

1. Authority and Purpose

The University of Victoria (the “University”) operates under the authority of the *University Act* of British Columbia. The University is a not-for-profit entity governed by a 15 member Board of Governors, eight of whom are appointed by the government of British Columbia including two on the recommendation of the Alumni Association. The University is a registered charity and is exempt from income taxes under section 149 of the *Income Tax Act*.

2. Summary of significant accounting policies

The consolidated financial statements of the University are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the University are as follows:

(a) Basis of accounting

The consolidated financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The *Budget Transparency and Accountability Act* requires that the consolidated financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all taxpayer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections related to not-for-profit accounting standards.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds as follows:

- Contributions for the purposes of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.
- Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period in which the stipulation or restriction on the contributions have been met.

For British Columbia taxpayer supported organizations, these contributions include government transfers and externally restricted contributions.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(a) Basis of accounting (continued)

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the consolidated statement of operations and accumulated surplus and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

(b) Basis of consolidation

(i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of organizations which are controlled by the University. Controlled organizations are consolidated except for government business enterprises which are accounted for by the modified equity method. Inter-organizational transactions, balances, and activities have been eliminated on consolidation.

The following organizations are controlled by the University and fully consolidated in these financial statements:

- UVic Industry Partnerships (formerly University of Victoria Innovation and Development Corporation) which facilitates research partnerships between the private sector and the University.
- University of Victoria Properties Investments Inc. which manages the University's real estate holdings including the Vancouver Island Technology Park Trust.
- Ocean Networks Canada Society which manages the University's VENUS and NEPTUNE ocean observatories.
- Pacific Climate Impacts Consortium which stimulates collaboration to produce climate information for education, policy and decision making.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(i) Consolidated entities (continued)

- University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria which encourage the financial support of the University and administer the University's endowment funds.
- Byron Price & Associates Ltd. which holds land in North Saanich.

(ii) Investment in government business enterprises

Government business enterprises are accounted for by the modified equity method. Under this method, the University's investment in the business enterprise and its net income and other changes in equity are recorded. No adjustment is made to conform the accounting policies of the government business enterprise to those of the University other than if other comprehensive income exists, it is accounted for as an adjustment to accumulated surplus (deficit). Inter-organizational transactions and balances have not been eliminated, except for any profit or loss on transactions between entities of assets that remain within the entities controlled by the University.

The following organizations are controlled by the University and consolidated in these financial statements using the modified equity basis:

- Heritage Realty Properties Ltd. which manages the property rental and downtown hotel and brew-pub operation donated by the late Michael C. Williams.
- Vancouver Island Technology Park Trust which provides leased space to high-technology companies on Vancouver Island.
- GSB Executive Education Inc. provides executive training and other non-credit education.

(iii) Investment in government partnerships

Government partnerships that are business partnerships are accounted for by the modified equity method. Accounting policies of the business partnership are not conformed to those of the partners before the equity pick-up. The University is not party to any government business partnerships.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

Government partnerships that are not wholly controlled business partnerships are accounted for under the proportionate consolidation method. The University accounts for its share of the partnership on a line by line basis on the financial statements and eliminates any inter-organizational transactions and balances. Accounting policies of the partnership, which is not a business partnership, are conformed to those of the University before it is proportionately consolidated.

The following organizations are government partnerships and are proportionately consolidated in these financial statements:

- Tri-Universities Meson Facility (TRIUMF) which operates a research facility for sub-atomic physics located at the University of British Columbia. These financial statements include the University's 7.14% interest.
- Western Canadian Universities Marine Sciences Society (WCUMSS) which operates a marine research facility at Bamfield on the west coast of Vancouver Island. These financial statements include the University's 20% interest.

(iv) Trusts under administration

Trusts administered by the University are not consolidated in the financial statements as the assets are not held for the benefit of the University.

(v) Funds held in trust

Funds held in trust by the University as directed by agreement or statute for certain beneficiaries are not included in the University's consolidated financial statements.

(c) Cash and cash equivalents

Cash and cash equivalents include highly liquid investments readily convertible to known amounts of cash and subject to insignificant risk of changes in value. They are held for the purpose of meeting short-term cash commitments rather than investing.

(d) Loans receivable

Loans receivable are recorded at amortized cost. Interest is accrued on loans receivable to the extent it is deemed collectable.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(e) Financial instruments

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category

Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments designated to be recorded at fair value are endowment and portfolio investments. Transaction costs related to the acquisition of investments are recorded as an expense. Sales and purchases of investments are recorded at trade date. Unrealized gains and losses on financial assets are recognized in the consolidated statement of remeasurement gains and losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the consolidated statement of operations and accumulated surplus and related balances reversed from the consolidated statement of remeasurement gains and losses. Unrealized gains and losses in endowment investments, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when related expenses are incurred. Restricted unrealized gains spent to meet current year endowment expenses or capitalization transfers are recorded in the consolidated statement of remeasurement gains and losses.

Canadian public sector accounting standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 – Unadjusted quoted market prices in an active market for identical assets or liabilities;
- Level 2 – Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in active markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

(ii) Cost category

Gains and losses are recognized in the consolidated statement of operations and accumulated surplus when the financial asset is derecognized due to disposal or impairment and the gains and losses are recognized at amortized cost using the effective interest method; accounts payable and accrued liabilities and long-term debt are measured at amortized cost using the effective interest method.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

*(tabular figures in thousands of dollars)***2. Summary of significant accounting policies (continued)**

(f) Short-term investments

Short-term investments are comprised of money market securities and other investments with maturities that are capable of prompt liquidation. Short-term investments are cashable on demand and are recorded at cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the period in which they arise.

(g) Inventories for resale

Inventories held for resale, including books, merchandise and food are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(h) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is capitalized during construction whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives. Land is not amortized as it is deemed to have a permanent value.

Asset	Straight line Rate
Buildings - Concrete	50 years
Buildings - Woodframe	30 years
Buildings - Heritage	35 years
Site Improvements	30 years
Equipment - Computing	3 years
Equipment - Other	8 years
Information Systems	8 years
Furnishings	8 years
Library Holdings	10 years
Ships/Vessels	25 years



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(h) Non-financial assets (continued)

(i) Tangible capital assets (continued)

Donated assets are recorded at fair value at the date of donation. In unusual circumstances where fair value cannot be reasonably determined, the tangible capital asset would be recorded at a nominal value.

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

(ii) Works of art and historic assets

Works of art and historic assets are not recorded as assets in these financial statements.

(iii) Leased capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(iv) Inventories held for use

Inventories held for use are recorded at the lower of cost and replacement cost.

(i) Employee future benefits

The costs of pension and other future employee benefits are recognized on an accrual basis over the working lives of employees as detailed in Note 8.

(j) Revenue recognition

Tuition and student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(j) Revenue recognition (continued)

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.
- (iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as restricted endowment contributions in the statement of operations and accumulated surplus for the portion to be held in perpetuity and as deferred contributions for any restricted investment income earned thereon.

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investments, and writedowns on investments where the loss in value is determined to be other-than-temporary.

(k) Pledges, gifts-in-kind and contributed services

Pledges from donors are recorded when payment is received by the University or the transfer of property is completed since their ultimate collection cannot be reasonably assured until that time. Gifts-in-kind include securities and equipment which are recorded in the financial statements at their fair market value at the time of donation. The value of contributed services is not determinable and is not recorded in the financial statements.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(l) Use of estimates

Preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the amortization period of tangible capital assets, valuation allowances for receivables and inventories, the valuation of financial instruments and assets and obligations related to employee future benefits. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(m) Foreign currency translation

Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the statement of financial position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the consolidated statement of remeasurement gains and losses. In the period of settlement, any exchange gain or loss is reversed out of the consolidated statement of remeasurement gains and losses, and reflected in the consolidated statement of operations and accumulated surplus.

(n) Functional classification of expenses

Expenses on the consolidated statement of operations and accumulated surplus have been classified based on functional lines of service provided by the University. The outline of services provided by each function is as follows:

- (i) Instruction and non-sponsored research - This function includes expenses related to all direct educational delivery within the institution. This would include credit and non-credit courses, diploma, certificate and degree granting programs; continuing education; developmental education and on-line delivery. Costs associated with this function include the Deans, Directors and Chairs; instructional administration; and support staff and support costs related to these activities. Non-sponsored research is research activity funded by the university and includes faculty research start-ups; the Office of the Vice President of Research and associated research projects; and research centres.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(n) Functional classification of expenses (continued)

- (ii) Academic and student support - This function includes activities that directly support the academic functions of the University as well as centralized functions that support individual students or groups of students. These include: libraries; records and admissions; scheduling; student service administration; student recruitment; co-op programming; counseling and career services; financial aid administration; scholarships and bursaries; student social development and recreation; Office of Indigenous Affairs; student computer labs. Also included are costs associated with Ancillary Operations (including interest and amortization) such as the bookstore and regalia; residence housing, food, conference and child care services.
- (iii) Administrative support - This function includes activities that support the institution as a whole such as the Office of the President; the University Secretary and the Board of Governors; finance and financial operations; internal audit; budget and planning; human resources; general counsel; institutional research; and a portion of informational technology and telecommunications.
- (iv) Facility operations and maintenance - This function includes the operations and maintenance of the physical plant and plant equipment for all institutional activities; capital asset amortization expense for building, site and plant equipment; utilities; facilities administration; custodial services; landscaping and grounds keeping; major repairs and renovations; security services and capital-related interest. This function also includes the ancillary operations of parking services and the University of Victoria Broad St. properties; Heritage Realty Properties Ltd.; and University of Victoria Properties Investments Inc.
- (v) Sponsored research - This function includes research activities specifically funded by contracts with and/or grants from external organizations and undertaken within the institution to produce research outcomes. Also included are joint ventures such as TRIUMF and WCUMSS and subsidiaries such as the Pacific Climate Impacts Consortium and Ocean Networks Canada Society, solely incorporated for sponsored research.
- (vi) External engagement - This function includes all activities provided in support of ongoing external relations. These activities include advancement and development (fundraising); alumni relations; community and government relations; corporate relations; marketing and communications; ceremonies; and art galleries.

(o) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2019/2020 to 2021/2022 Planning and Budget Framework approved by the Board of Governors of the University on March 26, 2019 and the University's first quarter forecast provided to the Province. The budget is reflected in the statement of operations and accumulated surplus and the statement of changes in net debt.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

3. Cash and cash equivalents

	2020	2019
Cash	\$ 10,069	\$ 16,794
Short-term investments	137,873	118,815
Restricted cash	838	824
	\$ 148,780	\$ 136,433

Restricted cash is comprised of an escrow account balance related to TRIUMF's asset retirement obligations.

4. Accounts receivable

	2020	2019
Revenues receivable	\$ 23,558	\$ 20,456
Accrued interest receivable	1,246	1,142
Less: provision for doubtful accounts	(4,410)	(4,384)
	\$ 20,394	\$ 17,214

5. Due from governments

	2020	2019
Federal government	\$ 12,894	\$ 6,722
Provincial government	783	2,213
Other	113	65
	\$ 13,790	\$ 9,000



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

6. Financial instruments

Financial assets and liabilities recorded at fair value are comprised of the following:

(a) Portfolio investments

	Fair Value Hierarchy	2020	2019
Portfolio investments carried at fair value:			
Bonds	Level 2	\$ 11,460	\$ 17,155
Various pooled bond and mortgage funds	Level 1	102,167	100,863
Canadian equities	Level 1	8,978	17,177
Global equities	Level 1	27,869	44,907
Infrastructure and real estate	Level 3	14,804	20,765
		165,278	200,867
Portfolio investments at cost which approximates fair value:			
Short-term investments		512	2,638
Cash		474	695
Other		55	66
Total portfolio investments		\$ 166,319	\$ 204,266

(b) Restricted endowment investments

	Fair Value Hierarchy	2020	2019
Restricted endowment investments carried at fair value:			
Bonds	Level 2	\$ 52,364	\$ 49,407
Various pooled bond and mortgage funds	Level 1	52,483	37,971
Canadian equities	Level 1	42,455	52,659
Global equities	Level 1	140,323	140,789
Infrastructure and real estate	Level 3	82,676	69,409
		370,301	350,235
Restricted endowment investments at cost which approximates fair value:			
Short-term investments		2,862	6,562
Cash		2,639	2,320
Total restricted endowment investments		\$ 375,802	\$ 359,117



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

6. Financial instruments (continued)

(c) Derivatives (See note 14 for breakdown of debt related to derivatives):

	Fair Value Hierarchy	2020	2019
Derivatives - interest rate swaps on long-term debt quoted at fair value:			
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2025, unsecured	Level 1	\$ (499)	\$ (540)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured	Level 1	(652)	(335)
Total derivatives		\$ (1,151)	\$ (875)

7. Loans receivable

	2020	2019
Various faculty and senior administrators		
Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages	\$ 3,842	\$ 3,452
Heritage Realty Properties Ltd.		
Promissory note receivable, interest at Royal Bank Prime + 5.0%, due May 31, 2021, secured by an unregistered equitable mortgage	9,608	9,608
Vancouver Island Technology Park Trust loans receivable		
Interest at 5.13%, due April 2030, unsecured	8,936	9,597
Interest at 6.13%, due April 2030, unsecured	2,224	2,378
	\$ 24,610	\$ 25,035



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

8. Employee future benefits

Employee future benefits arise in connection with the University's group life insurance and accumulated sick leave plans. The University also maintains pension plans, and other retirement and supplementary benefit arrangements for substantially all of its continuing employees.

Summary of employee future benefit obligations/(assets):

		2020	2019
Staff pension plan	(Note 8(a)(ii))	\$ (24,773)	\$ (22,106)
Supplemental pension obligations	(Note 8(a))	7,191	7,556
Special accumulated sick leave	(Note 8(b))	2,627	2,830
Basic group life insurance plan	(Note 8(c))	873	843
		\$ (14,082)	\$ (10,877)

(a) Pension benefits

(i) Combination plan

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan's benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.00% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.00% of salary in excess of the YMPE. The University makes contributions equal to 6.37% of salary up to the YMPE plus 8.00% of salary in excess of the YMPE. The university also contributes 4.00% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2018 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2021 and is expected to be completed in September 2022. A solely defined contribution plan is available for part-time faculty and administrative and academic professional staff who meet certain eligibility criteria. The University has made contributions to these two plans during the year of \$23,731,000 (2019 - \$22,926,000) and recorded them as a pension expense.

The University provides supplemental pensions in excess of those provided under registered plans. They are fully funded out of the general assets of the University. The accrued liabilities of these arrangements total \$7,191,000 as at March 31, 2020 (2019 - \$7,556,000). The University paid supplemental benefits of \$272,000 in the year (2019 - \$187,000) and recorded employee benefit expense of \$169,000 (2019 - \$147,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

*(tabular figures in thousands of dollars)***8. Employee future benefits (continued)**

(a) Pension benefits (continued)

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2016, the average age of the 1,221 active employees covered by the Plan is 47.8. In addition, there are 476 former employees who are entitled to deferred pension benefits averaging \$294 per month. At December 31, 2016, there were 736 pensioners receiving an average monthly pension of \$901. The employees make contributions equal to 4.53% of salary that does not exceed the YMPE plus 6.28% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of \$5,961,000 (2019 – \$5,969,000). The Plan paid benefits in the year of \$11,410,000 (2019 – \$10,880,000).

The pension asset at March 31 includes the following components:

	2020	2019
Accrued benefit obligation	\$ 242,132	\$ 231,971
Pension fund assets	(276,276)	(259,566)
	(34,144)	(27,595)
Unamortized actuarial gains	9,371	5,489
Net asset	\$ (24,773)	\$ (22,106)

Actuarial valuations are performed triennially using the projected benefit prorate method. The latest triennial actuarial valuation completed as at December 31, 2016 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$64,803,000. The next required valuation will be as at December 31, 2019, which will be completed in the summer of 2020. The *Pension Benefits Standards Act* of British Columbia requires minimum annual contributions or the use of letters of credit to fund a solvency deficiency. The University has chosen to arrange a letter of credit in the amount of \$55.2 million at March 31, 2020 (2019 – \$51.1 million) to satisfy the contribution requirements through 2019.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

This letter of credit will be reassessed in conjunction with the next plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2019 is based on an extrapolation of that 2016 valuation. There is an unamortized gain to be amortized on a straight-line basis over the expected average remaining service life of the related employee group (10 years).

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the University's best estimates. The expected inflation rate is 2%. The discount rate used to determine the accrued benefit obligation is 6%. Pension fund assets are valued at market value as at March 31, 2020.

The expected rate of return on pension fund assets is 6%. The actual rate of return on Plan assets in 2019 was 14%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2020	2019
Current period benefit cost	\$ 8,071	\$ 8,011
Amortization of actuarial gains	(1,030)	(2,181)
	7,041	5,830
Less: Employee contributions	(2,215)	(2,198)
Pension benefit expense	4,826	3,632
Interest cost on the average accrued benefit obligation	13,186	12,627
Expected return on average pension plan assets	(14,587)	(14,555)
Pension interest income	(1,401)	(1,928)
Total pension expense	\$ 3,425	\$ 1,704

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$124,000 (2019 – \$124,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2020 the balance of this special accumulated sick leave was \$2,627,000 (2019 – \$2,830,000).

(c) Other long-term disability plan

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University contribution for the year ending March 31, 2020 was \$1,261,000 (2019 – \$1,247,000).

9. Investments in government business enterprises

The University controls three profit-oriented subsidiaries which are recorded using the modified equity method of accounting. The three entities are Heritage Realty Properties Ltd., Vancouver Island Technology Park Trust and GSB Executive Education Inc.

Condensed financial information of these government business enterprises are as follows:

	2020	2019
Equity at beginning of year	\$ 3,104	\$ 3,727
Dividends/distributions paid	(1,914)	(1,794)
Net earnings	2,055	1,171
Equity at end of year	3,245	3,104
Dividends/distributions payable	5,950	4,712
Investment in government business enterprises	\$ 9,195	\$ 7,816

Change in equity in government business enterprises:

	2020	2019
Assets	\$ 38,553	\$ 37,126
Liabilities	(35,308)	(34,022)
Equity	\$ 3,245	\$ 3,104

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

9. Investments in government business enterprises (continued)

Consolidated Statement of Operations

	2020	2019
Revenue	\$ 22,609	\$ 17,210
Expenses	(20,554)	(16,039)
Surplus for the year	\$ 2,055	\$ 1,171

10. Investments in government partnerships

The University is one of fourteen university members of a consortium which manages the Tri-Universities Meson Facility (TRIUMF) for research in sub-atomic physics. The facility is funded by federal government grants and the University makes no direct financial contribution. TRIUMF's financial results are proportionately consolidated with those of the University based upon the University's share of its total ownership of 7.14% (2019 – 7.14%). TRIUMF expenses all capital assets in its income statement as acquired; the University capitalizes the capital assets and amortizes them over their useful lives. TRIUMF recognizes revenue in the year it is received, whereas the University follows the deferral method of accounting for contributions.

The University is one of five university members of the Western Canadian Universities Marine Sciences Society (WCUMSS) for marine field research. The University provided a grant to the Society in 2020 of \$273,400 (2019 – \$273,400). WCUMSS financial results are proportionately consolidated with those of the University based upon the University's share of its total contributions of 20% (2019 – 20%).

The proportionate amounts included in these consolidated financial statements are as follows:

Consolidated Statement of Financial Position

	2020	2019
Financial assets	\$ 4,040	\$ 4,042
Liabilities	(894)	(915)
Net assets	3,146	3,127
Non-financial assets	1,368	1,469
Accumulated surplus	\$ 4,514	\$ 4,596



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

10. Investments in government partnerships (continued)

Consolidated Statement of Operations

	2020	2019
Revenue	\$ 6,739	\$ 7,050
Expenses	(6,821)	(7,052)
Deficit for the year	\$ (82)	\$ (2)

11. Accounts payable and accrued liabilities

	2020	2019
Accounts payable and accrued liabilities	\$ 19,356	\$ 20,419
Salaries and benefits payable	6,292	4,359
Accrued vacation pay	10,254	9,024
	\$ 35,902	\$ 33,802

12. Deferred Contributions

Deferred contributions are comprised of funds restricted for the following purposes:

	2020	2019
Specific purpose (including endowment earnings)	\$ 105,431	\$ 133,015
Research	66,904	64,553
Capital	1,069	1,087
	\$ 173,404	\$ 198,655

2020							2019
	Specific Purpose	Research	Capital	Total			
Balance, beginning of year	\$ 133,015	\$ 64,553	\$ 1,087	\$ 198,655	\$	185,699	
Contributions and endowment investment income	12,080	92,350	662	105,092		132,687	
Revenue recognized from deferred contributions	(39,664)	(89,999)	(680)	(130,343)		(119,731)	
Balance, end of year	\$ 105,431	\$ 66,904	\$ 1,069	\$ 173,404	\$	198,655	

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

*(tabular figures in thousands of dollars)***13. Deferred capital contributions**

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. Treasury Board provided direction on accounting treatment as disclosed in Note 2 (a). Changes in the deferred capital contributions balance are as follows:

	2020	2019
Balance, beginning of year	\$ 421,352	\$ 402,919
Contributions received during the year	33,423	43,615
Revenue from amortization of deferred capital contributions	(26,037)	(25,182)
Balance, end of year	\$ 428,738	\$ 421,352

14. Long-term debt

Long-term debt reported on the consolidated statement of financial position is comprised of the following (see note 6(c) for related derivative information):

	2020	2019
Royal Bank of Canada		
5.38% term loan due 2024, unsecured	\$ 4,954	\$ 5,894
Province of British Columbia		
2.28% bond due 2023, unsecured	3,893	3,928
British Columbia Immigrant Investment Fund		
2.48% term loan due 2023, unsecured	7,163	7,615
Province of British Columbia		
4.82% bond due 2027, unsecured, with annual sinking fund payments of \$327,000	10,800	10,800
Province of British Columbia		
4.74% bond due 2038, unsecured, with annual sinking fund payments of \$302,000	10,000	10,000
Great West Life Insurance Company		
5.13% term loan due 2030, unsecured	8,937	9,596
Long-term debt	\$ 45,747	\$ 47,833



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

14. Long-term debt (continued)

(a) Principal repayments

Anticipated annual principal repayments, including sinking fund instalments and maturities, due over the next five years and thereafter are as follows:

	Sinking Fund	Other	Total
2021	\$ 629	\$ 1,759	\$ 2,388
2022	629	2,271	2,900
2023	629	2,381	3,010
2024	629	6,227	6,856
2025	629	2,458	3,087
Thereafter	2,190	9,851	12,041
	\$ 5,335	\$ 24,947	\$ 30,282

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$11,308,000 (2019 – \$9,987,000) will provide for the retirement at maturity of \$20,800,000 of long-term debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

15. Tangible capital assets

Cost	Balance as at March 31, 2019	Additions	Disposals	Balance as at March 31, 2020
Land	\$ 22,582	\$ -	\$ -	\$ 22,582
Site improvements	44,512	2,511	-	47,023
Buildings	862,913	30,731	-	893,644
Equipment and furnishings	183,456	26,365	(18,830)	190,991
Information systems	18,441	-	-	18,441
Computer equipment	15,689	3,721	(4,168)	15,242
Library holdings	38,037	3,090	(5,042)	36,085
Total	\$ 1,185,630	\$ 66,418	\$ (28,040)	\$ 1,224,008

Accumulated amortization	Balance as at March 31, 2019	Disposals	Amortization	Balance as at March 31, 2020
Site improvements	\$ 20,956	\$ -	\$ 1,296	\$ 22,252
Buildings	256,467	-	18,048	274,515
Equipment and furnishings	92,780	(18,830)	19,203	93,153
Information systems	18,441	-	-	18,441
Computer equipment	9,556	(4,168)	3,888	9,276
Library holdings	22,291	(5,042)	3,279	20,528
Total	\$ 420,491	\$ (28,040)	\$ 45,714	\$ 438,165

Net book value	March 31, 2020	March 31, 2019
Land	\$ 22,582	\$ 22,582
Site improvements	24,771	23,556
Buildings	619,129	606,446
Equipment and furnishings	97,838	90,676
Information systems	-	-
Computer equipment	5,966	6,133
Library holdings	15,557	15,746
Total	\$ 785,843	\$ 765,139



UNIVERSITY OF VICTORIA**Notes to Consolidated Financial Statements**

Year ended March 31, 2020

*(tabular figures in thousands of dollars)***15. Tangible capital assets (continued)**

(a) Contributed tangible capital assets:

Additions to equipment and furnishings and computers include the following contributed tangible capital assets:

	2020	2019
Equipment and furnishings	\$ 78	\$ 23

(b) Assets under construction

Assets under construction comprised of buildings having a value of \$21,150,000 (2019 – \$20,752,000) and equipment having a value of \$18,747,000 (2019 – \$14,647,000) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(c) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year was \$28,040,000 (2019 – \$29,416,000) related to fully amortized assets with a net book value of \$nil (2019 – \$nil).

16. Financial risk management

The University has exposure to the following risks from its use of financial instruments: credit risk, price risk and liquidity risk. The Board of Governors ensures that the University has identified major risks and management monitors and controls them.

(a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from the amounts receivable and from fixed income assets held by the University.

The University manages amounts receivable by using a specific bad debt provision when management considers that the expected recovery is less than the account receivable.

The entity is exposed to credit risk through its accounts receivable from students. This risk is managed by limiting the extent of credit granted to students and by monitoring the collection of receivables.

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2020 is \$341,895,000 (2019 – \$320,027,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(a) Credit risk (continued)

The following shows the percentage of fixed income holdings in the portfolio by credit rating:

Credit Rating	%
AAA	9.3%
AA	14.3%
A	10.0%
BBB	6.8%
BB and below	0.6%
Mortgages	16.3%
Cash and short-term	
R1 high	11.5%
R1 mid	0.3%
R1 low	31.0%
	100.0%

(b) Price risk

Price risk includes market risk and interest rate risk.

Market risk relates to the possibility that the investments will change in value due to fluctuations in market prices. The objective of market risk management is to mitigate market risk exposures within acceptable parameters while optimizing the return on risk. This risk is mitigated by the investment policies for the respective asset mixes to be followed by the investment managers, the requirements for diversification of investments within each asset class and credit quality constraints on fixed income investments. Market risk can be measured in terms of volatility, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

*(tabular figures in thousands of dollars)***16. Financial risk management (continued)**

(b) Price risk (continued)

Based on the volatility of the University's current asset class holdings, the net impact on market value of each asset class is shown below.

Asset Class		Estimated Volatility (% change)
Canadian equities	+/-	21.0%
Foreign equities	+/-	18.0%
Real estate	+/-	10.1%
Bonds	+/-	5.4%
Infrastructure	+/-	17.7%
Benchmark for Investments		Net Impact on Market Value
FTSE Canada Universe Bond index	+/-	\$ 11,019
S&P/TSX Composite index	+/-	10,512
MSCI All Country World Index	+/-	29,781
Canadian Consumer Price Index (Real Estate)	+/-	4,930
Canadian Consumer Price Index (Infrastructure)	+/-	8,615

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The value of fixed-income and debt securities, such as bonds, debentures, mortgages or other income-producing securities is affected by interest rates. Generally, the value of these securities increases if interest rates fall and decreases if interest rates rise.

It is management's opinion that the University is exposed to market or interest rate risk arising from its financial instruments. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise (fall) in interest rates will cause a decrease (increase) in bond prices; the longer the duration, the greater the effect. Duration is managed by the investment manager at the fund level. At March 31, 2020, the modified duration of all fixed income in aggregate was 3.6 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.6%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.6%.

The University's long-term debt is fixed rate debt; accordingly, changes in interest rates do not impact interest payments but may impact the fair value of such long-term debt and the fair value of related derivatives (interest rate swaps on long-term debt).



UNIVERSITY OF VICTORIA**Notes to Consolidated Financial Statements**

Year ended March 31, 2020

*(tabular figures in thousands of dollars)***16. Financial risk management (continued)****(c) Liquidity risk**

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due. The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

17. Accumulated surplus

Accumulated surplus is comprised of the following:

	2020	2019
Endowments	\$ 374,307	\$ 342,896
Invested in capital assets	331,604	315,541
Internally restricted	131,997	120,401
Unrestricted	29,776	24,938
Accumulated remeasurement gains	5,029	22,213
	\$ 872,713	\$ 825,989

Endowments consist of restricted donations and capitalized investment income to be held in perpetuity.

Invested in capital assets consist of unrestricted funds previously spent on capital assets and debt repayment.

Internally restricted funds consist of balances set aside or appropriated by the Board of Governors for equipment replacement, capital improvements and other non-recurring expenditures.

Unrestricted funds consist primarily of balances arising from the University's ancillary and specific purpose funds, and consolidated entities.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

18. Endowments

Changes to the endowment principal balances, not including remeasurement gains/losses, are as follows:

	2020	2019
Balance, beginning of year	\$ 342,896	\$ 330,107
Contributions received during the year	8,730	9,172
Invested income and donations capitalized	7,880	3,617
Funding of previous years capitalization to endowment	14,801	-
Balance, end of year	\$ 374,307	\$ 342,896

The balance shown does not include endowment principal with fair value of \$6,886,000 (2019 – \$7,569,000) and book value of \$4,820,000 (2019 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

19. Contractual rights

The University may, from time to time, enter into contracts or agreements in the normal course of operations that result in future assets or revenue. One example of such agreements is multi-year research funding agreements, whereby the University has the opportunity to earn revenue in future years by incurring qualified expenditures. These funding agreements do not abnormally impact the University's financial position and do not guarantee the university the right to future funding.

20. Contractual obligations

The nature of the University's activities can result in multiyear contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

	2021	2022	2023	2024	2025
Construction contracts	\$ 43,410	\$ 132,912	\$ 66,812	\$ 212	-
Operating leases	299	70	33	7	7
Total	\$ 43,709	\$ 132,982	\$ 66,845	\$ 219	7



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

21. Contingent liabilities

The University has been named as a defendant in a class action case in which damages have been sought. These matters may give rise to future liabilities. The outcome of this case is not determinable as at May 19, 2020 and accordingly, no provision has been made in these financial statements for any liability that may result.

The University is one of 58 Canadian university subscribers to CURIE, which has provided property and liability insurance coverage to most campuses other than Quebec and Prince Edward Island since 1988. The anticipated cost of claims based on actuarial projections is funded through member premiums. Subscribers to CURIE have exposure to premium retro-assessments should the premiums be insufficient to cover losses and expenses.

22. Expenses by object

The following is a summary of expenses by object:

	2020	2019
Salaries and wages	\$ 331,909	\$ 315,157
Employee benefits	61,603	48,303
Travel	15,267	15,022
Supplies and services	79,039	78,328
Equipment rental and maintenance	9,111	8,569
Utilities	8,780	9,039
Scholarships, fellowships and bursaries	40,908	36,092
Cost of goods sold	12,122	12,107
Interest on long-term debt	1,975	2,249
Amortization of tangible capital assets	45,714	44,687
	\$ 606,428	\$ 569,553

23. Trusts under Administration

(a) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. The University does not contribute to or control the plan. The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position. The plan's operations have not been included in the consolidated statement of operations and accumulated surplus.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2020

(tabular figures in thousands of dollars)

23. Trusts under Administration (continued)

(a) University of Victoria Long-Term Disability Trust (continued)

As of March 31, 2020, the balances of the long-term disability plan are as follows:

	2020	2019
Assets	\$ 18,774	\$ 16,767
Accrued benefit obligation	(18,720)	(18,387)
	\$ 54	\$ (1,620)

(b) Funds held in trust

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2020 – \$1,824,000; 2019 – \$1,461,000).

24. Supplemental cash flow information

	2020	2019
Cash paid for interest	\$ 2,041	\$ 2,135

25. Related party transactions

The University is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount. The university accounts for its controlled entities, government business enterprises and government partnerships as outlined in Note 2(b). During the year ended March 31, 2020, there have been no material transactions between the university and its key management personnel or their close family members.

26. Subsequent event

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. The situation is dynamic and the ultimate duration and magnitude of the impact on the economy and the financial effect on the University is not known at this time. These impacts could include an impairment of investments, impairments in the value of the University's long-lived assets, or potential future decreases in tuition and other revenue or the increases in expenses related to the University's ongoing operations.





Date: September 16, 2020

To: Senate

From: Senate Committee on Academic Standards

Re: **2019/20 Annual Report**

The Terms of Reference for the Senate Committee on Academic Standards define its scope and relationship with Senate and other Senate committees. Each fall term the committee presents an annual report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Academic Standards met six times in 2019/20: September 17, 2019, October 23, 2019, November 19, 2019, February 10, 2020, March 12, 2020, and April 9, 2020. During the course of the year, the committee approved the convocation lists of faculties, a number of posthumous degrees, made recommendations to Senate, initiated projects in areas of the committee's concern, and received proposals for input from other Senate committees.

Within these areas, the committee considered a number of issues including:

- Recommendations to Senate:
 - Revisions to various program requirements
- Continued Projects in 2019/20
 - Review and Revision to the Undergraduate Academic Concession Regulation
 - Creation of an Examination Cancellation Policy and Guidelines
 - Annual review of the university's grading patterns
 - Review and Revision to the Academic Integrity Policy
 - Review and Definition of the University Aergotat (AEG) Grade Notation
- Proposals from other Senate committees

Approval of the convocation lists of the faculties:

The committee approves, on behalf of Senate, the granting of degrees. At its October 2019 meeting, the committee approved the fall convocation lists for Fall Convocation. The deans (or designate) of the faculties were in attendance to confirm these lists. Due to the circumstances surrounding COVID-19, the meeting scheduled to approve the spring convocation was postponed to July 15, 2020; the beginning of the 2020/2021 academic term.

At the September 2019 and October 2019 meetings, the committee considered requests for posthumous degrees. In June 2020, the committee considered a request by electronic vote.

Recommendations to Senate:

To approve revisions to grading within the Post-Professional Elementary Program

At the September and October meetings, the committee considered a proposal to revise grading within the Post-Professional Elementary Program in the Faculty of Education. The proposal was approved by Senate at its December 2019 meeting.

To approve revisions to academic standing within the Health Information Science Program

At the October meeting, the committee considered a proposal to revise academic standing within the Health Information Science Program in the Faculty of Human and Social Development. The proposal was approved by Senate at its December 2019 meeting.

To approve revisions to progression requirements in Computer Science

At the October meeting, the committee considered proposed changes to the progression requirements in Computer Science, Faculty of Engineering. The proposal was approved by Senate at its December 2019 meeting.

To approve revisions to the program requirements of all bachelor degrees within the Faculty of Humanities

At the October meeting, the committee considered a proposal for changes to the requirements for all bachelor degrees in the Faculty of Humanities. This proposal was submitted by the Senate Committee on Planning and approved by Senate at its December 2019 meeting.

Continued Projects in 2019/20

Review of Academic Concession Regulations

At the September and October meetings, the committee reviewed the communication memo for broader campus consultation. At the February meeting the committee was informed that due to the high degree of interest and engagement regarding these revisions, consultation had been extended to later in the Spring. The results of the consultation and a proposed revision to the regulation would be presented to the committee at the September 2020 meeting.

Annual Review of Grading Patterns Report

The committee received the annual Grading Patterns Report at its November meeting. The report was provided to Senate at its December 2019 meeting in which the committee recommended that the report be shared at a following Chairs and Director's meeting.

Examination Cancellation Policy and Guidelines

At the November meeting, the committee considered the proposal on the Examination Cancellation Policy and Guidelines. The proposal was presented to Senate at its February 2019 meeting. The proposal returned to the March meeting for further consideration based the feedback received by members of Senate.

Academic Integrity Policy

At the February meeting, the committee reviewed the various concerns with the Academic Integrity Policy and considered revision to incorporate solutions to the concerns and increase clarity.

Aergotat (AEG) Grade Notation

At the March meeting, the committee reviewed the various concerns with the Aergotat grade notation and considered ways in which the notation could be better defined and calculated to increase consistency and clarity.

Revisions to the Academic Calendar

At the March meeting, the committee reviewed administrative changes to the academic calendar within the Faculty of Humanities due to the creation of the new administrative unit, the Academic and Technical Writing Program (ATWP), within the Department of English.

Provided Feedback on Proposals from Other Senate Committees:

At the October meeting, the committee reviewed two proposals from the Senate Committee on Admission, Re-registration and Transfer on Year 2 admission requirements for the Kinesiology program, Faculty of Education, and the transfer requirements for the Computer Science Program, Faculty of Engineering.

At February and March meetings, the committee reviewed proposals from the Senate Committee on Admission, Re-registration and Transfer on changes to the Academic Writing Requirement.

At the March meeting, the committee reviewed a proposal from the Senate Committee on Admission, Re-registration and Transfer on the Special Access Category for undergraduate admissions.

At the April meeting, the committee reviewed a proposal from the Senate Committee on Admission, Re-registration and Transfer on revisions to undergraduate admission deadlines.

Respectfully submitted,

2020/2021 Senate Committee on Academic Standards

Neil Burford, Chair, Faculty of Science
Janni Aragon, Faculty of Social Sciences
Laurie Barnas, Associate Registrar
Sophia Crabbe, Student Senator
Alexandra D'Arcy, Faculty of Humanities
Erin Donald, GSS Representative
Steve Evans, Acting Dean, Faculty of Graduate Studies (VPAC's designate)
Andrea Giles, Acting Executive Director, Co-op Education and Career Services
Nicole Greengoe, Registrar
Rob Hancock, Convocation Senator
Emily Hiser, UVSS Representative
Navinder Hundal, Student Senator
Sandra Hundza, Faculty of Education
Sabrina Jackson, Director, Graduate Admissions and Records
Yasmine Kandil, Faculty of Fine Arts

Michelle Lawrence, Faculty of Law
Susan Lewis, Associate Vice-President Academic Planning (President's nominee)
Michele Martin, Division of Medical Sciences
Martha McGinnis, Faculty of Graduate Studies
Tania Muir, Division of Continuing Studies
Sorin Rizeanu, Peter B. Gustavson School of Business
Esther Sangster-Gormley, Faculty of Human and Social Development
Henning Struchtrup, Faculty of Engineering
Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)
Ada Saab, Secretary, Associate University Secretary

2019/2020 Senate Committee on Academic Standards

Neil Burford, Chair, Faculty of Science
Janni Aragon, Faculty of Social Sciences
Laurie Barnas, Associate Registrar
Gillian Calder, Faculty of Law
Alexandra D'Arcy, Faculty of Humanities
Sarina de Havelyn, Student Senator
Stephen Evans, Faculty of Graduate Studies (VPAC's designate)
Kathy Gaul, Faculty of Education
Andrea Giles, Acting Executive Director, Coop Education & Career Services
Sima Hajiaghahi Shanjani, GSS representative
Robert Hancock, Convocation Senator
Cindy Holder, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)
Sabrina Jackson, Acting Director, Graduate Administration and Records
Yasmine Kandil, Faculty of Fine Arts
Caoimhe Laird, Student Senator
Susan Lewis, Acting Associate Vice-President Academic Planning (President's nominee)
Michele Martin, Division of Medical Sciences
Martha McGinnis, Faculty of Graduate Studies
Tanya Muir, Division of Continuing Studies
Esther Sangster-Gormley, Faculty of Human and Social Development
Henning Struchtrup, Faculty of Engineering
Wendy Taylor, Acting Registrar
Ken Thornicroft, Peter B Gustavson School of Business
Dalal Tubeishat, UVSS representative
Ada Saab, Secretary, Associate University Secretary



Date: September 16, 2020

To: Senate

From: Senate Committee on Academic Standards

Re: **Consultation on the Proposed Revisions to the Undergraduate Academic Concessions Regulation**

The Senate Committee on Academic Standards Sub-committee on Academic Concessions has been working to revise the university's regulation on Academic Concessions for undergraduate students.

This memo summarizes the relevant background information, the rationale for the revision of the regulation, the research and consultation carried out, the principles and proposed regulation, and the recommendations for the work moving forward. The committee is asking for Senate's feedback on the proposed revisions.

Background

In May 2019, the Senate Committee on Academic Standards struck a sub-committee to review and update regulations and procedures related to academic concessions for undergraduate students. The members of the committee are:

- Rob Hancock (Chair), Associate Director Academic, IACE (SCAS member)
- Caoimhe Laird, Student Senator (SCAS Member) (until June 30, 2020)
- Esther Sangster-Gormley, Acting Dean, HSD (SCAS member)
- Laurie Keenan, Director, Centre for Accessible Learning
- Neil Burford, Chair, Department of Chemistry (SCAS chair)
- Sophia Crabbe, Student Senator (SCAS Member) (since August 1, 2020)
- Susan Corner, Director, Academic Advising
- Wendy Taylor, Deputy Registrar, OREG

The work on the Academic Concessions regulation was undertaken alongside other similar revision processes, including the updating of the Policy on Academic Accommodation and Access for Students with a Disability (AC1205).

Rationale:

The regulation has existed in its current form since the 2009 calendar:

A student whose academic performance is affected by injury, family or personal affliction, or illness should immediately consult with a health professional, and may request, directly from the course instructor, deferral or substitution of a mid-term test or examination, or of other work which is due during the term. This request must be accompanied by supporting documentation.

The complete text of the current regulation can be found in Appendix 1.

Feedback from students and from instructors, staff and administrators indicates that the current regulation presents gaps and challenges for student retention both in terms of the applicable grounds and of the process for requesting academic concessions. The present grounds for requesting and granting extensions are limited, and the existing process does not reflect current best practices. For example, Health Services and Counselling Services have recently had to change their practices and must now charge fees for medical documentation to accompany requests for academic concessions. As well, the recent experience with COVID-19 at the end of the Winter 2020 term led the university to issue instructions that students experiencing symptoms were not required to produce doctors' notes when requesting concessions related to their illness; these instructions parallel those made to students during the SARS outbreak in 2003.

The review and revision of the regulation also supports other institutional strategic priorities. For example, the SEM plan prioritizes work to "[i]mplement a comprehensive well-being framework that supports student development and academic success" (Goal 2.2) and to "[i]mplement student-centred practices that support retention and timely completion" (Goal 2.3); revisions to the academic concessions regulation represent an important contribution to this wider work.

Revisions to the regulation may also address concerns about student persistence and success by tracking the frequency at which individual students are requesting concessions. This information could be used in the future to identify patterns in students requiring concessions and to proactively connect with them with information about resources and services.

Scope of Work:

The sub-committee considered all aspects of the academic concessions process, including the various forms of concessions both during the term (sometimes glossed as "extensions") and after the term has ended and grades have been submitted (deferrals, extended deferrals, Aegrotats, withdrawals under extenuating circumstances, and backdated drops).

Upon consultation with the Senate Committee on Academic Standards, the sub-committee decided to separate the issue of implementation from this initial consideration in order to

concentrate more on the updated regulation and grounds and on the principles upon which these revisions will be made and less on aspects and approval processes related to procurement and deployment of technology.

The sub-committee is confident that an updated list of grounds will go a significant way to address the concerns and challenges identified.

Previous Work Undertaken:

In 2017, the Associate Deans Forum began the process of considering revisions to the Academic Concessions regulation. Dr. Nancy Wright, in her previous role as Associate Vice-President Academic Planning, took up this work in 2018 and consulted with a number of units on campus. The Sub-committee had access to the work done in both of these processes and has used the feedback and other materials collected in them to inform its work moving forward.

Consultation Process:

In December 2019, a consultation document based on this previous work (see Appendix 2) was circulated to units and groups across campus. Responses were initially requested by January 31, but the high degree of engagement led to the extension of that deadline to March 31 in order to give all interested parties a chance to submit a fulsome response (see Appendix 3).

In July 2020, a second consultation document was circulated to gather feedback from staff members, teams and units about their experiences dealing with requests for academic concessions from undergraduate students in this period of waived requirements for accompanying medical documentation due to the ongoing COVID-19 situation (see Appendix 4).

In August 2020, the proposed regulation and recommendations for future work were sent to the Chief Privacy Officer for consideration, and the feedback received is reflected in this document.

General Feedback from Consultation:

Current Experiences

There was general consensus that the regulation in its current form is not working on a variety of levels. While a very small number of individual faculty members (fewer than five) advocated for the current process and grounds to be kept as they are or made more restrictive, no students, chairs and directors, or staff took this position. There was an emerging consensus in the feedback overall that the lack of a centralized process for making requests, both during the term and after the term has ended, meant that there were inconsistencies in application of the regulation across units and faculties. As well, chairs and directors, unit staff and students indicated widespread concern about student privacy and confidentiality related to the current decentralized handling and storage of sensitive supporting documents, including medical notes. Finally, the feedback revealed that this decentralized process does not lead to a method of keeping records of student requests for academic concessions in a way that would support units in creating systems and processes that would support student retention and success.

The Sub-committee noted that the university has already developed a centralized process for requesting academic concessions after the submission of grades at the end of term. Students in particular described experiencing confusion regarding the correct process to handle issues which developed during this process or that bridged both the in-course concession request and grade submission deadline. Students also indicated that their requests received different treatment depending on course instructor, department/school and faculty. Administrative units, students and instructors also reported problematic processes surrounding concessions related to episodic illnesses which bridged both the RAC process and the need for Academic Accommodations arranged through the Centre for Accessible Learning.

A particular issue reported by many respondents, including students, instructors and staff, was related to the power dynamics arising when students must request concessions directly from the instructor and to the informal processes developed across campus more generally. Instructors expressed concerns about their inability to properly support mental health issues. Students reported the trauma associated with repeated recounting of emotional events which were met with inconsistent and often insensitive reply.

Process for Making Requests:

The Sub-committee also solicited feedback specifically about the current Request for Academic Concession form and its requirement for accompanying documentation. The importance of issue had initially been identified by earlier investigations and consistently held as an issue in the most recent consultation.

There was general dissatisfaction surrounding the form. Respondents reported issues ranging from its cluttered format to the unclear expectations in both the submission process and how requests were dealt with following submission. There was a clear request to formalize the process for notifying both students and instructors on the results of any concession decisions. The complexity of the form and opacity of the process after its submission has also led to workload constraints for staff who need to help students fill out form or to follow up for corrections or missing information.

Finally, there were general concerns that the requirement for documentation should be proportionate to the concession requested. In addition, there were entreaties for flexibility in the timeline to make requests given student needs to seek support and resources, including the potential for retroactive requests for academic concessions within certain parameters.

The Privacy Office identified concerns centred on the need for clear instructions on what information is required to consider a request for accommodation. Based on their experience, they identify a potential privacy issue arising either through students overestimating what information should or must be provided to their instructor or an instructor requesting more information than they are entitled to; having those limits clearly set out in a form that both the student and the instructor see will help to reduce the potential for such over-disclosure.

Name of the Regulation:

There was no consensus on the desirability of either keeping the current name, Academic Concessions, or of finding a new term. Roughly equal numbers of submissions proposed a change and advocated for retention of the existing one. The Sub-committee hopes that the revised regulation, along with its supporting documents and guidance, will address concerns related to the current name.

Proposed Regulation:

Academic Concessions

The university recognizes its responsibility to offer academic concessions to students whose ability to complete course requirements is interrupted by short-term, unforeseeable and unavoidable challenges. In general, academic concessions take two forms: during the term (often called “extensions”) and after the term has ended (including deferrals, extended deferrals, Aegrotats, withdrawals with extenuating circumstances and backdated drops).

There are separate processes available for students facing other situations preventing the timely completion of their course requirements, including the policy on religious accommodations and the Policy on Academic Accommodation and Access for Students with a Disability (AC1205). To determine the best process for their individual situation, students are encouraged to refer to this chart:

[chart outlining distinction between academic concession, academic accommodation, and religious accommodation]

The process for requesting and granting academic concessions will be grounded in an assumption of good faith on the part of students, instructors, administrators and staff, in the absence of clear, compelling and conclusive evidence to the contrary.

Students have the right to request such concessions, including through a proxy on record with the university, and to expect that their requests will be treated in an equitable, fair, consistent, transparent and timely manner. Students have the responsibility to request concessions in a timely manner, to be truthful in representing the grounds for it, and to participate actively in developing a plan with the instructor to complete the work within the appropriate timeframe. Students retain the option of negotiating a concession during the term directly with individual instructors.

Instructors have the right to make decisions about how valid concession requests are addressed in their courses, and have the responsibility to be explicit and transparent about when and how students will be able to complete missed or delayed course requirements, both proactively in their syllabi and in response to specific requests from students. This clarity is essential when a course includes non-standard requirements (e.g., field trips, exams scheduled outside of regular class time, etc.).

In general, valid grounds for receiving an academic concession include:

- 1) Unexpected and unforeseeable circumstances, including, but not limited to, bereavement or illness, injury or trauma with a prognosis of a short duration; and
- 2) Conflicting responsibilities, including but not limited to, short-term circumstances such as
 - a. Fulfilling Indigenous cultural or community obligations,
 - b. Serving in the armed forces on unexpected notice,
 - c. Representing the university, the province or the country in a competition or performance, or
 - d. Managing an unexpected responsibility to care for a family member.

Students facing situations affecting their ability to complete course requirements other than those listed are encouraged to seek advice before submitting a request.

Moving Forward:

In amalgamating all concerns from previous investigations and campus-wide consultations, and drawing on the expertise of the members with the Sub-committee from various stakeholder groups, the Sub-committee has arrived at the following recommendations for future work after the regulation has been revised:

Process:

1. Develop a single process for all scenarios requiring consideration of academic concessions (both during the term and after the term has ended)
2. Separate the process of assessing the validity of a request for academic concession from the process of determining how it will be addressed by course instructors
 - a. The process must balance the right of student to receive a concession and of the instructor to ensure that the learning requirements of the course are met
 - i. One option is similar to the CAL process: identifies need for accommodation but leaves it up to student and instructor to negotiate how it will look in individual courses, with support from CAL if the student or faculty needs it
3. Define three separate types of concession:
 - a. When course work can be completed before final grades are submitted (in-course concessions)
 - b. When course work can be completed after final grades are submitted (deferrals and extended deferrals)
 - c. When course work cannot be completed, whether before or after final grades have been submitted (WE, backdated drop, Aegrotat)
4. Develop and provide information explaining the adjudication/assessment of the request and the timeline after requests are submitted

Form and Documentation:

1. Ensure that forms are clear, easy to find and meet accessibility requirements
2. Ensure that forms provide clear and explicit instruction about the type and scope of information required for assessment of a request
3. Create materials to contextualize the regulation (for students, instructors and unit staff)
4. Create a self-declaration process for all requests of short duration
 - a. Explore ways that misrepresentation can be dealt with through misconduct policies (either academic or non-academic)

Student Retention:

1. Ensure the ability to confidentially track student requests for concessions over time
 - a. Create a pathway to connect students making requests with other services and programs that they might not be previously aware of
 - b. Aggregate anonymized information connecting requests for concessions to retention and degree completion
2. Apply trauma-informed practices
 - a. Ensure that a student does not have to make multiple requests for a single illness or incident

Principles guiding its use and application:

1. Create a flowchart or decision tree to help students navigate the various forms of accommodations and concessions
 - a. Offer a clear definition of and distinction between academic accommodations, academic concessions, and religious accommodations, including examples
2. Ensure that calendar of religious observances is expanded and kept up to date
3. Create resources for faculty, staff and administrators to accompany the new regulations
 - a. Include a comprehensive description in the syllabus of which work can be made up if missed (and how) and which cannot due to pedagogical constraints
 - b. Create standardized language about academic concessions for inclusion in all syllabi
 - c. Provide language guiding decisions about whether a course can reasonably be completed
4. Provide training for faculty and staff

Respectfully submitted,

2020/2021 Senate Committee on Academic Standards

Neil Burford, Chair, Faculty of Science

Janni Aragon, Faculty of Social Sciences

Laurie Barnas, Associate Registrar

Sophia Crabbe, Student Senator

Alexandra D'Arcy, Faculty of Humanities

Erin Donald, GSS Representative

Steve Evans, Acting Dean, Faculty of Graduate Studies (VPAC's designate)
Andrea Giles, Acting Executive Director, Co-op Education and Career Services
Nicole Greengoe, Registrar
Rob Hancock, Convocation Senator
Emily Hiser, UVSS Representative
Navinder Hundal, Student Senator
Sandra Hundza, Faculty of Education
Sabrina Jackson, Director, Graduate Admissions and Records
Yasmine Kandil, Faculty of Fine Arts
Michelle Lawrence, Faculty of Law
Susan Lewis, Associate Vice-President Academic Planning (President's nominee)
Michele Martin, Division of Medical Sciences
Martha McGinnis, Faculty of Graduate Studies
Tania Muir, Division of Continuing Studies
Sorin Rizeanu, Peter B. Gustavson School of Business
Esther Sangster-Gormley, Faculty of Human and Social Development
Henning Struchtrup, Faculty of Engineering
Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)
Ada Saab, Secretary, Associate University Secretary

Appendix 1: Current regulation text

Academic Concessions

Academic Concession for work that will be completed before course grades are submitted by the instructor

A student whose academic performance is affected by injury, family or personal affliction, or illness should immediately consult with a health professional, and may request, directly from the course instructor, deferral or substitution of a mid-term test or examination, or of other work which is due during the term. This request must be accompanied by supporting documentation.

All work for which a Concession is approved must be completed before course grades are submitted by the instructor.

If the request for deferral or substitution of term work is denied, a student may appeal as described under [Appeals](#).

Academic Concession for work that will be completed after course grades are submitted by the instructor

A student whose academic performance is affected by injury, family or personal affliction, or illness, should immediately consult with a health professional and, where the due date for the work is after course grades are submitted by the instructor, must submit a formal Request for Academic Concession (RAC). A RAC must always be accompanied by supporting documentation.

An academic concession may be:

- a Deferral of a final examination, test, or other course work;
- an Extended Deferral of this work;
- an Aegrotat (AEG) notation added to a course grade in cases where injury, affliction, or illness affected performance in a completed course, or will prevent completion of a course, and a Deferral is not viable;
- a WE excluded registration status in cases where withdrawal from a course is approved due to extenuating circumstances.
- a Drop of courses without academic penalty -- and possibly without fee penalty -- after the published Last Day for Withdrawing.

All RACs, along with supporting documentation, must be submitted to the Office of the Registrar. For Deferrals, Aegrotats and Drops this must normally be done within ten working days of the end of the examination period of the term in which the course is taken. For

Extended Deferral this must normally be done no later than the deadline set for completion in the initial Deferral.

If a Deferral is granted, any required course work (including exams) must be completed at the latest by a date set by the instructor which is to be not later than the end of the term immediately following the course:

- courses ending in December: completion by the end of the following April;
- courses ending in April: completion by the end of the following August;
- Summer Session courses: completion by the end of the following December.

If deferred work is not completed by the deadline, the final grade for the course reverts to the grade calculated and submitted originally by the instructor on the basis of the work that was completed. A Deferral may be extended beyond the above deadlines only in exceptional circumstances and only with the written permission of the Dean (or designate) of the student's Faculty of Registration. An additional RAC is required, asking for an Extended Deferral.

If a Request for Academic Concession is denied, a student may appeal as described under [Appeals](#).

A student who completes all course requirements is not eligible for an academic concession. Exceptions will only be considered by the Dean (or designate) of the student's Faculty of Registration if there is supporting documentation that the student was not medically or otherwise fit to make a decision on whether or not to complete the work. The RAC must be submitted to the Office of the Registrar as soon as possible after completion of the work and before the results are known.

(Retrieved from <https://www.uvic.ca/calendar/future/undergrad/index.php#/policy/HJjAxiGO4>)

**University
of Victoria**Senate Committee on
Academic Standards

MEMO

Date:**To:****From:** Senate Committee on Academic Standards
Sub-Committee on Academic Concessions**Re:** Review of the Undergraduate Academic Concessions Regulation and Guidelines

The Senate Committee on Academic Standards (SCAS) has struck a sub-committee to continue the review of the [Academic Concession Regulation](#) that governs requests from undergraduate students for missed assignments and exams. This review will consider updates to both the in-course concession process and the process after which grades have been submitted (including the deferral and extended deferral [Request for Academic Concessions, RAC] process, the Withdrawal Under Extenuating Circumstances [WE] process, the back-dated drop process, and the Aegrotat grading notation). Updating the regulation will also support the university's work to ensure that its procedures support students' retention, timely completion and academic success (e.g., as outlined in the Strategic Enrolment Plan's Goal 2, Strategies 2 and 3). As this review progresses, the sub-committee is interested in sharing some of the work completed to date and in seeking further feedback.

Recognizing that this work has been ongoing for several years and that there have been many issues identified throughout this time frame, SCAS acknowledges that some community members may already have been consulted. Nevertheless, as the sub-committee identifies emerging best practices, further consultation with the campus community on perspectives regarding this regulation becomes vital both in terms of understanding how the regulation currently works for those affected and how it is envisioned in the future.

Members of the university community who may be affected by the administrative and academic work involved in the regulation are invited to provide input on a) the term used, b) the process for requesting academic concessions (in-course and after the course has ended), including the RAC form, and d) the implementation of an updated process. Please email Ada Saab, Associate University Secretary (aus@uvic.ca), with any feedback on the following points of inquiry by **Friday, January 31, 2019**. People may choose to provide individual feedback, or collaborate on feedback from various units or groups.

SCAS and the sub-committee appreciate your participation. Although it will not be possible to incorporate all the changes, the suggestions will be carefully considered and weighed as the revisions are created.

Undergraduate Academic Concessions Campus Consultation – Fall 2019

The work to date has identified the following series of key principles that will be the foundation for the sub-committee's work moving forward:

- In the application and interpretation of the regulation and guidelines, there will be an assumption of good faith on the part of student, staff and faculty unless there is clear, compelling and conclusive evidence to suggest otherwise
- Students have a right to request an academic concession (in-course and after grades have been submitted) and to have the request impartially evaluated.
- Students are responsible adults able to manage their academic schedule
- Student have an ability, when necessary, to identify a proxy to request an academic concession.
- A well-designed and well-resourced regulation and guidelines will serve students, faculty and staff and streamline administrative functions while also ensuring a) that students are treated fairly, equitably and consistently, and b) that the university's academic standards are maintained.

PROPOSED GROUNDS

Building on the principles above, the previous work has identified the following circumstances as representing legitimate grounds for undergraduate students to request an academic concession (in-course, deferral, and extended deferral):

1. Unexpected circumstances, including, but not limited to, bereavement or illness, injury or trauma with a prognosis of short duration, and
2. Conflicting responsibilities including, but not limited to, short-term circumstances such as:
 - Fulfilling Indigenous cultural or community obligations,
 - Serving in the armed forces on unexpected notice,
 - Representing the university, the province or the country in a competition or performance,
 - Navigating an unexpected change in the requirements of a course, or
 - Managing an unexpected responsibility to care for a family member.

POINTS OF INQUIRY

The sub-committee considers the following questions especially important for discussion by the university community:

I. "ACADEMIC CONCESSIONS"

Many students are not familiar with the term "Academic Concession" not only due to its uncommon usage in the general student vocabulary but also as many institutions across North America label the request for an exception under different labels.

- a. Is the term "Academic Concession" best suited to describe the regulation it encompasses?
- b. What other term(s) might be more readily understood?

II. IN-COURSE ACADEMIC CONCESSIONS (sometimes termed extensions)

Presently, in-course academic concessions are handled between the instructor and the student in an informal manner. The students approach each instructor when an academic concession is required and arrange for the missed assignment with each course separately.

- a. Are these academic concessions working in a fair, equitable, consistent and transparent manner?
- b. How could this process be improved?
- c. Do the proposed grounds for in-course concessions accurately reflect the circumstances presented by students?
- d. Are there other grounds for in-course concessions that should be considered?
- e. What would be appropriate documentation to accompany these requests?

III. REQUEST FOR ACADEMIC CONCESSIONS (RAC) FORM

The Request for Academic Concession (RAC) form must be filled out by the student and submitted to the Office of the Registrar within a deadline outlined on the form.

- a. Do you, and the people you work with (students, colleagues, etc.) find the form easy to understand?
- b. Are there any revisions to the form you would suggest?

IV. DEFERRALS and EXTENDED DEFERRALS

Presently, the only grounds for deferrals and extended deferrals set out in the existing regulation are accident, illness and affliction. These deferrals are meant for students who will need to complete an assignment or exam after the course is complete.

- a. Are these deferrals working in a fair, equitable, consistent and transparent manner?
- b. How could this process be improved?
- c. Do the proposed grounds for deferrals (above) more accurately reflect the circumstances presented by students?
- d. Are there other grounds for deferrals and extended deferrals that should be considered?

V. AEGROTAT, WITHDRAWN UNDER EXTENUATING CIRCUMSTANCES, BACK-DATED DROP

In addition to deferrals and extended deferrals the RAC form is used to request Aegrotat grade notations, Withdrawals Under Extenuating Circumstances and back-dated drops.

- a. Does the inclusion of these requests on the same form as the RAC cause confusion?

VI. IMPLEMENTATION OF THE REGULATION

As part of the review and revision of the regulation and guidelines, their implementation will be a key consideration.

- a. How well are the current processes for dealing with requests for academic concessions (both in-course and after the course has ended) working?
- b. How can the current processes be improved?

Appendix 3: Consultations Completed

Table A3a: Submissions received

	Submitter	Date Received
1.	Academic Advisor, Camosun College	November 5, 2019
2.	Associate Director, Counselling Services	December 18
3.	Faculty member, Philosophy	January 11, 2020
4.	Faculty member, Geography	January 12
5.	Associate Dean, Faculty of Humanities	January 17
6.	Faculty member, Biochemistry/Biology	January 23
7.	Centre for Accessible Learning	January 24
8.	School Director, Faculty of HSD	January 24
9.	Graduate Students Society	January 27
10.	Department of Biology	January 28
11.	Faculty member, Gender Studies	January 28
12.	Faculty member, Mathematics	January 29
13.	First Year Course Instructors Working Group	January 29
14.	Division of Continuing Studies	January 29
15.	Gustavson School of Business	January 30
16.	Office of Student Life	January 30
17.	Counselling Services Front Desk Staff	January 31
18.	University of Victoria Student Society	January 31
19.	Faculty member, Earth and Ocean Sciences	January 31
20.	Department of Mathematics	January 31
21.	Ombudsperson	January 31
22.	Faculty Association	January 31
23.	Faculty member, English	January 31
24.	Undergraduate Advisor, Faculty of Fine Arts	February 6
25.	Tri-Faculty Academic Advising Centre	February 19
26.	Faculty member, Law	February 27
27.	Students' Open Forum Against Racism	March 2

Table A3b: Consultation sessions held

	Unit/Department/Group	Date
1.	Deans' Council	November 14, 2019
2.	Counselling Services	December 17
3.	Vikes Athletics	January 10, 2020
4.	First Year Course Instructors Working Group	January 17
5.	School Director, HSD	January 20
6.	Office of Indigenous Academic and Community Engagement	January 29
7.	AVPFRAA Chairs and Directors	January 30
8.	International Student Services	January 30
9.	Department of Linguistics	February 6
10.	Health Services	February 11
11.	Tri-Faculty Advising	February 12
12.	Native Students Union	February 13
13.	Associate Deans' Forum	February 14
14.	Senate Committee on Appeals	February 14
15.	Department of Mathematics and Statistics	March 10

**University
of Victoria**Senate Committee on Academic
Standards Sub-Committee on
Academic Concessions

Date: July 24, 2020
To:
From: Senate Committee on Academic Standards
Sub-committee on Academic Concessions
Re: **Feedback on Academic Concessions Documentation Waiver**
Attachment: VPAC Memo, June 19

As you may be aware, the Senate Committee on Academic Standards Sub-committee on Undergraduate Academic Concessions has been undertaking consultation with groups across campus to support its work of revising and updating the undergraduate academic concessions regulation in the calendar. The current regulation states that requests for academic concessions, whether for work to be completed before or after submission of final course grades by the instructor, must be accompanied by supporting documentation.

Due to the ongoing COVID-19 situation, the Senate Committee on Agenda and Governance (SCAG) has approved a proposal to temporarily waive this requirement for supporting medical documentation for all requests for academic concession (both in-course and after submission of final grades) in Summer Session 2020 and Fall Term 2020 (see attachment). Previously, SCAG had approved a proposal, as of March 4, to temporarily waive the requirement for supporting medical documentation from students who were ill for less than two weeks during the latter part of Winter Term 2020.

The Sub-committee is interested in hearing from staff members, teams and units about their experiences dealing with requests for academic concessions from undergraduate students in this period of waived requirements for accompanying medical documentation (i.e., since early March). This feedback will inform the Sub-committee's work as it prepares its proposals for revision to the undergraduate regulation. In particular, the Sub-committee will appreciate receiving information in the following areas:

- What impact has the waiving of documentation requirements had on the number of undergraduate requests for academic concession that your unit has received from undergraduate students (e.g., compared to the same term in past years)?
- What impact has the waiver had on your or your team's workflow or workload? What new procedures, practices or processes have you had to introduce in response to the waiver?
- What were your expectations or assumptions about moving temporarily to a process for requesting and approving undergraduate academic concessions without accompanying documentation? How have these been borne out since the waiver was implemented?
- What are your general thoughts on the process of requesting and approving undergraduate academic connections without supporting documentation?

The Sub-committee welcomes responses from individuals as well as from teams or units. Responses can be submitted in confidence via email to Ada Saab, Associate University Secretary, at aus@uvic.ca. Please share this memo and request for feedback with other people and teams who might have information to share.

In recognition that responses to these questions might only be emerging now, the Sub-committee hopes that staff members, teams and units will be willing to reflect on them over the coming weeks. While the Sub-committee will be accepting submissions that address experiences with waived documentation in the Fall Term 2020 until January 31, 2021, it would especially appreciate receiving preliminary responses, where available, by August 6. A reminder email will be sent once the Fall Term has begun.

Thank-you for your response.

Office of the Vice-President Academic and Provost

Michael Williams Building
University of Victoria
T 250-721-7013 | F 250-721-7216
provasst@uvic.ca | uvic.ca/vpac

DATE: June 19, 2020

TO: Faculty, librarians and instructors

FROM: Valerie S. Kuehne, Vice-President Academic and Provost

RE: Medical documentation for students


Dear colleagues,

In keeping with the health and safety advice from the BC Government and Provincial Health Officer, faculty and instructors are asked to waive the medical documentation requirement (i.e., a physical or mental health care practitioner's note) for students—regardless of how long they are ill—for the summer and fall 2020 terms.

You'll recall that on March 4, 2020, the university began waiving the medical documentation requirement for students who were ill for less than two weeks in order to help contain and prevent the spread of COVID-19. This strategy was also an important factor in easing the pressures on our local medical system, including clinics.

The Senate Committee on Agenda and Governance, in consultation with me, and the Offices of the Registrar and Student Services, has approved the decision to further waive the requirement for students who are ill for more than two weeks. Given the need to provide assurance and clarity to students, this decision was required before registration opens on June 22.

This policy change applies equitably to all our students, regardless of their location. While the pandemic situation in British Columbia remains relatively stable at this time, we know that this isn't the case everywhere, and UVic students living elsewhere in Canada or



around the world may not be able to access medical systems or obtain a health care practitioner's note in a safe and timely manner. We also do not know if and how the situation will change in the coming months, both locally and globally, and so we are taking a consistently cautious approach through the fall term.

This change is effective immediately and applies to the summer and fall 2020 terms only. We will update you if this change is extended into the spring 2021 term.

Sincerely,

Valerie

Valerie S. Kuehne, PhD
Vice-President Academic and Provost
University of Victoria





Date: September 16, 2020

To: Senate

From: Senate Committee on Academic Standards

Re: **Examination Cancellation Policy and Guidelines**

The Office of the University Secretary and the Office of the Registrar, in consultation with the Vice-President Academic and Provost, worked to develop an examination cancellation policy for inclusion in the academic calendar (Appendix 1).

A sub-committee with the Senate Committee on Academic Standards met to develop subsequent guidelines to aid instructors when these events occur (Appendix 2).

At its meeting on September 11, 2020, the Senate Committee on Academic Standards reviewed and approved the attached Examination Cancellation Policy and Guidelines. These guidelines were revised based on earlier consultation with Senate in which suggestions were made to widen the grounds for which students may need to request alternate exam arrangements.

This memo summarizes the relevant background information, the rationale for the policy, and the research and consultation carried out. It also includes a proposed policy and adjoining guidelines for consideration by Senate.

Recommended Motion:

That Senate approve the Examination Cancellation Policy and Guidelines for inclusion in the Academic Regulations – Examinations section of the Undergraduate Academic Calendar and the Faculty Academic Regulations section of the Graduate Academic Calendar effective January 1, 2021.

Background and Policy Rationale

During the 2016/17 academic year, the university experienced two significant snowfall events. One of these events occurred during the final examination period. The other event, which resulted in closure of the university, occurred on a day when mid-term examinations were scheduled.

The university is aware of other risks that may disrupt operations, including other extreme weather events, earthquake, building failure (e.g. fire, flood), or communicable disease outbreak.

The Senate Emergency Protocol enables the university to respond to the academic consequences of university closure. However, the university has no policy that allows for advance planning on how to deal with examinations in the event the university closes. Having such a policy in the academic calendar would allow the university to

make advance plans, and provide quick and consistent instructions to students, instructors, invigilators and staff.

Research and Policy Development

Policies at Other Institutions

As development of an examination cancellation policy began, the Office of the University Secretary conducted a scan of several other institutions' policies. Seven of these institutions had exam cancellation policies, either in their policy manual or in their academic calendar. Two institutions (Dalhousie and UBC) reschedule cancelled exams to an unused day during the exam period. Simon Fraser University adds days to the end of the exam period to reschedule exams. Simon Fraser University also allows instructors to make alternate arrangements, and for Chairs to cancel exams and substitute term grades. Other institutions leave it up to the Registrar's Office (McMaster, Saskatchewan); the course instructor (Queen's); or the Senate Executive Committee (York) to decide how to proceed.

Identification of Options for UVic

In response to the snowfall events experienced in 2016/17, the university identified a number of options for addressing cancelled final examinations, including extending the examination period, utilizing Sundays within the examination period, rescheduling examinations for the following term, or allowing instructors to use alternative evaluation methods. Consideration of these options during the policy development phase was informed by policies at other universities, review of the UVic examination schedule and academic calendar, and UVic's academic regulations. These considerations revealed that identification of a recommended option for UVic was a complex matter.

A number of factors were considered throughout the research and policy development phase. Some of the critical ones are outlined here in order to provide context for the recommended policy statement.

- Rescheduling examinations for the following term is problematic for a number of reasons, including time elapsed between course completion and sitting of the exam, conflicts with subsequent term courses, delaying previous term grades and prerequisites, lack of available exam spaces, disproportionate impact on students and faculty who must balance exams with course work, lack of capacity within the Office of the Registrar, and potential conflicts with faculty non-teaching terms and student co-op, exchange, and other off-campus term work.
- Extending the examination period has the benefits of allowing for conflict-free exam schedules, reducing disruption and disadvantage to students, and allowing exams to finish before the subsequent term begins. Disadvantages such as potential conflict with student travel arrangements and personal obligations, availability of invigilators, a shorter break between terms, potentially less time between exams, and limited capacity within the university to seat extra exams also exist. The university's capacity to extend the examination period varies each year based on existing dates for examinations and feedback has been received from the university community that any more than minimal extension of the examination period is undesirable.

Consultation

Consultations were carried out throughout the policy development phase. Both the Senate Committee on Agenda and Governance and the Senate Committee on Academic Standards provided input. The extensive consultations carried out with faculty and students during consideration of the proposal to extend Fall Reading Break were also considered. Discussions also took place with the Office of the Vice-President Academic and Provost and the university's Emergency Planning Manager. In February, a proposal was brought to Senate. The feedback given centered on the need for increased flexibility for students unable to make rescheduled exams.

Recommendation

Following careful consideration, it was determined that providing instructors and the university with options for addressing cancelled examinations was ideal. The proposed Examination Cancellation Policy, suggested for inclusion in the academic calendar as part of the examination regulations is attached as Appendix 1.

Respectfully submitted,
2020/2021 Senate Committee on Academic Standards
Neil Burford, Chair, Faculty of Science
Janni Aragon, Faculty of Social Sciences
Laurie Barnas, Associate Registrar
Sophia Crabbe, Student Senator
Alexandra D'Arcy, Faculty of Humanities
Erin Donald, GSS representative
Stephen Evans, Faculty of Graduate Studies (VPAC's designate)
Andrea Giles, Acting Executive Director, Coop Education & Career Services
Emily Hiser, UVSS representative
Navinder Hundal, Student Senator
Sandra Hundza, Faculty of Education
Robert Hancock, Convocation Senator
Sabrina Jackson, Acting Director, Graduate Administration and Records
Yasmine Kandil, Faculty of Fine Arts
Michelle Lawrence, Faculty of Law
Susan Lewis, Acting Associate Vice-President Academic Planning (President's nominee)
Michele Martin, Division of Medical Sciences
Martha McGinnis, Faculty of Graduate Studies
Tanya Muir, Division of Continuing Studies
Sorin Rizeanu, Peter B Gustavson School of Business
Esther Sangster-Gormley, Faculty of Human and Social Development
Henning Struchtrup, Faculty of Engineering
Wendy Taylor, Acting Registrar
Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)
Ada Saab, Secretary, Associate University Secretary

APPENDIX 1

EXAMINATION CANCELLATION POLICY

In the event that the university closes during the final examination period, all examinations scheduled to be conducted during that closure will be cancelled. If the university is open, but a safety concern (such as damage to a building or area of campus) exists that requires an immediate decision, then the Vice-President Academic and Provost may cancel the affected examinations after consulting with the Chair of Senate. Otherwise, examination cancellations will be carried out according to the Senate Emergency Protocol.

In the event that the university cancels examinations:

a) During the final examination period

The Office of the Registrar will reschedule the affected examinations to an unused day during the final exam period. If necessary, one or more days will be added to the end of the examination period.

Examinations will not normally be rescheduled to take place during the following term. Rescheduling examinations during the following term requires approval from the Vice-President Academic and Provost, and will only be considered if there is no reasonable alternative.

Students who are unable to attend a rescheduled examination should contact their instructor immediately for information and instructions.

With the approval of their department Chair, instructors may make alternate arrangements for evaluating their courses.

b) At all other times during the term

Subject to approval from their department Chair/Director, instructors will reschedule or make alternate arrangements for mid-term examinations. Students should contact their instructor for information and instructions.

APPENDIX 2

EXAMINATION CANCELLATION GUIDELINES

Purpose

The purpose of the examination cancellation guidelines is to provide students and instructors with the procedures to follow in the event of a cancellation of exams during the final examination period.

1) Procedure for Postponing Final Examinations

The Office of the Registrar is responsible for campus-wide communication regarding exam cancellation during the final exam period but instructors should notify students of specific plans for alternate arrangements. Exam cancellation and subsequent postponement plans will be announced via the Office of the Registrar's website.

If the exam is rescheduled to the following term, the Vice President Academic and Provost will confirm approval of the postponement with the University Registrar and notify the offices of the Deans and Chairs/Directors responsible for courses affected.

The Chairs or Directors will notify the impacted faculty members. The Office of the Registrar will arrange for the rescheduled examination and the delayed release of grades. The Office of the Registrar will also advise Student Housing of any modifications to the academic schedule.

2) Procedures for Rescheduling Final Examinations within the Current Examination Period

Student Support Services within the Office of the Registrar will reschedule the examinations as follows:

- a. If an entire day of final examinations is to be rescheduled, that day will be added to a free Sunday within the exam period or the end of the examination period.
- b. If some portion of a day of final examinations is to be rescheduled, the portion of the day to be rescheduled will be added to a free Sunday within the exam period or the end of the examination period.
- c. If two or more days of final examinations are to be rescheduled, then they will be moved to the end of the examination period in the same sequence as originally scheduled.
- d. Whenever possible, rescheduled examinations will take place at the same time and location as originally scheduled -- only the day(s) will be changed.
- e. Examinations will not be scheduled on statutory holidays.

3) Student Attendance at Rescheduled Examinations

In addition to the regulations on Academic Concessions (undergraduate and graduate) and [Accommodation of Religious Observance](#), students with unavoidable commitments, including issues with rescheduled travel plans, work commitments, or child care, should contact their course instructor for approval to make alternate exam arrangements. Otherwise, students are expected to attend their rescheduled examination(s) on the rescheduled date. Students who received approval to not attend the rescheduled examination, will be assigned a

[deferred grade \(DEF\)](#) for the course until the final grade can be submitted. Existing policies governing the approval of grades will apply.

4) Alternate Exam Arrangements

When a final examination has been rescheduled under the Examination Cancellation Policy and a course instructor determines that alternate arrangements need to be made for students with scheduled travel plans or for all students in the course, approval must be sought from the department chair/director. Instructors may choose alternate arrangements such as:

- a. a take home exam;
- b. an alternate assignment; and/or
- c. an additional exam to be scheduled for the first week of classes of the next term.
This option must have the Vice-President Academic and Provost approval before plans are made for the following term.

Dates for completion must be set to ensure that marks are submitted in a timely manner. Existing policies governing DEF grades and the approval of grades will apply.

5) Cancellation of Final Exams

If alternate arrangements cannot be made and the department chair or director makes the decision to cancel the scheduled final examination(s) and not to reschedule, students will be assigned an [Aegrotat grade \(AEG\)](#) based on completed course work to date. Existing policies governing the approval of grades will apply.



Date: September 21, 2020

To: Senate

From: Senate Committee on Agenda and Governance

Re: **In response to COVID-19: A summary of actions or adjustments made under authority of the Emergency Protocol for Senate Operations (Level 2)**

The Emergency Protocol for Senate Operations is intended for use in case of emergencies and significant disruptions to academic program delivery. The protocol aims to ensure that the university is able to make timely decisions and communicate with students, ensure academic continuity where possible, and make necessary adjustments to academic policy and regulation.

At the beginning of June, the university transitioned from the category "Level 3 – Catastrophic" to "Level 2 – Major". This meant decision-making authority delegated to the Vice-President Academic and Provost, in consultation with the Senate chair, shifted to the Senate Committee on Agenda and Governance on behalf of the Senate. This would include consultation with the Chair of the Senate Committee on Academic Standards and other Senate committee chairs as appropriate.

According to the protocol, recommendations relating to the emergency must come from the Vice-President Academic and Provost. In addition, all decisions made under all levels as part of the Emergency Protocol for Senate Operations must be reported to Senate at its next scheduled meeting.

In order to aid in this process, weekly meetings of the Senate Committee on Agenda and Governance were scheduled. From June to September 2020, the following proposals were approved:

June 17, 2020

Waiving of medical documentation in support of Requests for Academic Concession – Summer Session 2020 and Fall Term 2020

Due to the ongoing COVID-19 situation, the requirement for supporting medical documentation was waived for all requests for academic concession (both in-course and end of term) in the summer session and fall 2020 term. This recommendation, consistent with the advice of provincial health authorities, was made to ease pressures on the medical system and address challenges in obtaining medical documentation due to the current restrictions in medical clinics.

July 8, 2020

COVID-19 Transcript Legend Changes

To support the COVID-19 grading options developed for the Spring 2020 term, a summary of grade descriptions was reviewed and approved by the committee. These

descriptions resulted in updates to the official transcript legend and incorporated into an addendum for the January – April 2020 term academic calendar.

July 15, 2020

COVID-19 Curriculum Revision - Faculty of Law Temporary Calendar Changes to Four (4) First-Year Courses for 2020-21

In order to make online delivery of the first-year program in both the JD and the JD/JID programs manageable for students, the Faculty of Law Curriculum Committee recommended that from 1 September 2020 – 30 April 2021, LAW 102 Criminal Law Process, LAW 102I Transsystemic Criminal Law, LAW 105 Contracts and LAW 109 Torts be delivered in one term (Fall or Spring) rather than across both terms. The committee considered and approved this curriculum change.

September 18, 2020

Add/Drop and Fee Reduction Deadlines

As the university announced that Spring 2021 undergraduate courses would be predominantly online, concerns were raised that students would not know until the end of September how individual courses would be taught. As a result, the committee reviewed and approved a proposal from the Vice President Academic to decouple the fall add and drop deadlines; extend the 100% drop deadline for fall and year-long courses to September 30, 2020; extend the tuition fee deadline to October 9, 2020; and delay the application of overdue tuition fees until October 15, 2020.

In addition to the above approvals, the Senate Committee on Agenda and Governance was consulted and provided advice for a number of units dealing with issues related to the emergency. The following items were considered:

Jun 17, 2020

Inbound/Outbound Student Mobility Programs Fall 2020

Student mobility programs were reviewed due to the impact the COVID-19 has had on international education and the university's education abroad and student mobility programs. The increased uncertainty around in the current environment, meant care was needed in interpreting various sources of information. Significant travel restrictions, lack of available travel insurance, and the suspension of partner programs led to the Dean's waiver or deferral of mandatory international travel in degree programs. Some instances were considered acceptable such as certain outgoing graduate students or incoming exchange students, as long as health protocols were met.

July 2, 2020

Academic Integrity Framework

Technology Options for Online Invigilation and Proctoring

The committee discussed two items brought forward by Learning and Teaching Support and Innovation. The Academic Integrity Framework examined the implications of academic integrity violations and the university's need to adjust to a primarily online environment. It was proposed that due to the change to an online environment, standards of behaviour are

imparted in accordance with the established university academic integrity policy. A more comprehensive revision to the Academic Integrity Policy would be addressed in the fall through the regular Senate approval process.

The committee was also consulted on technological options for online invigilation and proctoring. The discussion looked at the potential technology issues as well as the range of options available, and their corresponding pedagogical implications.

July 15, 2020

Academic Program Review

The committee reviewed the implications of academic program review site visits and the inability to meet due to travel restrictions and physical distancing measures. It was proposed that due to the pandemic, site visits for external reviews during Fall 2020 were considered cancelled until 2021 in order to ensure reviews and review planning are able to abide by health restrictions imposed by the B.C. Provincial Health Officer. A more comprehensive policy change regarding academic policy reviews would be addressed in the fall through the regular Senate approval process.

As the university is still operating at the "Level 2 – Major" category under the Emergency Protocol for Senate Operations, the Senate Committee on Agenda and Governance will continue to meet to consider academic governance decisions in response to the emergency only in instances where a meeting of Senate cannot be convened in time for a decision.

Respectfully submitted,

2020/2021 Senate Committee on Agenda and Governance

Jamie Cassels, Chair, President and Vice-Chancellor

Saul Klein, Vice-Chair, Dean, Peter G. Gustavson School of Business

Carrie Andersen, University Secretary

Chandra Beaveridge, Convocation Senator

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Robin Hicks, Faculty of Science

Helen Kurki, Faculty of Social Sciences

Valerie Kuehne, Vice-President Academic and Provost

Joseph Martin, Student Senator

Dean Seeman, Libraries

Ada Saab (Secretary), Associate University Secretary



University
of Victoria

Senate Committee on
Agenda and Governance

MEMO

Date: September 18, 2020
To: Senate
From: Senate Committee on Agenda and Governance
Re: **Appointments to the 2020/2021 Senate Standing Committees**

The Senate Committee on Agenda and Governance nominations sub-committee met on September 18, 2020 to consider appointments to the 2020/21 Senate committees. These appointments are to fill vacancies on the Senate committees that were not filled at the May 1, 2020 meeting of Senate. The proposed new appointments are bolded in the attached document.

Recommended Motion

That Senate approve the appointments to the 2020/21 Senate standing committees for the terms indicated in the attached document.

Respectfully submitted,
2020/2021 Senate Committee on Agenda and Governance
Jamie Cassels, Chair, President and Vice-Chancellor *
Saul Klein, Vice-Chair, Dean, Peter G. Gustavson School of Business *
Carrie Andersen, University Secretary
Chandra Beaveridge, Convocation Senator
Aaron Devor, Faculty of Social Sciences
Mauricio Garcia-Barrera, Faculty of Graduate Studies
Robin Hicks, Faculty of Science
Helen Kurki, Faculty of Social Sciences *
Valerie Kuehne, Vice-President Academic and Provost
Joseph Martin, Student Senator *
Dean Seeman, Libraries *
Ada Saab (Secretary), Associate University Secretary

*members of the Nominations Sub-committee

/attachment

2020- 2021 Senate Committees

Senate Committee on Academic Standards

Name	Faculty or Department	Term
Neil Burford (S) (Chair)	Science	2021 (2018)
Martha McGinnis (S)	Graduate Studies	2022 (2019)
Michelle Lawrence (NS)	Law	2021 (2020)
Alexandra D'Arcy (S)	Humanities	2022 (2019)
Janni Aragon (S)	Social Sciences	2021 (2018)
Sorin Rizeanu (NS)	Peter B. Gustavson School of Business	2023 (2020)
Tania Muir (NS)	Continuing Studies	2022 (2019)
Sandra Hundza (S)	Education	2023 (2020)
Henning Struchtrup (S)	Engineering	2023 (2017)
Yasmine Kandil (S)	Fine Arts	2022 (2019)
Esther Sangster-Gormley (S)	Human & Social Development	2021 (2018)
Michele Martin (NS)	Medical Sciences	2021 (2015)
Sophia Crabbe (S)	Student Senator	2021 (2020)
Navinder Hundal (S)	Student Senator	2021 (2020)
Emily Hiser (NS)	Student Representative (UVSS)	2021 (2020)
Erin Donald (NS)	Student Representative (GSS)	2021 (2020)
Robert Hancock (S)	Convocation Senator	2021 (2018)
Steve Evans (S)	Acting Dean, Faculty of Graduate Studies (VPAC's designate)	(ex officio)
Susan Lewis (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Andrea Giles (NS)	Acting Executive Director, Cooperative Education and Career Services	(ex officio)
Sabrina Jackson (NS)	Director, Graduate Admissions and Records	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Diana Varela (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator
(NS) – non Senator

Senate Committee on Admission, Re-registration And Transfer

Name	Faculty or Department	Term
Stuart MacDonald (NS) (Chair)	Social Science	2022 (2019)
Fraser Hof (S) (Vice-Chair)	Science	2023 (2020)
TBD (NS)	HSD	2023 (2020)
Victoria Wyatt (S)	Fine Arts	2023 (2020)
Erin Kelly (NS)	Humanities	2023 (2020)
Carmen Galang (NS)	Peter B. Gustavson School of Business	2023 (2020)
Phalguni Mukhopadhyaya (S)	Engineering	2022 (2019)
Kathy Sanford (NS)	Education	2022 (2019)
Jonathan Granirer (S)	Student Senator	2021 (2020)
TBD (S)	Student Senator	2021 (2020)
Dalal Tubeishat (NS)	Student Representative (UVSS)	2021 (2020)
Joel Lynn (NS)	Executive Director, Student Services (President's nominee)	(ex officio)
Diana Varela (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Trisha Best (NS)	Director or equivalent of International Student Services	(ex officio)
Shauna Underwood (NS)	Director or equivalent of an Advising Centre	(ex officio)
Ai-Lan Chia (NS)	Representative from Counselling Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
LillAnne Jackson (NS)	Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee	(ex officio)
Laurie Barnas (Secretary)	Associate Registrar	
Patricia Konkin (Recording Secretary)	Undergraduate Admissions and Records	

(S) – Senator
(NS) – non Senator

Senate Committee on Agenda and Governance

Name	Faculty or Department	Term
Jamie Cassels (S) (Chair)	Chair of Senate	(ex officio)
Dean Seeman (S)	Librarian	2021 (2018)
Aaron Devor (S)	Social Sciences	2023 (2017)
Helen Kurki (S)	Social Sciences	2022 (2019)
Robin Hicks (S)	Science	2021 (2015)
Mauricio Garcia-Barrera (S)	Graduate Studies	2023 (2020)
Joseph Martin (S)	Student Senator	2021 (2020)
Chandra Beaveridge (S)	Convocation Senator	2021 (2018)
TBD (S)	Vice-Chair of Senate	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
Carrie Andersen (S)	University Secretary	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	
Kathy MacDonald (Recording Secretary)	Senate Coordinator	

(S) – Senator

(NS) – non Senator

Senate Committee on Appeals

Name	Faculty or Department	Term
Kathryn Chan (NS) (Chair) <i>(Janna Promislaw replacing Kathryn while she is on fellowship July 1, 2021)</i>	Law	2023 (2020)
Mauricio Garcia-Barrera (S) (Vice-Chair)	Graduate Studies	2021 (2018)
CindyAnn Rose-Redwood (S)	Social Sciences	2022 (2019)
Poman So (NS)	Engineering	2022 (2016)
Dale Ganley (NS)	Peter B. Gustavson School of Business	2022 (2017)
Jillian Roberts (NS)	Education	2023 (2017)
Mark Laidlaw (S)	Science	2023 (2020)
Stephen Ross (NS)	Humanities	2021 (2015)
Susan Strega (S)	HSD	2022 (2019)
Carolyn Butler-Palmer (S)	Fine Arts	2021 (2020)
Brittany Berge (S)	Student Senator	2021 (2020)
Benjamin Gijzen (S)	Student Senator	2021 (2020)
TBD (S)	Student Senator	2021 (2020)
Eva Linde (NS)	Student Representative (GSS)	2021 (2020)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator
(NS) – non Senator

Senate Committee on Awards

Name	Faculty or Department	Term
Helga Hallgrimsdottir (S) (Chair)	Human and Social Development	2021 (2015)
Suzanne Snizek (S)	Fine Arts	2023 (2020)
Brock Smith (S)	Peter B. Gustavson School of Business	2021 (2018)
Linda Welling (NS)	Social Sciences	2023 (2017)
Charlotte Schallié (NS)	Graduate Studies	2022 (2016)
Brian Cant (NS)	Alumni Association	2023 (2020)
Tomas Kalyniuk (S)	Student Senator	2021 (2020)
Jacob Hunt (NS)	Student Representative (GSS)	2021 (2020)
John Dower (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)
Carmencita Duna (NS)	International Student Services (President's nominee)	(ex officio)
Lori Nolt (NS)	Director, Student Awards and Financial Aid	(ex officio)
Alexis Ramsdale (Secretary)	Student Awards & Financial Aid	

(S) – Senator
(NS) – non Senator

Senate Committee on Continuing Studies

Name	Faculty or Department	Term
Jo-Anne Clarke (S) (Chair)	Dean, Continuing Studies	(ex officio)
Sang Nam (NS)	Peter B. Gustavson School of Business	2023 (2017)
James Nahachewsky (NS)	Education	2022 (2016)
Rustom Bhiladvala (S)	Engineering	2023 (2020)
Carolyn Butler-Palmer (S)	Fine Arts	2021 (2015)
TBD	HSD	2023 (2020)
Penny Bryden (NS)	Humanities	2021 (2015)
Mark Gillen (S)	Law	2021 (2018)
Mark Laidlaw (S)	Science	2023 (2017)
Kenneth Stewart (NS)	Social Sciences	2021 (2015)
Michelle Purchase (S)	Student Senator	2021 (2020)
Jonathan Granirer (S)	Student Representative (UVSS)	2021 (2020)
Jeffrey Bruton (S)	Student Representative (GSS)	2021 (2020)
Christina Johnson (NS)	Student Representative from diploma or certificate program in Continuing Studies	2021 (2017)
Wendy Gedney (NS)	Alumni Association	2022 (2016)
David Alexander (S)	Convocation Senator	2021 (2019)
Susan Lewis (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Kirsten Kopp (Secretary)	Continuing Studies	

(S) – Senator
(NS) – non Senator

Senate Committee on Curriculum

Name	Faculty or Department	Term
TBD (S) (Chair)	TBD	2023 (2020)
Robin Hicks (S) (Vice-Chair)	Science	2021 (2020)
Chris Graham (NS)	Business	(ex officio)
Cathy McGregor (NS)	Education	(ex officio)
LillAnne Jackson (NS)	Engineering	(ex officio)
Eva Baboula (NS) <i>(Adam Con replacing Eva while she is on leave until Dec 31, 2020)</i>	Fine Arts	(ex officio)
Jennifer White (NS)	Graduate Studies	(ex officio)
TBD (NS)	HSD	(ex officio)
Lisa Surridge (NS)	Humanities	(ex officio)
Freya Kodar (NS)	Law	(ex officio)
Rosaline Canessa (NS) <i>(Nilanjana Roy replacing Rosaline while she is on leave until Dec 31, 2020)</i>	Social Sciences	(ex officio)
Robin Hicks (S)	Science	(ex officio)
Michele Martin (NS)	Medical Sciences	(ex-officio)
Gary MacGillivray (NS)	Faculty of Science, Department of Mathematics and Statistics (President's nominee)	(ex officio)
Neil Burford (S)	Chair, Senate Committee on Academic Standards	(ex officio)
Navinder Hundal (S)	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Gordon Fulton (NS)	Faculty of Humanities (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)
Sabrina Jackson (NS)	Director, Graduate Admissions and Records	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Ada Saab (NS)	Associate University Secretary	(ex officio)
James Wigginton (Secretary)	Registrar Representative	

(S) – Senator
(NS) – non Senator

Senate Committee on Honorary Degrees and Other Forms of Recognition

Name	Faculty or Department	Term
Shelagh Rogers (S) (Chair)	Chancellor	(ex officio)
Kieka Mynhardt (NS)	Science	2021 (2018)
Denise Cloutier (S)	Social Sciences	2021 (2020)
Joseph Salem (NS)	Fine Arts	2022 (2016)
Elena Pnevmonidou (NS)	Humanities	2022 (2019)
Brock Smith (S)	Peter B. Gustavson School of Business	2023 (2017)
TBD (NS)	TBD	2023 (2020)
TBD (S)	Student Senator	2021 (2020)
Glenda Wyatt (NS)	Alumni Association	2023 (2017)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ian Case (NS)	Director, University Ceremonies and Events	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator
(NS) – non Senator

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
Michael McGuire (NS) (Chair)	Engineering	2021 (2018)
Jason Colby (S)	Humanities	2021 (2018)
Erin Campbell (S)	Fine Arts	2023 (2020)
Cedric Littlewood (NS)	Graduate Studies	2021 (2016)
Brian Leacock (S)	Peter B. Gustavson School of Business	2022 (2019)
Laura Vizina (NS)	Continuing Studies	2022 (2016)
Tim Andersen (NS)	Education	2023 (2020)
Denise Cloutier (S)	Social Sciences	2021 (2020)
Elizabeth Borycki (NS)	HSD	2023 (2020)
Tim Richards (NS)	Law	2022 (2016)
TBD	Medical Sciences	2023 (2020)
Scott McIndoe (NS)	Science	2023 (2020)
Robyn Giffen (S)	Student Senator	2021 (2020)
TBD (S)	Student Senator	2021 (2020)
Elizabeth Giesbrechet (NS)	Student Representative (UVSS)	2021 (2020)
Dipayan Nag (NS)	Student Representative (UVSS)	2021 (2020)
Antoine Rose (NS)	Student Representative (GSS)	2021 (2020)
Jennifer Whately (NS)	Alumni Association	2021 (2018)
Tina Bebbington (NS)	Library, (FALC)	2022 (2019)
Chandra Beaveridge (S)	Convocation Senator	2021 (2019)
TBD (NS)	University Librarian Designate	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Andrea Giles (NS)	Acting Executive Director, Cooperative Education and Career Services	(ex officio)
Laurene Sheilds (NS)	Executive Director, Learning and Teaching Support and Innovation	(ex officio)
Mariel Miller (NS)	Technology Integrated Learning Centre	(ex officio)
Susan Lewis (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator
(NS) – non Senator

Senate Committee on Libraries

Name	Faculty or Department	Term
Richard Marcy (S) (Chair)	HSD	2022 (2016)
TBD (S)	Graduate Studies	2023 (2020)
Adrienne Boyarin (NS)	Humanities	2023 (2020)
Sylvia Pantaleo (NS)	Education	2023 (2017)
Tusa Shea (NS)	Continuing Studies	2023 (2020)
Peter Driessen (NS)	Engineering	2021 (2018)
Kirk McNally (NS)	Fine Arts	2023 (2017)
Linda Welling (NS)	Social Sciences	2022 (2019)
Hao Zhang (NS)	Peter B. Gustavson School of Business	2023 (2017)
Robert Howell (NS)	Law	2022 (2016)
TBD	Medical Sciences	2023 (2020)
Louise Page (NS)	Science	2023 (2017)
Wren Shaman (S)	Student Senator	2021 (2020)
Drake Rushford (NS)	Student Representative (GSS)	2021 (2020)
Andrew Rowe (NS)	Representative of Council of Centre Directors	2021 (2018)
Inba Kehoe (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2023 (2020)
Ry Moran (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
Hélène Cazes (NS)	Faculty of Humanities (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	

(S) – Senator

(NS) – non Senator

Senate Committee on Planning

Name	Faculty or Department	Term
Susan Lewis (S) (Chair)	Associate Vice-President Academic Planning	(ex officio)
Sang Nam (NS)	Peter B. Gustavson School of Business	2021 (2015)
Graham McDonough (NS)	Education	2022 (2016)
Cindy Holder (NS)	Humanities	2022 (2019)
Adam Con (NS)	Fine Arts	2022 (2019)
Abdul Roudsari (NS)	HSD	2022 (2016)
Ralf St. Clair (S)	Dean	2023 (2014)
Robin Hicks (S)	Science	2023 (2017)
Rustom Bhiladvala (S)	Engineering	2023 (2020)
Andrew Newcombe	Law	2023 (2020)
TBD	Graduate Studies	2023 (2020)
TBD	Medical Sciences	2023 (2020)
Jo-Anne Clarke (S)	Continuing Studies	2023 (2017)
Nilanjana Roy (NS)	Social Sciences	2021 (2018)
Evan Roubekas (S)	Student Senator	2021 (2020)
Brooklyn Trimble (NS)	Student Representative (GSS)	2021 (2020)
Matthew Koch (S)	Continuing Sessional (President's nominee)	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Rishi Gupta (NS)	Faculty of Engineering (VPAC's designate)	(ex officio)
Lisa Kalynchuk (S)	Vice-President Research	(ex officio)
Steve Evans (S)	Acting Dean, Faculty of Graduate Studies	(ex officio)
Ada Saab (NS)	Associate University Secretary	(ex officio)
Sandra Duggan (Secretary)	Office of the Vice-President Academic and Provost	

(S) – Senator
(NS) – non Senator

Senate Committee on University Budget

Name	Faculty or Department	Term
Jen Baggs (NS) (Chair)	Peter B. Gustavson School of Business	2021 (2018)
Hélène Cazes (NS)	Humanities	2022 (2019)
Laura Cowen (S)	Science	2022 (2019)
Helen Kurki (S)	Social Sciences	2023 (2017)
Frank van Veggel (NS)	Science	2023 (2017)
Jodi Streelasky (NS)	Education	2021 (2018)
Graham Voss (NS)	Social Sciences	2022 (2019)
Jeffrey Bruton (S)	Student Senator	2021 (2020)
Carolyn Russell (S)	Convocation Senator	2021 (2019)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator



University
of Victoria

Senate Committee on
Agenda and Governance

MEMO

Date: September 16, 2020

To: Senate

From: Senate Committee on Agenda and Governance

Re: **Revisions to the Terms of Reference for the Senate Committee on Admission, Re-registration and Transfer**

At its meeting on September 18, 2020, the Senate Committee on Agenda and Governance reviewed and approved the attached revisions to the terms of reference for the Senate Committee on Admission, Re-registration and Transfer Appeals.

Recommended Motion

That Senate approve the revisions to the terms of reference for the Senate Committee on Admission, Re-registration and Transfer Appeals.

Respectfully submitted,
2020/2021 Senate Committee on Agenda and Governance
Jamie Cassels, Chair, President and Vice-Chancellor
Saul Klein, Vice-Chair, Dean, Peter G. Gustavson School of Business
Carrie Andersen, University Secretary
Chandra Beaveridge, Convocation Senator
Aaron Devor, Faculty of Social Sciences
Mauricio Garcia-Barrera, Faculty of Graduate Studies
Robin Hicks, Faculty of Science
Helen Kurki, Faculty of Social Sciences
Valerie Kuehne, Vice-President Academic and Provost
Joseph Martin, Student Senator
Dean Seeman, Libraries
Ada Saab (Secretary), Associate University Secretary

/attachment





MEMO

Date: September 17, 2020

To: Senate Committee on Agenda & Governance

From: Senate Committee on Admission, Re-registration & Transfer

Re: **Committee consultation for the Revisions to the Terms of Reference for Senate Committee on Admission, Re-registration & Transfer**

At its meeting of September 8th, 2020, the Senate Committee on Admission, Re-registration and Transfer (SCART) was consulted on the revisions of the committee's terms of reference. The purpose of the consultation was to orient committee members to the significant changes, discuss the rationale for the changes, and highlight implications for the committee.

The committee was invited to provide feedback on the revisions. The committee was unanimously in support of the changes. One suggestion was made to consider adjusting the title of the committee to include "appeal" in the committee's title, to better reflect the committee responsibilities. Ms. Ada Saab was present at the meeting, and agreed to share this suggestion with the Senate Committee on Agenda & Governance.

The committee wishes to convey that the revisions are appropriate and are supported by the committee.

Respectfully submitted,

2020/2021 Senate Committee on Admission, Re-Registration and Transfer Credit

Dr. Stuart MacDonald, Chair, Faculty of Social Sciences

Ms. Tricia Best, International Student Services

Ms. Ai-Lan Chia, Counselling Services

Dr. Carmen Galang, Peter B. Gustavson School of Business

Ms. Jonathan Granirer, Student Senator

Ms. Nicole Greengoe, Registrar

Dr. Fraser Hof, Faculty of Science

Dr. LillAnne Jackson, Representative to the BC Council on Transfer Credit

Dr. Erin Kelly, Faculty of Humanities

Mr. Joel Lynn, Executive Director, Student Services

Dr. Phalguni Mukhopadhyaya, Faculty of Engineering

Dr. Kathy Sanford, Faculty of Education

Ms. Dalal Tubeishat, UVSS Representative

Ms. Shauna Underwood, Faculty of Human & Social Development, Advising Centre

Dr. Diana Varela, Associate Dean, Academic Advising, Faculties of Science, Social Sciences and Humanities

Dr. Victoria Wyatt, Faculty of Fine Arts

Ms. Laurie Barnas, Associate Registrar, Secretary

Ms. Pat Konkin, Recording Secretary

REVISIONS TO TERMS OF REFERENCE WITH TRACKED CHANGES

SENATE COMMITTEE ON ADMISSION, RE-REGISTRATION AND TRANSFER APPEALS

TERMS OF REFERENCE

1. Preamble

- a) The Senate Committee on Admission, Re-registration and Transfer Appeals (the “Committee”), a standing committee of Senate, is an impartial appeal body 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 appeals from students on decisions made regarding undergraduate admission, re-registration, and transfer of credit, including those which are made under exceptional circumstances or special access categories as defined in the Calendar regulations.
- b) 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 Admissions and Undergraduate Records offices.

2. Composition

a)c) Membership

The membership of the Committee shall consist of eighteen (18) members, twelve (12) of which are voting. The composition of the members are as follows:

- eight (8) regular faculty members, one of whom shall serve as Chair of the Committee, and one of whom shall serve as Vice-Chair (voting)
- the President or nominee (*ex officio*, voting)
- two (2) undergraduate student members of Senate (voting)
- one (1) student appointed upon nomination by the UVSS (voting)
- the Associate Dean, Academic Advising (Faculties of Science, Social Sciences, and Humanities) (*ex officio*, non-voting)
- the Director or equivalent of an Advising Centre from a faculty other than Humanities, Science and Social Sciences, or designate (*ex officio*, non-voting)
- the Director or equivalent of International Student Services (*ex officio*, non-voting)
- the Director of Counselling Services or designate (*ex officio*, non-voting)
- the Registrar (*ex officio*, non-voting)
- the university representative to the B.C. Council on Admission and Transfer, Transfer and Articulation Committee (*ex officio*, non-voting)

Total membership - 18 (12 voting members)

- b)d) The secretary of the Committee is the Associate Registrar from the Office of the Registrar (as designated by the University Secretary). A representative from the Office of the Registrar will be the recording secretary.

REVISIONS TO TERMS OF REFERENCE WITH TRACKED CHANGES

3. Committee Procedure

e) A quorum for a meeting of the Committee shall be four of the voting members. Of the members, with at least half the voting members present being faculty members and at least one must be a student.

e)f) Committee members will receive an orientation on the processes of administrative tribunals and the principles of relational, procedural and substantive fairness. The Committee will also inform itself about the work of the Office of the Registrar and advise on the processes and policies for granting of admission, re-registration and transfer of credit in such a way that consistency of policies is maintained and the office is enabled to carry out its duties and rule on appeals of decisions regarding admission, re-registration and transfer of credit fairly and expeditiously.

~~After consultation with the Senate Committee on Academic Standards, recommend to the Senate regarding the appropriate policies and procedures to be used in granting admission, re-registration and transfer of credit to students. Recommendations regarding policies and procedures affecting graduate students will be made to the Committee by the Faculty of Graduate Studies.~~

d)g) The Faculty of Graduate Studies will rule on admission, re-registration and transfer appeals related to graduate students. The Faculty of Graduate Studies will provide the Committee with an annual report in October that includes an outline of the process for making appeal decisions, and a summary of the number of graduate appeals heard by general category together with the number of appeals accepted and the number rejected.

h) Prior to an appeal being heard, the Chair of the Committee may 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 an appeal, including issues involving disability, language or cultural considerations.

e)i) The Committee shall determine its decision regarding an appeal by voting. A simple majority of the voting members present must be in favour for an appeal to be granted (a tie vote fails).

f)j) The Vice-Chair shall chair the Committee in the event the Chair is absent or has a conflict of interest with an appellant.

g)k) A record of the minutes of meetings and decisions made by the Committee shall be kept in the Office of the Registrar ~~as well as a record of policy decisions~~ to support consistency in its decisions.

REVISIONS TO TERMS OF REFERENCE WITH TRACKED CHANGES

~~l) Committee d~~ Documentation and discussions regarding appeals shall be held in confidence. Committee members shall not discuss the substance of an appeal outside Committee meetings.

4. Appeal Procedure

~~m) The Committee has jurisdiction to hear appeals of decisions made regarding undergraduate admission, re-registration, and transfer of credit, including (but not limited to) the following:~~

- withdrawal of an offer of admission or re-registration due to unsatisfactory academic performance;
- refusal of admission, due to unsatisfactory academic performance;
- an assigned requirement to withdraw;
- denial of transfer credit from other institutions
- decisions related to a violation of the failure to declare studies elsewhere Calendar regulations, such as:
 - denial or cancellation of an application for admission or re-registration
 - rescinding an offer of admission or re-admission and a ban on any application for at least one term
 - cancellation of current registration;
 - the denial of transfer credit from institutions where attendance was not disclosed
 - the display on the official transcript of all penalties assigned
 - placement on disciplinary probation

~~n) The Committee also has jurisdiction to make decisions regarding admission under special access categories as defined in the Calendar regulations.~~

~~h)o) Except for special access categories, a~~ A student or applicant wishing to appeal a decision to the Committee (the “appellant”) shall complete a Senate Committee on Admissions, Re-registration and Transfer Appeals Notice of Appeal Form ~~with and provide~~ supporting documentation. Should the Office of the Registrar deem that the appeal lacks sufficient supporting documentation, the appellant will be notified and provided the opportunity to supplement the appeal before it goes to the Committee.

~~i)p) Normally, g~~ Grounds for appeal are limited to:

~~i)~~ unforeseen extenuating circumstances supplemented with relevant documentation;

~~ii)~~ significant physical affliction or psychological distress documented by a physician or other ~~h~~Health care professional;

~~iii)~~ documented significant distress, or documented significant responsibility as a caregiver, as a result of an immediate member of the family suffering from serious trauma or illness;

REVISIONS TO TERMS OF REFERENCE WITH TRACKED CHANGES

~~iii)~~iv) evidence of incorrect advice or errors of administration by authorized University personnel, with evidence that the appellant's studies were adversely affected; and

~~iv)~~v) new, material information which, despite the exercise of due diligence by the appellant, could not have been present at the time of the decision giving rise to the appeal, and the relevance and significance of the new information is such that if it has been submitted at the time of the decision it could have reasonably be expected to have altered the outcome.

~~j)q)~~ Dissatisfaction with University regulations, or disagreements concerning the evaluation of admissibility (e.g. calculation of ~~g~~GPA, ~~p.a.~~, credit conversion, or questions regarding English proficiency), transfer credit equivalency or failure to meet published deadlines will not constitute grounds for appeal.

~~k)r)~~ For each appeal, the Director of Undergraduate Admissions or Undergraduate Records (or designate) an individual from the Office of the Registrar who is familiar with the specifics of the appeal shall be present to provide information ~~of record to the Committee on applicable university calendar regulations, policy and procedures to the Committee.~~

~~h)s)~~ Appellants do not attend Committee meetings. An appeal is decided based on the appellant's written documentation provided and the information package submitted through the Office of the Registrar, which includes (but is not limited to) a summary of the students' academic record, student's transcripts, and additional information submitted for the appeal by the student. -

~~m)t)~~ The Committee may defer an appeal decision pending receipt of more information and may request additional documentation. If any Committee members request additional information this will only be done if the Committee chair decides that this additional information would be both relevant and cogent to deciding the appeal.

~~n)u)~~ Appeal decisions are communicated to the student in writing by the Undergraduate Admissions or Records Office within one week of the decision.

~~o)v)~~ The Committee's ~~will consider all the documentation presented and will make a final decision on the application. The~~ decision may be appealed to the Senate Committee on Appeals only on the grounds of specific procedural error.

5. Delegated Authority

~~The Committee may Rule on applications for undergraduate admission, re-registration and transfer of credit which are made under exceptional circumstances or special access categories as defined in the Calendar regulations adopted by the Senate from time to time. The Committee may delegate its authority to approve an admission or re-registration in such circumstances to the Office of the Registrar the Committee's, but shall consider all cases which that Office does not find clearly acceptable authority to allow an admission or re-~~

REVISIONS TO TERMS OF REFERENCE WITH TRACKED CHANGES

registration appeal in the following circumstances:-

Admission:

- circumstances in which the student is denied admission due to being below the current cut-off but is above the calendar-stated university minimum; or,
- circumstances in which the student's admission offer is being withdrawn due to being below the current final retain average/GPA but is above the calendar-stated university minimum.

Re-registration:

- circumstances in which the student is denied re-registration due to the first assignment of a requirement to withdraw with documentation as described below; or,
- circumstances in which the student is denied re-registration due to the first assignment of a requirement and the student has, at maximum, two outstanding courses required for degree completion.

The approval of delegated appeals will be based on (but not limited to) demonstrated medical or other exceptional grounds in which the student has provided documentation (e.g. additional academic information such as, SAT/ACT scores, institutional comparative ranking etc.), for the period described and in consultation with the appropriate academic unit in the case of selective program decisions.

6. Annual Report to Senate

p)w) The Committee's annual report to Senate shall contain the following information:

- ~~a summary of the~~ the number of appeals that have been heard and decided since the last annual report to Senate;
- a summary of the appeals heard by general category together with the number of appeals accepted and the number rejected;
- the report form the Faculty of Graduate Studies described in section 3g)7
- ~~a summary of any other business conducted by the Committee including matters that may have been referred to the Committee for opinion or recommendations that the Committee may have made regarding University policy and procedures.~~

x) The Committee may request further information from the Faculty of Graduate Studies following receipt of the report described in section 3g)7.

y) If the Committee finds any university policy, regulation, procedure, or practice related to admission, re-registration, or transfer – including these Terms of Reference – that appears to need review and revision, the Committee may advise the Senate and recommend appropriate action.

REVISIONS TO TERMS OF REFERENCE WITH TRACKED CHANGES

Approved by Senate December 1, 1976

Revised April 1, 1992

Revised November 4, 1992

Revised October 5, 1994

Revised February 4, 2011

Revised February 7, 2014

Revised May 2, 2014

Revised May 5, 2017

Revised January 11, 2019



Senate Committee on Admission, Re-registration and Transfer Appeals Terms of Reference

1. Preamble

- a) The Senate Committee on Admission, Re-registration and Transfer Appeals (the "Committee"), a standing committee of Senate, is an impartial appeal body 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 appeals from students on decisions made regarding undergraduate admission, re-registration, and transfer of credit, including those which are made under exceptional circumstances or special access categories as defined in the Calendar regulations.
- b) 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 Admissions and Undergraduate Records offices.

2. Committee Composition

c) Membership

The membership of the Committee shall consist of eighteen (18) members, twelve (12) of which are voting. The composition of the members are as follows:

- eight (8) regular faculty members representing the faculties, one of whom shall serve as Chair of the Committee, and one of whom shall serve as Vice-Chair (voting)
- the President or nominee (*ex officio*, voting)
- two (2) undergraduate student members of Senate (voting)
- one (1) student appointed upon nomination by the UVSS (voting)
- the Associate Dean, Academic Advising (Faculties of Science, Social Sciences, and Humanities) (*ex officio*, non-voting)
- the Director or equivalent of an Advising Centre from a faculty other than Humanities, Science and Social Sciences, or designate (*ex officio*, non-voting)
- the Director or equivalent of International Student Services (*ex officio*, non-voting)
- the Director of Counselling Services or designate (*ex officio*, non-voting)
- the university representative to the B.C. Council on Admission and Transfer, Transfer and Articulation Committee (*ex officio*, non-voting)
- the Registrar (*ex officio*, non-voting)

Total membership - 18 (12 voting members)

- d) The secretary of the Committee is an Associate Registrar from the Office of the Registrar (as designated by the University Secretary). A representative from the Office of the Registrar will be the recording secretary.

3. Committee Procedure

- e) A quorum for a meeting of the Committee shall be four of the voting members. Of these members, at least half the voting members present must be faculty members and at least one must be a student.
- f) Committee members will receive an orientation on the processes of administrative tribunals and the principles of relational, procedural and substantive fairness. The Committee will also inform itself on the processes and policies for admission, re-registration, and transfer of credit, and rule on appeals of decisions regarding admission, re-registration, and transfer of credit fairly and expeditiously.
- g) The Faculty of Graduate Studies will rule on admission, re-registration, and transfer appeals related to graduate students. The Faculty of Graduate Studies will provide the Committee with an annual report in October that includes an outline of the process for making appeal decisions, and a summary of the number of graduate appeals heard by general category together with the number of appeals accepted and the number rejected.
- h) Prior to an appeal being heard, the Chair of the Committee may 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 an appeal, including issues involving disability, language or cultural considerations.
- i) The Committee shall determine its decision regarding an appeal by voting. A simple majority of the voting members present must be in favour for an appeal to be granted (a tie vote fails).
- j) The Vice-Chair shall chair the Committee in the event the Chair is absent or has a conflict of interest with an appellant.
- k) A record of the minutes of meetings and decisions made by the Committee shall be kept in the Office of the Registrar to support consistency in its decisions.
- l) Documentation and discussions regarding appeals shall be held in confidence. Committee members shall not discuss the substance of an appeal outside Committee meetings.

4. Appeal Procedure

- m) The Committee has jurisdiction to hear appeals of decisions made regarding undergraduate admission, re-registration, and transfer of credit, including (but not limited to) the following:
 - withdrawal of an offer of admission or re-registration due to unsatisfactory academic performance;
 - refusal of admission, due to unsatisfactory academic performance;
 - an assigned requirement to withdraw;
 - denial of transfer credit from other institutions
 - decisions related to a violation of the failure to declare studies elsewhere Calendar regulations, such as:

- denial or cancellation of an application for admission or re-registration
 - rescinding an offer of admission or re-admission and a ban on any application for at least one term
 - cancellation of current registration;
 - the denial of transfer credit from institutions where attendance was not disclosed
 - the display on the official transcript of all penalties assigned
 - placement on disciplinary probation
- n) The Committee also has jurisdiction to make decisions regarding admission under special access categories as defined in the Calendar regulations
- o) Except for special access categories, a student or applicant wishing to appeal a decision to the Committee (the "appellant") shall complete a Senate Committee on Admission, Re-registration and Transfer Appeals Notice of Appeal Form with supporting documentation. Should the Office of the Registrar deem that the appeal lacks sufficient supporting documentation, the appellant will be notified and given the opportunity to supplement the appeal before it goes to the Committee.
- p) Grounds for appeal are limited to:
 - i) unforeseen extenuating circumstances supplemented with relevant documentation;
 - ii) significant physical affliction or psychological distress documented by a physician or other health care professional;
 - iii) documented significant distress, or documented significant responsibility as a caregiver, as a result of an immediate member of the family suffering from serious trauma or illness;
 - iv) evidence of incorrect advice or errors of administration by authorized University personnel, with evidence that the appellant's studies were adversely affected;
 - v) new, material information which, despite the exercise of due diligence by the appellant, could not have been presented at the time of the decision giving rise to the appeal, and the relevance and significance of the new information is such that if it had been submitted at the time of the decision, could reasonably have been expected to have altered the outcome.
- q) Dissatisfaction with University regulations, or disagreements concerning the evaluation of admissibility (e.g. calculation of G.P.A., credit conversion, or questions regarding satisfaction of English proficiency), transfer credit equivalency or failure to meet published deadlines do not constitute grounds for appeal.
- r) For each appeal, the Director of Undergraduate Admissions or Undergraduate Records (or designate) shall be present to provide information on applicable university calendar regulations, policy and procedures to the Committee.
- s) Appellants do not attend Committee meetings. An appeal is decided based on the appellant's written documentation provided and the information package

submitted through the Office of the Registrar, which includes (but is not limited to) a summary of the students' academic record, student's transcripts, and additional information submitted for the appeal by the student.

- t) The Committee may defer an appeal decision pending receipt of more information and may request additional documentation. If any Committee members request additional information, this will only be done if the Committee Chair decides that this additional information would be both relevant and cogent to deciding the appeal.
- u) Appeal decisions are communicated to the student in writing by the Office of the Registrar (Undergraduate Admissions or Undergraduate Records units) within one week of the decision.
- v) The Committee's decision may be appealed to the Senate Committee on Appeals only on the grounds of specific procedural error.

5. Delegated Authority

The Committee may delegate to the Office of the Registrar the Committee's authority to approve an admission or re-registration appeal in the following circumstances:

Admission:

- circumstances in which the student is denied admission due to being below the current cut-off but is above the calendar-stated university minimum; or,
- circumstances in which the student's admission offer is being withdrawn due to being below the current final retain average/GPA but is above the calendar-stated university minimum.

Re-registration:

- circumstances in which the student is denied re-registration due to the first assignment of a requirement to withdraw with documentation as described below; or,
- circumstances in which the student is denied re-registration due to the first assignment of a requirement and the student has, at maximum, two outstanding courses required for degree completion.

The approval of delegated appeals will be based on (but not limited to) demonstrated medical or other exceptional grounds in which the student has provided documentation (e.g. additional academic information such as, SAT/ACT scores, institutional comparative ranking etc.), for the period described and in consultation with the appropriate academic unit in the case of selective program decisions.

6. Annual Report to Senate

- w) The Committee's annual report to Senate shall contain the following information:
 - the number of appeals that have been heard and decided since the last report to Senate;
 - a summary of the appeals heard by general category together with the number of appeals allowed and the number rejected;

- the report from the Faculty of Graduate Studies described in section 3g)
- x) The Committee may request further information from the Faculty of Graduate Studies following receipt of the report described in section 3g).
- y) If the Committee finds any university policy, regulation, procedure, or practice related to admission, re-registration, or transfer – including these Terms of Reference – that appears to need review and revision, the Committee may advise the Senate and recommend appropriate action.

Approved and Revised by Senate:

December 1, 1976

April 1, 1992

November 4, 1992

October 5, 1994

February 4, 2011

February 7, 2014

May 2, 2014

May 5, 2017

January 11, 2019



University
of Victoria

Senate Committee on
Agenda and Governance

MEMO

Date: September 16, 2020

To: Senate

From: Senate Committee on Agenda and Governance

Re: **Revisions to the Terms of Reference for the Senate Committee on Academic Standards**

At its meeting on September 18, 2020, the Senate Committee on Agenda and Governance reviewed and approved the attached revisions to the terms of reference for the Senate Committee on Academic Standards.

Recommended Motion

That Senate approve the revisions to the terms of reference for the Senate Committee on Academic Standards.

Respectfully submitted,

2020/2021 Senate Committee on Agenda and Governance

Jamie Cassels, Chair, President and Vice-Chancellor

Saul Klein, Vice-Chair, Dean, Peter G. Gustavson School of Business

Carrie Andersen, University Secretary

Chandra Beaveridge, Convocation Senator

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Robin Hicks, Faculty of Science

Helen Kurki, Faculty of Social Sciences

Valerie Kuehne, Vice-President Academic and Provost

Joseph Martin, Student Senator

Dean Seeman, Libraries

Ada Saab (Secretary), Associate University Secretary

/attachment

SENATE COMMITTEE ON ACADEMIC STANDARDS

TERMS OF REFERENCE

The committee shall foster and protect the overall academic standards of the university, and, in particular shall:

- ~~1. Foster and protect the overall academic standards of the university;~~
1. Oversee and advise Senate on those broad areas of academic standards that affect the welfare and reputation of the university, including policies on grading and academic integrity;
2. Recommend to Senate regarding the appropriate policies and procedures to be used in granting admission, re-registration, and transfer of credit that would affect academic standards;
- 2.3. Advise Senate on any university policy, regulation, procedure, or practice that affects academic standards that in the Committee's view needs review and revision, and recommend appropriate action;
- 3.4. Approve, on behalf of Senate, the granting of degrees (other than honorary degrees) and report to Senate on degrees awarded;
- 4.5. Consider and, if appropriate, approve on behalf of Senate, requests for early granting of degrees and for waiver of degree requirements under exceptional circumstances and report to Senate on the disposition of such requests;
- 5.6. Consider any proposals for the rescinding of a degree and make a recommendation to Senate;
- ~~6. Advise Senate on recommendations from the Senate Committee on Admission, Re-registration and Transfer that would affect academic standards;~~
7. Consider proposals from other sources, inside and outside the university, that could affect academic standards;
8. Consult with the faculties on all matters considered by the committee which are of significance to the faculties; and
9. Receive annual reports from the chair on any issues arising from the annual review of the curriculum at the meeting of the Senate Committee on the Curriculum.

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.

Composition:

- 12 faculty members representing the faculties and divisions (at least 2 of whom shall be senators), voting
- 4 students including at least 1 student senator and 1 graduate student, voting
- President or nominee, *ex officio*, voting
- Vice-President Academic and Provost or designate, *ex officio*, voting
- Convocation Senator, voting
- Director, Cooperative Education and Career Services, *ex officio*, non-voting
- Director, Graduate Admissions and Records, *ex officio*, non-voting
- Registrar, *ex officio*, non-voting
- Associate Registrar, *ex officio*, non-voting
- Associate Dean, Academic Advising (Faculties of Science, Social Sciences, and Humanities), *ex officio*, non-voting

Total membership = 24 (19 voting members)

The secretary of the committee is the Associate University Secretary.



Senate Committee on Academic Standards Terms of Reference

The committee shall foster and protect the overall academic standards of the university, and, in particular shall:

1. Oversee and advise Senate on those broad areas of academic standards that affect the welfare and reputation of the university, including policies on grading and academic integrity;
2. Recommend to Senate regarding the appropriate policies and procedures to be used in granting admission, re-registration, and transfer of credit that would affect academic standards;
3. Advise Senate on any university policy, regulation, procedure, or practice that affects academic standards that in the Committee's view needs review and revision, and recommend appropriate action;
4. Approve, on behalf of Senate, the granting of degrees (other than honorary degrees) and report to Senate on degrees awarded;
5. Consider and, if appropriate, approve on behalf of Senate, requests for early granting of degrees and for waiver of degree requirements under exceptional circumstances and report to Senate on the disposition of such requests;
6. Consider any proposals for the rescinding of a degree and make a recommendation to Senate;
7. Consider proposals from other sources, inside and outside the university, that could affect academic standards;
8. Consult with the faculties on all matters considered by the committee which are of significance to the faculties; and
9. Receive annual reports from the chair on any issues arising from the annual review of the curriculum at the meeting of the Senate Committee on the Curriculum.

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.

Composition:

- 12 faculty members representing the faculties and divisions (at least 2 of whom shall be senators), voting
- 4 students including at least 1 student senator and 1 graduate student, voting
- President or nominee, *ex officio*, voting
- Vice-President Academic and Provost or designate, *ex officio*, voting
- Convocation Senator, voting
- Director, Cooperative Education and Career Services, *ex officio*, non-voting
- Director, Graduate Admissions and Records, *ex officio*, non-voting

- Registrar, *ex officio*, non-voting
- Associate Registrar, *ex officio*, non-voting
- Associate Dean, Academic Advising (Faculties of Science, Social Sciences, and Humanities), *ex officio*, non-voting

Total membership = 24 (19 voting members)

The secretary of the committee is the Associate University Secretary.

Approved and Revised by Senate:

April 6, 1983

October 6, 1995

May 4, 2007

May 4, 2012

October 4, 2013

December 6, 2013



Date: September 16, 2020

To: Senate

From: Senate Committee on Awards

Re: **New and Revised Awards**

The Senate Committee on Awards met on May 19, June 18, July 09, August 20 and September 10, 2020 and approved a number of new and revised awards for Senate's approval. Terms of these awards are in the attached appendix.

Recommended Motion:

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

- Otto and Joan Bekius Scholarship* (New)
- Distinguished Education Alumni Scholarship* (Revised)
- Knowledge First Foundation Scholarship* (Revised)
- Stephens Family Undergraduate Research Awards in Organic & Sustainable Food Systems (Revised)
- Orca Book Publishers Award in Indigenous Language Revitalization (Revised)
- Faculty of Education Emergency Bursary (Revised)
- Brian Money and Nancy Dyer Accordion Scholarship in Music (New)
- Faculty of Engineering Undergraduate Entrance Scholarship* (New)
- Faculty of Education Undergraduate Entrance Scholarship* (New)
- Faculty of Human and Social Development Undergraduate Entrance Scholarship* (New)
- Peter B. Gustavson School of Business Undergraduate Entrance Scholarship* (New)
- Faculty of Humanities Undergraduate Entrance Scholarship* (New)
- Faculty of Fine Arts Undergraduate Entrance Scholarship* (New)
- Dr. David Cook Memorial Scholarship (Revised)
- Embassy of Ukraine Book Prize (New)
- Phoenix Bursary (Revised)
- Carmanah Prize in Eco-Technology* (Revised)
- J. Prospero Scholarship for Sustainable Mining (New)
- Graduate of 1976 Visual Arts Scholarship (New)
- Victoria Real Estate Board Bursary (Revised)
- Darlene Scott Scholarship* (Revised)
- Henry and Marian Thiel International Business Award* (Revised)
- Peter B. Gustavson School of Business MGB Scholarship (New)
- Betty and Gilbert Kennedy Graduate Scholarship in Mathematics and Statistics* (New)
- Dr. Margaret "Marmie" Perkins Hess Graduate Fellowships in Earth, Ocean, Astronomy, and Environmental Sciences* (New)
- Rose Won Lau Business Scholarship* (Revised)

- JTS Scholarship* (Revised)
- School of Music Faculty String Award* (Revised)
- Sheila Ryan and Eileen Ryan Graduate Scholarship in Nursing* (Revised)
- Microserve Scholarship in Business, Management Information Systems (Revised)
- Iola Worthington Scholarship in Business* (Revised)
- Jean Foley International Business Scholarship (Revised)

** Administered by the University Of Victoria Foundation*

Respectfully submitted,

2020/2021 Senate Committee on Awards

Helga Hallgrimsdottir (Chair), School of Public Administration

Brian Cant, Alumni Association

Jacob Hunt, GSS Representative

John Dower, Faculty of Graduate Studies

Carmencita Duna, International Student Services

Nicole Greengoe, Registrar

Tomas Kalyniuk, Student Senator

Lori Nolt, Student Awards and Financial Aid

Yvonne Rondeau, Faculty of Graduate Studies

Charlotte Schallié, Faculty of Graduate Studies

Brock Smith, Peter B. Gustavson School of Business

Suzanne Snizek, School of Music

Linda Welling, Department of Economics

Alexis Ramsdale (Secretary), Student Awards and Financial Aid

Appendix

Terms for New and Revised Awards

Additions are underlined
Deletions are ~~struck through~~

Otto and Joan Bekius Scholarship* (New)

One or more scholarships are awarded to academically outstanding PhD students in the Department of History studying European or Military History. Preference will be given to students pursuing research relating to the joint military history of the United Kingdom and the Netherlands. Selection of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of History.

Distinguished Education Alumni Scholarship* (Revised)

A scholarship is awarded to an academically outstanding undergraduate student in an area of study in the Faculty of Education. The area of study is chosen by the Distinguished Education Alumni Award recipient. ~~Application forms are available from the Faculty of Education office.~~ Three letters of reference are required from Faculty members, members of the community, or peers describing the applicant's university or community service contributions and leadership capabilities. Completed applications and reference letters must be submitted to the Faculty of Education ~~o~~Office by May ~~31~~15.

Knowledge First Foundation Scholarship* (Revised)

One or more scholarships, of up to ~~of~~ \$1,000 each, are awarded to academically outstanding undergraduate students. Preference will be given to students who demonstrate outstanding contributions to their community. Students must submit a one-page statement outlining their volunteer and/or community involvement.

Stephens Family Undergraduate Research Awards in Organic & Sustainable Food Systems (Revised)

One or more undergraduate awards of up to \$5,000 in total will be awarded to students in the Faculty of Social Sciences, in the form of a research stipend, to provide the student with the resources to conduct their field research in collaboration with UBC's Faculty of Land and Food Systems (preferred) or, if UBC is unable, with another institution/organization chosen by UVic in consultation with the Stephens Family. This award may not be awarded to the same student more than once. Selection of recipients will be made by Senate Committee on Awards upon the recommendation of the Faculty of Social Sciences Awards and Recognition Committee. Students must submit their application to the Faculty of Social Sciences by May 31 ~~September 15~~.

Orca Book Publishers Award in Indigenous Language Revitalization (Revised)

One award is given to an undergraduate student in the Faculty of Education enrolled in either the Diploma in Indigenous Language Revitalization or the Bachelor of Education in Indigenous Language Revitalization who is developing their own language proficiency and has a strong record of contributing to their/a language community through their work. Applications must be accompanied by a letter of recommendation from a community group/member providing evidence of the contributions the applicant has made. ~~Application forms are available at the Faculty of Education office and must be submitted by June 15.~~ Completed applications and reference letters must be submitted to the Faculty of Education office by May 31. Part-time students (enrolled in at least 4.5 units) are eligible for this

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

Faculty of Education Emergency Bursary (Revised)

One or more bursaries, to a maximum of ~~\$750~~ \$250 each, are awarded to undergraduate or graduate students in the Faculty of Education. The bursary is intended to offer students one-time financial assistance in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

Brian Money and Nancy Dyer Accordion Scholarship in Music (New)

One or more scholarships are awarded to academically outstanding entering or continuing undergraduate or graduate students in the School of Music whose principal instrument is accordion. Preference is for graduate students. Approval of the recipients will be made by either the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee, upon the recommendation of the School of Music.

Faculty of Engineering Undergraduate Entrance Scholarship* (New)

One or more scholarships are awarded to academically outstanding undergraduate students entering the Faculty of Engineering.

Faculty of Education Undergraduate Entrance Scholarship* (New)

One or more scholarships are awarded to academically outstanding undergraduate students entering the Faculty of Education.

Faculty of Human and social development Undergraduate Entrance Scholarship* (New)

One or more scholarships are awarded to academically outstanding undergraduate students entering the Faculty of Human and Social Development.

Peter B. Gustavson School of Business Undergraduate Entrance Scholarship* (New)

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

Faculty of Humanities Undergraduate Entrance Scholarship* (New)

One or more scholarships are awarded to academically outstanding undergraduate students entering the Faculty of Humanities.

Faculty of Fine Arts Undergraduate Entrance Scholarship* (New)

One or more scholarships are awarded to academically outstanding undergraduate students entering the Faculty of Fine Arts.

Dr. David Cook Memorial Scholarship (Revised)

~~One or more~~ A scholarships ~~are of \$1,500~~ is awarded to an outstanding graduate students in the School of Music who shows potential in performance. Preference will be given to a students who maintains employment while at the University of Victoria or who has dependents ~~dependants~~. Financial need may also be a consideration. Selection of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

Embassy of Ukraine Book Prize (New)

A book prize is awarded to an academically outstanding undergraduate student or students enrolled in courses on Ukrainian language, history or culture. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Germanic and Slavic Studies.

Phoenix Bursary (Revised)

~~One or more bursaries are~~ A bursary of \$6,000 is awarded to ~~a lone single parents who are~~ is enrolled in ~~an~~ undergraduate or graduate programs in any faculty. Preference will be given to students who are returning to school. Preference will be given to 1) a mature student (23 years or older) returning to studies at UVic or 2) a student resuming studies at UVic after a break of more than 12 months. Recipients may receive the bursary only once.

Carmanah Prize in Eco-Technology* (Revised)

One or more prizes are awarded to undergraduate students based on their capstone design project in ELEC 499A, CENG 499A, MECH 400, ELEC 499B, CENG 499B, ~~or~~ SENG 499, CIVE 400 or BME 499. Projects must have a focus on eco-technology and will be selected by the project design judging team in the Faculty of Engineering.

J. Prospero Scholarship for Sustainable Mining (New)

A scholarship of \$1,000 is awarded to an academically outstanding woman undergraduate student entering third or fourth year in either the Department of Economics, School of Environmental Studies or the Department of Geography with an interest in pursuing a career in the mining industry. Preference is for students whose academic research (Honours Thesis/JCURA under the guidance of a faculty member) seeks to improve the environmental and social performance of the mining industry. Applicants must submit a one page summary of their research. Further preference is given to Indigenous women students and people of colour.

Applications must be submitted to the Dean of Social Sciences office by April 30. Approval of the recipients will be made by the Senate Committee on Awards based on the recommendation of the Faculty of Social Sciences.

Graduate of 1976 Visual Arts Scholarship (New)

One or more scholarships are awarded to academically outstanding undergraduate students entering or continuing in the Department of Visual Arts. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Visual Arts.

Victoria Real Estate Board Bursary (Revised)

One or more bursaries are awarded ~~annually as a bursary to~~ undergraduate students ~~registered at the University of Victoria who are dependents~~ dependants of members of the Victoria Real Estate Board. ~~Students registered at the University of Victoria who find that they must transfer to another university in order to complete their chosen program are eligible to apply for these awards.~~

Peter B. Gustavson School of Business MGB Scholarship (New)

A scholarship is awarded to a graduate student in the Peter B. Gustavson School of Business Master of Global Business (MGB) Program who has completed the first module in the program and who facilitates and promotes a positive learning environment. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Award Committee upon the recommendation of the Peter B. Gustavson School of Business.

Betty and Gilbert Kennedy Graduate Scholarship in Mathematics and Statistics* (New)

One or more scholarships are awarded to academically outstanding entering Masters or PhD students in the Department of Mathematics & Statistics. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Mathematics and Statistics.

Dr. Margaret "Marmie" Perkins Hess Graduate Fellowships in Earth, Ocean, Astronomy, and Environmental Sciences* (New)

One or more fellowships of a minimum of \$15,000 are awarded to outstanding domestic or international graduate students whose research focus is on earth, ocean, astronomy and environmental sciences. These fellowships may be renewed for one additional year for a Master's student and up to two additional years for a PhD student providing the student maintains a first class grade point average and full time registration in their graduate degree program. Students apply through the Faculty of Graduate Studies and must submit a completed application form, a one page summary of their research subject and one academic reference letter by July 31. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Rose Won Lau Business Scholarship

One or more A scholarships are is awarded to a Bachelor of Commerce students participating in an academic exchange program and/or co-op work placement in China for the upcoming summer or winter session. Selection of the student is based on the submission of a resume and an essay demonstrating the student's involvement in sports, extra-curricular activities or community contributions and stating how the scholarship will be of assistance in completing the co-op term or exchange, and on academic merit. Preference will be given to a woman women students of Chinese ancestry. A cover letter can be used as the application form and must be returned with a resume and an essay to the Peter B. Gustavson School of Business Student Services Office (BEC 283) by April 30th. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

JTS Scholarship* (Revised)

A scholarship is awarded to an academically outstanding entering or continuing undergraduate student in either the Department of Visual Arts, School of Music or the Department of Theatre. Every year the award must go to a different department beginning with the Department of Visual Arts, then the School of Music and then the Department of Theatre on a rotating basis. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the nominating department, depending on year rotation.

School of Music Faculty String Award* (Revised)

One or more awards are Awards made on the recommendation of the School of Music faculty, subject to approval by the Senate Committee on Awards, given annually or as funds permit to outstanding entering or continuing undergraduate violinists, violists, cellists, or double bassists, in recognition of performance ability. In cases of equal performance skill, need should be the determining factor. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

The awards are named in recognition of School of Music faculty who made personal contributions to inaugurate this fund, but it is further supplemented through proceeds from

scholarship concerts and other sources. The number and size of such awards will be determined annually by the School faculty.

Sheila Ryan and Eileen Ryan Graduate Scholarship in Nursing (Revised)

One or more scholarships awards are awarded ~~given~~ to graduate students in the School of Nursing, with preference to students who have demonstrated financial need. ~~Graduate student applications must be submitted to the Faculty of Graduate Studies by June 15.~~ Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Nursing.

Microserve Scholarship in Business, Management Information Systems (Revised)

A scholarship of \$1,000 is awarded to an academically outstanding student enrolled in 3rd or 4th year of the Bachelor of Commerce program in the Peter B. Gustavson School of Business who has demonstrated aptitude for and interest specifically in management information systems and/or management and technology. Selection is based on academic standing with emphasis on achievement in COM 331: Management Information Systems. Graduating students are eligible for this award. Approval of recipients will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Iola Worthington Scholarship in Business*

One or more sScholarships are awarded to academically outstanding undergraduate students entering the core program or continuing in the Peter B. Gustavson School of Business. Approval of recipients will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Jean Foley International Business Scholarship

One scholarship ~~will be~~ is awarded ~~annually~~ to an academically outstanding Bachelor of Commerce student at the Peter B Gustavson School of Business who is entering fourth year and will be participating in an international exchange semester with a partner school. Approval of recipients will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.



Date: September 16, 2020

To: Senate

From: Senate Committee on Continuing Studies

Re: **2019/20 Annual Report**

The Terms of Reference for the Senate Committee on Continuing Studies define its scope and relationship with Senate and other Senate committees. Annually in October, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Continuing Studies met four times during the Academic Year: Wednesday, November 20, 2019, Thursday, January 9, 2020, Thursday, February 13, 2020 and Thursday, March 12, 2020. The committee considered a number of issues over the course of the year, including:

- the review of three diploma/certificate programs with approvals to approve the continued delivery for the next three years of the Population, Health Data Analysis Professional Specialization Certificate, Restoration of Natural Systems Certificate and Diploma and Canadian Studies Diploma
- the review of the Business Administration Certificate/Diploma with approval of the continued delivery for the next three years with an update on progress by way of a special review within one year
- the review of three program-like offerings: Monthly English (ELC), Canadian Falls Prevention, and Health Professional Development

Bullets of Major Issues:

- **Population Health Data Analysis Professional Specialization Certificate (November 20, 2019)**

Ms. Miranda Angus, Program Director and Ms. Ash Moosavi, Program Coordinator joined the meeting to answer questions regarding the report given to the committee.

The committee approved the continued delivery of the Population Health Data Analysis Professional Specialization Certificate for the next three years.



- **Restoration of Natural Systems Certificate/Diploma (January 9, 2020)**

Ms. Miranda Angus, Program Director and Dr. Tusa Shea joined the meeting to answer questions regarding the report given to the committee.

A question was asked about the low graduation rate, and it was noted this is normal amongst continuing study areas due to long breaks in the duration of their studies. It was recommended that Dr. Shea approach the Faculty of Law as this program would be a good fit for the Environmental law program. A committee member offered to connect Dr. Shea with local indigenous community members to strengthen connections locally. Moving the program to online has resulted in a significant increase in registrations. A new partnership with the Professional Society of Ecological Restoration has increased awareness of the program worldwide. It was noted that this years' Distinguished Alumnus was a graduate of this program.

The committee approved the continued delivery of the Restoration of Natural Systems Certificate/Diploma for another three years.

- **Business Administration Certificate / Diploma (February 13, 2020)**

Mr. Richard Mimick, Program Director and Ms. Marlowe Morrison joined the meeting to answer questions regarding the report given to the committee.

The program has experienced significant growth in international enrollments and much of the previous year has been focused on implementing better systems and processes to support this growth. Committee members expressed concerns regarding a lack of innovation particularly with regard to indigenous partners and updating curriculum.

The committee approved the continued delivery of the Business Administration Certificate / Diploma for another three years with a status update within one year on progress made towards aligning the program with UVic strategic priorities and the Indigenous Plan.

- **Canadian Studies Diploma (March 12, 2020)**

Ms. Miranda Angus, Program Director and Ms. Elizabeth Bowman, Program Coordinator joined the meeting to answer questions regarding the report given to the committee.

This is a unique program with two formats for undergraduate students. It is also part of the pathways program where two short term programs are provided to those students in April and August. New elective options are provided every 12 – 18 months to appeal to a broader cross-section of undergraduate students as well as professionals. A question was raised about hiring graduate students to teach these courses. As the hiring for sessional instructors goes out through faculties, they are often grad students.

- **Monthly English (ELC) (January 9, 2020)**

Dr. Jacqueline Prowse, Program Director and Ms. Cathy Ebert joined the meeting to answer questions on the report given to the committee.

This program has evolved since it's inception in 2008 from an overflow program to a regular stand-alone program. A member offered to take information to contacts in Taiwan as their faculty has many contacts that could benefit from a program like this.

- **Canadian Falls Prevention (February 13, 2020)**

Ms. Laura Vizina, Program Director and Ms. Sandy Meadows, Program Coordinator joined the meeting to answer questions on the report given to the committee.

A question was asked about accrediting the program. As this program attracts a wide variety of learners (nurses, physiotherapists, recreational therapists) with licencing requirements differing widely from discipline to discipline, accreditation is not a goal.

- **Health Professional Development (March 12, 2020)**

Ms. Laura Vizina, Program Director and Ms. Laila Strazds, Program Coordinator joined the meeting to answer questions on the report given to the committee.

Ms. Vizina welcomed the submission of names to expand the current Health Advisory Committee.

Respectfully submitted,

2020-21 Senate Committee on Continuing Studies

Jo-Anne Clarke, (Chair), Division of Continuing Studies

David Alexander, Convocation Senator

Penny Bryden, Faculty of Humanities

Carolyn Butler-Palmer, Faculty of Fine Arts

Jonathan Granirer, UVSS Representative

Wendy Gedney, Alumni Association

Mark Gillen, Faculty of Law

Christina Johnson, Student Rep. from diploma or certificate program in Continuing Studies

Mark Laidlaw, Faculty of Science

Jeffrey Bruton, GSS representative

Susan Lewis, AVP Academic Planning (President's Nominee)

James Nahachewsky, Faculty of Education

Sanghoon Nam, Peter B. Gustavson School of Business

Rustom Bhiladvala, Faculty of Engineering

Kenneth Stewart, Faculty of Social Sciences

Kirsten Kopp (Secretary), Division of Continuing Studies

2019-20 Senate Committee on Continuing Studies

Jo-Anne Clarke, (Chair), Division of Continuing Studies

David Alexander, Convocation Senator

Penny Bryden, Faculty of Humanities

Carolyn Butler-Palmer, Faculty of Fine Arts

Victoria Eaton, UVSS Representative

Wendy Gedney, Alumni Association

Mark Gillen, Faculty of Law

Christina Johnson, Student Rep. from diploma or certificate program in Continuing Studies

Mark Laidlaw, Faculty of Science

Connor Leshner, GSS representative

Susan Lewis, Acting AVP Academic Planning (President's Nominee)

James Nahachewsky, Faculty of Education

Sanghoon Nam, Peter B. Gustavson School of Business

Esther Sangster-Gormley, Faculty of Human and Social Development

Poman So, Faculty of Engineering

Kenneth Stewart, Faculty of Social Sciences

Kirsten Kopp (Secretary), Division of Continuing Studies



Date: 9 September 2020

To: Senate

From: Senate Committee on Curriculum

Re: **2019-2020 Annual Report**

The Terms of Reference for the Senate Committee on Curriculum define its scope and relationship with Senate and other Senate committees. Annually in October, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Curriculum met three times during 2019-20: C1 (9 December 2019); C2 (13 March 2020); C3 (28 August 2020). The committee considered a number of issues over the course of the year:

- Primarily, there was the regular business of the assessment and approval of curriculum change submissions, to proceed to Senate. The Committee assessed 1,110 submissions over the three Cycles (481, 587, 42), which is consistent with previous years.
- The implementation of Quali Curriculum Management. The software provides a database of calendar content and a workflow for managing curriculum proposals. The project was successfully completed and used for the preparation and review of proposals in all three Cycles.
- A project was undertaken to ensure style consistency in course descriptions in the Calendar.
- There was continued discussion with AVPAP to improve the consultation between that office, academic units and SCC regarding changes to the required courses in programs.
- A Calendar-wide revision to change ENGL 101 to ATWP 101 and ENGL 135 to ATWP 135.

Additionally, the committee provided feedback and support during the production of the new, online version of the Calendar (May 2020 onwards), which features: mobile-friendly browsing; improved search; consistent display of course and program requirements; increased accessibility.

The Committee also recognized the contributions of out-going Chair, Tim Haskett, and thanked him for his dedication to the committee over the years.

Respectfully submitted,

2020/2021 Senate Committee on Curriculum

Robin Hicks, Vice-Chair, Faculty of Science
Laurie Barnas, Associate Registrar
Neil Burford, Chair, Senate Committee on Academic Standards
Adam Con, Faculty of Fine Arts
Gordon Fulton, Designate for Vice-President Academic & Provost
Andrea Giles, Co-operative Education & Career Services
Chris Graham, Peter B. Gustavson School of Business
Nicole Greengoe, Registrar
Navinder Hundal, Student Senator
LillAnne Jackson, Faculty of Engineering
Sabrina Jackson, Director, Graduate Admission and Records
Donna Jeffery, Faculty of Human and Social Development
Freya Kodar, Faculty of Law
Asia Longphee, UVic Calendar Editor
Gary MacGillvray, President's Nominee
Michele Martin, Division of Medical Sciences
Catherine McGregor, Faculty of Education
Nilanjana Roy, Faculty of Social Sciences
Ada Saab, Associate University Secretary
Lisa Surridge, Faculty of Humanities
Jennifer White, Faculty of Graduate Studies
James Wigginton (Secretary), Office of the Registrar

2019/2020 Senate Committee on Curriculum

Tim Haskett, Chair, Faculty of Humanities
Alex Brolo, Faculty of Science
Laurie Barnas, Associate Registrar
Neil Burford, Chair, Senate Committee on Academic Standards
Adam Con, Faculty of Fine Arts
Steve Evans, Faculty of Graduate Studies
Gordon Fulton, Designate for Vice-President Academic & Provost
Andrea Giles, Co-operative Education & Career Services
Chris Graham, Peter B. Gustavson School of Business
Sarina de Havelyn, Student Senator
LillAnne Jackson, Faculty of Engineering
Sabrina Jackson, Acting Director, Graduate Admission and Records
Freya Kodar, Faculty of Law
Asia Longphee, UVic Calendar Editor
Gary MacGillvray, President's Nominee
Michele Martin, Division of Medical Sciences
Catherine McGregor, Faculty of Education
Nilanjana Roy, Faculty of Social Sciences
Ada Saab, Associate University Secretary
Esther Sangster-Gormley, Faculty of Human and Social Development
Lisa Surridge, Faculty of Humanities
Wendy Taylor, Acting Registrar
James Wigginton (Secretary), Office of the Registrar



University
of Victoria

Senate Committee on
Curriculum

MEMO

Date: 16 September 2020
To: Senate
From: Senate Committee on Curriculum
Re: **2020/2021 Cycle 3 Curriculum Submissions**

All curriculum submissions are available for viewing by Senate on its Connect site using the following link: <https://connect.uvic.ca/sites/executive/senate/SitePages/Home.aspx>.

On the left hand side, click on the link '2020 - 2021 Senate Meeting Agendas and Materials' then select the folder 'Curriculum Changes effective January 1, 2021'.

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2020-2021 academic calendar, effective January 1, 2021.

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

2020/2021 Senate Committee on Curriculum

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Gustavson
School of Business
University of Victoria

Office of the Dean
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

Tel 250-472-4139
Fax 250-721-6613
gustavson@uvic.ca
www.uvic.ca/gustavson



MEMO

DATE: September 11, 2020
TO: Senate
FROM: Saul Klein, Dean
RE: Bylaws & Constitution Changes for Senate Approval

Please find attached all documents corresponding to the approval of changes to our Bylaws & Constitution at Faculty Council on September 9, 2020.

These changes incorporate emergency planning protocols as well as minor editorial changes.

Thank you.

I. Faculty Council

1. When a representative ceases to be a member of the constituency, the seat will be declared vacant, and the constituency will be requested by Council to appoint a new representative for the balance of the term.
2. There shall be a minimum of one meeting of the Council scheduled every four month period each year, at ~~an hour and place~~ **a time and form** to be stated in the notice calling the meeting.
3. It is the responsibility of all members of Council to attend scheduled meetings of Council.
4. If a member cannot attend a meeting, it is the responsibility of that member to inform Council either directly or through the Dean's Secretary of the intent to be absent.
5. Special meetings of Council may be called by the Chair. At the written request of ten members of Council, special meetings will be called by the Chair within ten days.
6. **Emergency meetings of Council may be called by the Chair, in terms of the Emergency Protocol described in the Constitution, with at least three days notice.**
7. In the absence of the Chair, one of the Associate Deans will preside over the meeting as appointed by the Dean.
8. No proposal for changes in policy or regulations may be brought for a vote unless the material outlining the proposal has been distributed to members of Council at least one week in advance of the meeting or unless otherwise authorized by the Dean.
9. Notice of meeting, agenda and supporting material shall be distributed at least one week in advance of any meeting unless otherwise authorized by the Dean.
10. Minutes of each Council meeting will be distributed on a pre-adopted basis within ten working days after the meeting, and approved at the next Council meeting.
11. Council may delegate to the Executive Committee the authority to act on behalf of Council on specified matters ~~such as fixing and determining courses and programs of study,~~ subject to external approval **as required in the Constitution of the Gustavson School of Business.**
12. No proxy voting shall be permitted on motions brought to a vote in meetings of Council or standing committees. Council or its standing committees may, if desired, determine that a particular motion should be voted on by ~~mail or~~ email ballot outside of a Council or standing committee meeting.

II. Faculty Council Ad Hoc Committees

1. The Council may establish ad hoc committees to investigate any matters coming before Council and to report to Council through the Executive Committee on any policy recommendations.
2. All ad hoc committees may appoint sub-committees to investigate and report on any matters relating to the work of those committees.
3. Notice of meetings shall be distributed to all members of each committee.
4. Notices of meetings and agendas shall be distributed at least ~~one week~~ **seven (7) days** in advance of the meeting unless otherwise authorized by the Dean.
5. Records of all committee meetings shall summarize the pertinent points discussed and the results of a vote on all motions.
6. Summary records of each meeting will be distributed to members of the committee in pre-adopted form within ten working days after the meeting.
7. A copy of the records of all meetings will reside in the Dean's Office and be made available to members of Council on request or via the Council Connect site (<https://connect.uvic.ca/sites/gustavson/Pages/default.aspx>).
8. Ex-officio members of ad hoc committees shall have the right to vote.
9. The quorum for meetings of ad hoc committees shall be fifty percent (50%) of the members of each committee unless otherwise specified.
10. Membership on Council is not a requirement for eligibility for membership on ad hoc committees.
11. Any member of Council shall have the right to attend any ad hoc committee meeting; however, only committee and ex-officio members shall have voting privileges.

III. Standing Committees

There shall be four standing committees of Council to be known as the:

- a) Executive Committee
- b) Undergraduate Faculty Curriculum Committee (UG FCC)
- c) Graduate Faculty Curriculum Committee (GR FCC)
- d) Assurance of Learning (AoL) Committee

Faculty vacancies occurring in a standing committee, except Executive Committee, at any time shall be filled by an appointment made by the committee or an administrator responsible for staffing the committee and reported to Council.

The ~~s~~Student representatives shall normally be chosen by their various constituencies by September 15 of the year in which they are to serve. Administrative members, as appropriate, shall be appointed by the Executive Committee at any time during the year.

A member of a committee who cannot attend a meeting shall inform the Secretary or the Chair of that committee of the intent to be absent. Committee members are urged to keep their online calendars updated for ease of scheduling. A committee member who is repeatedly absent will be replaced following consultation between the Committee Chair and the Dean.

1. Executive Committee

a) Membership

- i. Ex-Officio: Dean, Academic Director of Undergraduate Programs, one Director of the Graduate Programs (appointed by the Dean) and either the ~~Gustavson International Programs~~ Director or the ~~Associate Director, Business Co-op and Career Co-op & Career Manager~~ (also appointed by the Dean). The Dean can invite other members of the faculty to participate in Executive Committee meetings as deemed necessary, but they cannot vote (e.g. Associate Deans, Program Directors).
 - ii. Three members-at-large of the Gustavson School Executive Committee shall be elected from the two electoral constituencies identified below, based on proportional representation with a minimum of one representative per constituency:
 - a. Faculty holding the rank of Full Professor, Associate Professor, or Assistant Professor in tenured or tenure stream appointments, or with limited term appointments longer than one year.
 - b. Faculty holding the rank of Teaching Professor, Associate Teaching Professor or Assistant Teaching Professor in teaching stream appointments, or with limited term appointments longer than one year.
 - iii. The Dean is not eligible for election and will serve as Chair. The Chair will abstain from voting, except in the case of a tie.
- b) Faculty ~~m~~Members are eligible for election to the Executive Committee if they belong to one of the two electoral constituencies, are not already serving as an ex-officio member of the Executive Committee, and are available for the full two-year term of office. Current members are eligible for re-election. Each year, a list of such eligible members will be circulated.
- c) The election will be held annually by April 15 using an e-mail ballot. Votes will be collected from only those representing the groups in III.1.a.ii.

- d) The term of office for elected members will be two years starting July 1 and ending June 30 after 24 months. The terms of the members-at-large will be staggered, so that at least one member-at-large is elected each year.

e) Meetings

Regular meetings will be held at least once per term during the academic year and special meetings may be held at the call of the Chair. The notice of meeting and agenda of the Executive Committee meetings should be distributed to the committee one week in advance of each meeting unless otherwise authorized by the Dean.

f) Quorum

At least sixty (60) percent of elected & appointed/ex-officio members (four persons, minimum) plus the Chair (or designate) are required to comprise a quorum.

g) Responsibilities

- i. To set the agenda for Council meetings.
- ii. To receive and consider reports on all matters that require Council's approval and forward these to Council or return them for further consideration. ~~These matters include: fixing and determining courses of study for existing programs in the School of Business subject to external approval as required by the Constitution.~~
- iii. To receive and consider plans and reports of the Dean, including the School of Business budget.
- iv. To collaborate with the Dean and Appointments Committee in determining the hiring priorities and desired qualifications for instructional staff and Directors in the School.
- v. To make decisions on all matters that Council has delegated to the Committee to decide on Council's behalf.
- vi. If considered appropriate, to require the investigation of specific subjects related to any School policy and to review ensuing reports after it has passed through the appropriate committee.
- vii. To receive, consider, and either refer back or forward to Council, proposed changes and amendments to the Constitution and Bylaws of the School. Changes may be proposed by any member or group of members of the Council.
- viii. To advise the Dean on other matters as requested.

2. Undergraduate Faculty Curriculum Committee (UG FCC)

a) Membership

At least two ffaculty mMembers from the same electoral constituencies as III.1.a.ii, appointed by the Dean and approved by the Executive Committee, by June 30 of each academic year. In appointing members for a two-year term (July 1 – June 30), the Dean will take into account the need for staggered terms and the willingness of ffaculty mMembers to serve. Also appointed are one member from the Assurance of Learning Committee and one representative from Business Co-op & Career. Ex-officio members include the Associate Dean, Programs, the Director of Undergraduate Programs Administration, and one student representative of the Commerce Student Society (normally the elected president for the length of their term). The BCom Academic Director shall set the agenda and serve as Chair.

b) Responsibilities

To develop, consider and recommend to Executive Committee undergraduate curriculum and program additions, changes and deletions.

To determine, monitor and assess grading standards of admission, progress and withdrawal from degree programs.

To establish, monitor and assess grading standards and procedures and approve international exchange grade interpretation policies.

To monitor and assess student recruitment and employment procedures and performance.

To monitor and assess student internship procedures, requirements and performance.

To receive and consider undergraduate program administrative policies, procedures and guidelines that may affect the effectiveness of the academic program delivery.

To ensure programs follow best practices for Assurance of Learning.

c) Limitations

The UG FCC has no formal decision making authority. Administrative recommendations will ultimately require the approval of the Dean. Academic recommendations will ultimately require approval of Executive Committee and Council.

d) Quorum

At least 60% of committee membership including at least one appointed ~~f~~aculty ~~m~~Members.

e) Sub-Committees

May include Business Minor & Option Team and BCOM Team, or others as deemed necessary by the Chair.

3. Graduate Faculty Curriculum Committee (GR FCC)

a) Membership

At least two ~~f~~aculty ~~m~~Members from the same electoral constituencies as III.1.a.ii, appointed by the Dean and approved by the Executive Committee by June 30 of each academic year. In appointing members for a two-year term (July 1 – June 30), the Dean will take into account the need for staggered terms and the willingness of faculty members to serve. Also appointed are one member from the Assurance of Learning Committee and one representative from Business Co-op & Career. Ex-officio members include the Director/s, the Associate/Administrative Director/s and Program Managers of all the Graduate Programs (either or both can attend), and at least one Gustavson graduate student representative (for one year July 1 – June 30). The Associate Dean, Programs shall set the agenda and serve as Chair.

b) Responsibilities

Select a Business representative (who is a full member of Graduate Studies) to serve on the Faculty of Graduate Studies (FGS) Executive Committee from either the ~~f~~aculty ~~m~~Members listed in 3.a or a faculty member serving on the PhD Advisory Committee.

To develop, consider and recommend to Executive Committee the graduate programs' curriculum and program additions, changes and deletions.

To determine, monitor and assess grading standards of admission, progress and withdrawal from graduate programs.

To establish, monitor and assess grading standards and procedures and approve international exchange grade interpretation policies.

To monitor and assess student recruitment and employment procedures and performance.

To monitor and assess student internship procedures, requirements and performance.

To receive and consider graduate programs' administrative policies, procedures and guidelines that may affect the effectiveness of the academic program delivery.

To ensure programs follow best practices for Assurance of Learning.

c) Limitations

The GR FCC has no formal decision making authority. Administrative recommendations will ultimately require the approval of the Dean. Academic recommendations will ultimately require approval of Executive Committee, Council, and the Faculty of Graduate Studies.

d) Quorum

At least 60% of committee membership including at least one appointed ~~ff~~ faculty ~~m~~Members.

e) Sub-Committees

May include MBA, MGB, MM and PhD Advisory Committees, or others as deemed necessary by the Chair.

4. Assurance of Learning Committee

a) Membership

Three ~~ff~~Faculty ~~m~~Members from the same electoral constituencies as III.1.a.ii will be appointed by the Dean for staggered, two-year terms. One of these three ~~ff~~faculty committee members will serve as Chair, one will sit on the Undergraduate Faculty Curriculum Committee, and one will sit on the Graduate Faculty Curriculum Committee.

The Associate Dean, Programs and the Accreditation Officer will serve as ex-officio members.

b) Responsibilities

To provide and maintain supporting document templates to facilitate every stage of the AoL process.

To be a knowledge resource for Programs when forming Learning Goals and Objectives.

To be a knowledge resource for Programs when determining or revising assessment and measurement tools.

To be a resource for Programs when forming program improvement plans.

To be members of the Undergraduate and Graduate Faculty Curriculum Committees, informing those committees of changes in best practice and school-wide AoL updates.

To report periodically to the Executive Committee on AoL progress.

To promote a culture of assessment and continuous improvement at the program level.

c) Limitations

The Assurance of Learning Committee has no formal decision making authority. Administrative and academic recommendations will require the approval of the Program Committees.

d) Quorum

At least three of the four faculty members must be in attendance.

IV. Appointments Committee/s

As per the Collective Agreement (CA), an Appointments Committee is formed by April 30 and procedures developed annually (CA s. 32.1) to meet the specific requirements of screening and conducting interviews of candidates in the disciplinary areas targeted for recruitment. When there are appointments to multiple faculty positions in the same year, multiple Appointments Committee may be formed for appointment recommendations for the different positions. The School ~~has historically chosen to have the Dean establish committee membership and have the composition brought to the spring term Council meeting for information~~ will select one or more structures for making recommendations on appointments for the following Academic Year. A different structure may be chosen for each committee.

Each Appointments Committee requires a minimum of three faculty members, able to vote on each case. Committee members may be from any electoral constituencies as III.1.a.ii. The Associate Dean, Programs and the Associate Dean, Faculty Renewal are eligible to serve on Appointment committee/s. In the case of multiple committees, each one consists of the Chair plus a minimum of two other members. There will normally be ~~four~~ three members chosen to serve for each committee, and the same members can serve on more than one committee. All members are expected to participate fully in the selection process up to the point of a recommendation vote.

The Appointments Committee will use regular processes to ensure broad consultation with other faculty members. Faculty members with expertise in the appointment's discipline may assist in the initial screening of applicants and any faculty member may be involved in informal interviews, such as those conducted during placement activities at academic conferences or during the candidate's campus visit (e.g. research and teaching presentations). Feedback to the Chair is requested from all faculty after each candidate

visit, however, any input from non-committee members is treated as advisory, with recommendations remaining with the designated Appointments Committee.

Appointment recommendations are made only where the Committee has had sufficient interaction with a candidate to make a suitably informed decision. Such interaction normally takes place on site during a campus visit by the candidate. During the campus visit, a candidate is expected to:

- a) Provide a research seminar that demonstrates his or her scholarly capabilities (for research faculty appointments only)
- b) Conduct all or part of a regular class session, subject to availability of a suitable group of students, that demonstrates his or her teaching capabilities
- c) Undergo a formal interview conducted by all members of the Appointments Committee or its relevant sub-committee
- d) Meet with as many GSB Gustavson faculty and staff as possible, particularly those with whom the candidate might work most closely if successfully appointed
- e) Meet with the Dean, or designate, for an informal interview.

After all candidates have been interviewed, the Appointments Committee makes a recommendation to the Dean that indicates:

- a) Whether a candidate is acceptable for an offer of appointment; and
- b) If a candidate is considered acceptable, how the candidate is ranked relative to others.

By default, the vote on a candidate's acceptability is done by secret ballot but, if all committee members agree, the Chair may allow otherwise.

Information supplied by a candidate is confidential. It may be shared by the Appointments Committee with faculty and staff within the School who interact with the candidate. Information gathered by the committee, such as feedback from faculty, staff or students, who have interacted with a candidate, is not shared outside of the committee, other than with the Dean; similarly, information from the committee's interviews and discussions is not shared with non-committee members.

V. Reappointment, Continuing Appointment, Promotion and Tenure Committees

As required by CA s. 32.1, the School will select one or more structures, consistent with the Collective Agreement, for making recommendations on Reappointments, Promotions

and Tenure for the following Academic Year. establishes committees to consider reappointments, promotion and tenure decisions each year. Among the available options, the School has historically chosen to have the Dean establish committee membership from those holding tenured or continuing appointments and to notify faculty of the committee composition. The Associate Dean, Programs and the Associate Dean, Faculty Renewal are eligible to serve on RPT committee/s. Separate committees may be formed for Research Stream and for Teaching Stream faculty.

The RPT committee shall follow the procedures laid out in the Collective Agreement.

VI. Academic Administration

1. Associate Dean(s) (Faculty Renewal and Programs)

- a) The duties of the Associate Deans shall include:
 - i. duties as assigned by the Dean.
 - ii. an Associate Dean shall normally act for the Dean in his/her absence.
- b) The appointment shall normally be for a term of three to five years.
- c) The Associate Deans shall be appointed as per the UVic Policy GV0605 – Appointment of the Associate Dean, Faculty of Business.

2. Academic Directors of Master Programs (MBA, MGB)

- a) The duties of the Academic Directors for each of the Master Programs shall include:
 - i. responsibility for Master-level education
 - ii. recommending instructors for master courses
 - iii. recommending students for admission
- b) The appointment shall normally be for a term of three years.
- c) The Academic Directors of the Master Programs shall be members of the School as listed in III.1.a.ii.
- d) The Academic Directors shall be appointed by the Dean in collaboration with the members of the Executive Committee.

3. Academic Director of Undergraduate Programs

- a) The duties of the Academic Director of Undergraduate Programs shall include:
 - i. responsibility for Undergraduate education
 - ii. recommending instructors for undergraduate courses
- b) The appointment shall normally be for a term of three years.
- c) The Academic Director of Undergraduate Programs shall be a member of the School as listed in III.1.a.ii.
- d) The Academic Director shall be appointed by the Dean in collaboration with the members of the Executive Committee.

4. Director of the PhD Program

- a) The duties of the Director of the PhD Program shall include:
 - i. responsibility for PhD education
 - ii. recommending instructors for PhD courses
 - iii. managing the support staff assigned to the Doctoral Program
 - iv. recommending students for admission to the PhD Program.
- b) The appointment shall normally be for a term of three years.
- c) The Director of the PhD Program shall be a member of the School as listed in III.1.a.ii.
- d) The Director shall be appointed by the Dean in collaboration with the members of the Executive Committee.

V. Changes to Bylaws

1. All proposed changes in the Bylaws must be considered by the Executive Committee before submission to Council.
2. Notice of a motion to change the Bylaws must be circulated to Council members at least one week in advance of a scheduled meeting unless otherwise authorized by the Dean.
3. Changes in the Bylaws for which adequate notice has been given, require a simple majority vote by the Council at any scheduled meeting.

4. Any matter for which adequate notice has not been given, but which has been authorized by the Dean (see I.7.), will require an affirmative vote of two-thirds of the members present at a scheduled meeting.

I. Faculty Council

1. When a representative ceases to be a member of the constituency, the seat will be declared vacant, and the constituency will be requested by Council to appoint a new representative for the balance of the term.
2. There shall be a minimum of one meeting of the Council scheduled every four month period each year, at a time and form to be stated in the notice calling the meeting.
3. It is the responsibility of all members of Council to attend scheduled meetings of Council.
4. If a member cannot attend a meeting, it is the responsibility of that member to inform Council either directly or through the Dean's Secretary of the intent to be absent.
5. Special meetings of Council may be called by the Chair. At the written request of ten members of Council, special meetings will be called by the Chair within ten days.
6. Emergency meetings of Council may be called by the Chair, in terms of the Emergency Protocol described in the Constitution, with at least three days notice.
7. In the absence of the Chair, one of the Associate Deans will preside over the meeting as appointed by the Dean.
8. No proposal for changes in policy or regulations may be brought for a vote unless the material outlining the proposal has been distributed to members of Council at least one week in advance of the meeting or unless otherwise authorized by the Dean.
9. Notice of meeting, agenda and supporting material shall be distributed at least one week in advance of any meeting unless otherwise authorized by the Dean.
10. Minutes of each Council meeting will be distributed on a pre-adopted basis within ten working days after the meeting, and approved at the next Council meeting.
11. Council may delegate to the Executive Committee the authority to act on behalf of Council on specified matters subject to external approval, as required in the Constitution of the Gustavson School of Business.
12. No proxy voting shall be permitted on motions brought to a vote in meetings of Council or standing committees. Council or its standing committees may, if desired, determine that a particular motion should be voted on by email ballot outside of a Council or standing committee meeting.

II. Faculty Council Ad Hoc Committees

1. The Council may establish ad hoc committees to investigate any matters coming before Council and to report to Council through the Executive Committee on any policy recommendations.
2. All ad hoc committees may appoint sub-committees to investigate and report on any matters relating to the work of those committees.
3. Notice of meetings shall be distributed to all members of each committee.
4. Notices of meetings and agendas shall be distributed at least seven (7) days in advance of the meeting unless otherwise authorized by the Dean.
5. Records of all committee meetings shall summarize the pertinent points discussed and the results of a vote on all motions.
6. Summary records of each meeting will be distributed to members of the committee in pre-adopted form within ten working days after the meeting.
7. A copy of the records of all meetings will reside in the Dean's Office and be made available to members of Council on request or via the Council Connect site (<https://connect.uvic.ca/sites/gustavson/Pages/default.aspx>).
8. Ex-officio members of ad hoc committees shall have the right to vote.
9. The quorum for meetings of ad hoc committees shall be fifty percent (50%) of the members of each committee unless otherwise specified.
10. Membership on Council is not a requirement for eligibility for membership on ad hoc committees.
11. Any member of Council shall have the right to attend any ad hoc committee meeting; however, only committee and ex-officio members shall have voting privileges.

III. Standing Committees

There shall be four standing committees of Council to be known as the:

- a) Executive Committee
- b) Undergraduate Faculty Curriculum Committee (UG FCC)
- c) Graduate Faculty Curriculum Committee (GR FCC)
- d) Assurance of Learning (AoL) Committee

Faculty vacancies occurring in a standing committee, except Executive Committee, at any time shall be filled by an appointment made by the committee or an administrator responsible for staffing the committee and reported to Council.

Student representatives shall normally be chosen by their various constituencies by September 15 of the year in which they are to serve. Administrative members, as appropriate, shall be appointed by the Executive Committee at any time during the year.

A member of a committee who cannot attend a meeting shall inform the Secretary or the Chair of that committee of the intent to be absent. Committee members are urged to keep their online calendars updated for ease of scheduling. A committee member who is repeatedly absent will be replaced following consultation between the Committee Chair and the Dean.

1. Executive Committee

a) Membership

- i. Ex-Officio: Dean, Academic Director of Undergraduate Programs, one Director of the Graduate Programs (appointed by the Dean) and either the Gustavson International Director or the Associate Director, Business Co-op and Career (also appointed by the Dean). The Dean can invite other members of the faculty to participate in Executive Committee meetings as deemed necessary, but they cannot vote (e.g. Associate Deans, Program Directors).
 - ii. Three members-at-large of the Gustavson School Executive Committee shall be elected from the two electoral constituencies identified below, based on proportional representation with a minimum of one representative per constituency:
 - a. Faculty holding the rank of Full Professor, Associate Professor, or Assistant Professor in tenured or tenure stream appointments, or with limited term appointments longer than one year.
 - b. Faculty holding the rank of Teaching Professor, Associate Teaching Professor or Assistant Teaching Professor in teaching stream appointments, or with limited term appointments longer than one year.
 - iii. The Dean is not eligible for election and will serve as Chair. The Chair will abstain from voting, except in the case of a tie.
- b) Faculty Members are eligible for election to the Executive Committee if they belong to one of the two electoral constituencies, are not already serving as an ex-officio member of the Executive Committee, and are available for the full two-year term of office. Current members are eligible for re-election. Each year, a list of such eligible members will be circulated.
- c) The election will be held annually by April 15 using an e-mail ballot. Votes will be collected from only those representing the groups in III.1.a.ii.

- d) The term of office for elected members will be two years starting July 1 and ending June 30 after 24 months. The terms of the members-at-large will be staggered, so that at least one member-at-large is elected each year.

e) Meetings

Regular meetings will be held at least once per term during the academic year and special meetings may be held at the call of the Chair. The notice of meeting and agenda of the Executive Committee meetings should be distributed to the committee one week in advance of each meeting unless otherwise authorized by the Dean.

f) Quorum

At least sixty (60) percent of elected & appointed/ex-officio members (four persons, minimum) plus the Chair (or designate) are required to comprise a quorum.

g) Responsibilities

- i. To set the agenda for Council meetings.
- ii. To receive and consider reports on all matters that require Council's approval and forward these to Council or return them for further consideration.
- iii. To receive and consider plans and reports of the Dean, including the School of Business budget.
- iv. To collaborate with the Dean and Appointments Committee in determining the hiring priorities and desired qualifications for instructional staff and Directors in the School.
- v. To make decisions on all matters that Council has delegated to the Committee to decide on Council's behalf.
- vi. If considered appropriate, to require the investigation of specific subjects related to any School policy and to review ensuing reports after it has passed through the appropriate committee.
- vii. To receive, consider, and either refer back or forward to Council, proposed changes and amendments to the Constitution and Bylaws of the School. Changes may be proposed by any member or group of members of the Council.
- viii. To advise the Dean on other matters as requested.

2. Undergraduate Faculty Curriculum Committee (UG FCC)

a) Membership

At least two Faculty Members from the same electoral constituencies as III.1.a.ii, appointed by the Dean and approved by the Executive Committee, by June 30 of each academic year. In appointing members for a two-year term (July 1 – June 30), the Dean will take into account the need for staggered terms and the willingness of Faculty Members to serve. Also appointed are one member from the Assurance of Learning Committee and one representative from Business Co-op & Career. Ex-officio members include the Associate Dean, Programs, the Director of Undergraduate Programs Administration, and one student representative of the Commerce Student Society (normally the elected president for the length of their term). The BCom Academic Director shall set the agenda and serve as Chair.

b) Responsibilities

To develop, consider and recommend to Executive Committee undergraduate curriculum and program additions, changes and deletions.

To determine, monitor and assess grading standards of admission, progress and withdrawal from degree programs.

To establish, monitor and assess grading standards and procedures and approve international exchange grade interpretation policies.

To monitor and assess student recruitment and employment procedures and performance.

To monitor and assess student internship procedures, requirements and performance.

To receive and consider undergraduate program administrative policies, procedures and guidelines that may affect the effectiveness of the academic program delivery.

To ensure programs follow best practices for Assurance of Learning.

c) Limitations

The UG FCC has no formal decision making authority. Administrative recommendations will ultimately require the approval of the Dean. Academic recommendations will ultimately require approval of Executive Committee and Council.

d) Quorum

At least 60% of committee membership including at least one appointed Faculty Members.

e) Sub-Committees

May include Business Minor & Option Team and BCOM Team, or others as deemed necessary by the Chair.

3. Graduate Faculty Curriculum Committee (GR FCC)

a) Membership

At least two Faculty Members from the same electoral constituencies as III.1.a.ii, appointed by the Dean and approved by the Executive Committee by June 30 of each academic year. In appointing members for a two-year term (July 1 – June 30), the Dean will take into account the need for staggered terms and the willingness of faculty members to serve. Also appointed are one member from the Assurance of Learning Committee and one representative from Business Co-op & Career. Ex-officio members include the Director/s, the Associate/Administrative Director/s and Program Managers of all the Graduate Programs (either or both can attend), and at least one Gustavson graduate student representative (for one year July 1 – June 30). The Associate Dean, Programs shall set the agenda and serve as Chair.

b) Responsibilities

Select a Business representative (who is a full member of Graduate Studies) to serve on the Faculty of Graduate Studies (FGS) Executive Committee from either the Faculty Members listed in 3.a or a faculty member serving on the PhD Advisory Committee.

To develop, consider and recommend to Executive Committee the graduate programs' curriculum and program additions, changes and deletions.

To determine, monitor and assess grading standards of admission, progress and withdrawal from graduate programs.

To establish, monitor and assess grading standards and procedures and approve international exchange grade interpretation policies.

To monitor and assess student recruitment and employment procedures and performance.

To monitor and assess student internship procedures, requirements and performance.

To receive and consider graduate programs' administrative policies, procedures and guidelines that may affect the effectiveness of the academic program delivery.

To ensure programs follow best practices for Assurance of Learning.

c) Limitations

The GR FCC has no formal decision making authority. Administrative recommendations will ultimately require the approval of the Dean. Academic recommendations will ultimately require approval of Executive Committee, Council, and the Faculty of Graduate Studies.

d) Quorum

At least 60% of committee membership including at least one appointed Faculty Members.

e) Sub-Committees

May include MBA, MGB, MM and PhD Advisory Committees, or others as deemed necessary by the Chair.

4. Assurance of Learning Committee

a) Membership

Three Faculty Members from the same electoral constituencies as III.1.a.ii will be appointed by the Dean for staggered, two-year terms. One of these three committee members will serve as Chair, one will sit on the Undergraduate Faculty Curriculum Committee, and one will sit on the Graduate Faculty Curriculum Committee.

The Associate Dean, Programs and the Accreditation Officer will serve as ex-officio members.

b) Responsibilities

To provide and maintain supporting document templates to facilitate every stage of the AoL process.

To be a knowledge resource for Programs when forming Learning Goals and Objectives.

To be a knowledge resource for Programs when determining or revising assessment and measurement tools.

To be a resource for Programs when forming program improvement plans.

To be members of the Undergraduate and Graduate Faculty Curriculum Committees, informing those committees of changes in best practice and school-wide AoL updates.

To report periodically to the Executive Committee on AoL progress.

To promote a culture of assessment and continuous improvement at the program level.

c) Limitations

The Assurance of Learning Committee has no formal decision making authority. Administrative and academic recommendations will require the approval of the Program Committees.

d) Quorum

At least three of the four faculty members must be in attendance.

IV. Appointments Committee/s

As per the Collective Agreement (CA), an Appointments Committee is formed by April 30 and procedures developed annually (CA s. 32.1) to meet the specific requirements of screening and conducting interviews of candidates in the disciplinary areas targeted for recruitment. When there are appointments to multiple faculty positions in the same year, multiple Appointments Committee may be formed for appointment recommendations for the different positions. The School will select one or more structures for making recommendations on appointments for the following Academic Year. A different structure may be chosen for each committee.

Each Appointments Committee requires a minimum of three faculty members, able to vote on each case. Committee members may be from any electoral constituencies as III.1.a.ii. The Associate Dean, Programs and the Associate Dean, Faculty Renewal are eligible to serve on Appointment committee/s. In the case of multiple committees, each one consists of the Chair plus a minimum of two other members. There will normally be three members chosen to serve for each committee, and the same members can serve on more than one committee. All members are expected to participate fully in the selection process up to the point of a recommendation vote.

The Appointments Committee will use regular processes to ensure broad consultation with other faculty members. Faculty members with expertise in the appointment's discipline may assist in the initial screening of applicants and any faculty member may be involved in informal interviews, such as those conducted during placement activities at academic conferences or during the candidate's campus visit (e.g. research and teaching presentations). Feedback to the Chair is requested from all faculty after each candidate visit, however, any input from non-committee members is treated as advisory, with recommendations remaining with the designated Appointments Committee.

Appointment recommendations are made only where the Committee has had sufficient interaction with a candidate to make a suitably informed decision. Such interaction normally takes place on site during a campus visit by the candidate. During the campus visit, a candidate is expected to:

- a) Provide a research seminar that demonstrates his or her scholarly capabilities (for research faculty appointments only)
- b) Conduct all or part of a regular class session, subject to availability of a suitable group of students, that demonstrates his or her teaching capabilities
- c) Undergo a formal interview conducted by all members of the Appointments Committee or its relevant sub-committee
- d) Meet with as many Gustavson faculty and staff as possible, particularly those with whom the candidate might work most closely if successfully appointed
- e) Meet with the Dean, or designate, for an informal interview.

After all candidates have been interviewed, the Appointments Committee makes a recommendation to the Dean that indicates:

- a) Whether a candidate is acceptable for an offer of appointment; and
- b) If a candidate is considered acceptable, how the candidate is ranked relative to others.

By default, the vote on a candidate's acceptability is done by secret ballot but, if all committee members agree, the Chair may allow otherwise.

Information supplied by a candidate is confidential. It may be shared by the Appointments Committee with faculty and staff within the School who interact with the candidate. Information gathered by the committee, such as feedback from faculty, staff or students, who have interacted with a candidate, is not shared outside of the committee, other than with the Dean; similarly, information from the committee's interviews and discussions is not shared with non-committee members.

V. Reappointment, Continuing Appointment, Promotion and Tenure Committees

As required by CA s. 32.1, the School will select one or more structures, consistent with the Collective Agreement, for making recommendations on Reappointments, Promotions and Tenure for the following Academic Year. The Associate Dean, Programs and the Associate Dean, Faculty Renewal are eligible to serve on RPT committee/s. Separate committees may be formed for Research Stream and for Teaching Stream faculty.

The RPT committee shall follow the procedures laid out in the Collective Agreement.

VI. Academic Administration

1. Associate Dean(s) (Faculty Renewal and Programs)

- a) The duties of the Associate Deans shall include:
 - i. duties as assigned by the Dean.
 - ii. an Associate Dean shall normally act for the Dean in his/her absence.
- b) The appointment shall normally be for a term of three to five years.
- c) The Associate Deans shall be appointed as per the UVic Policy GV0605 – Appointment of the Associate Dean, Faculty of Business.

2. Academic Directors of Master Programs (MBA, MGB)

- a) The duties of the Academic Directors for each of the Master Programs shall include:
 - i. responsibility for Master-level education
 - ii. recommending instructors for master courses
 - iii. recommending students for admission
- b) The appointment shall normally be for a term of three years.
- c) The Academic Directors of the Master Programs shall be members of the School as listed in III.1.a.ii.
- d) The Academic Directors shall be appointed by the Dean in collaboration with the members of the Executive Committee.

3. Academic Director of Undergraduate Programs

- a) The duties of the Academic Director of Undergraduate Programs shall include:
 - i. responsibility for Undergraduate education
 - ii. recommending instructors for undergraduate courses
- b) The appointment shall normally be for a term of three years.
- c) The Academic Director of Undergraduate Programs shall be a member of the School as listed in III.1.a.ii.

- d) The Academic Director shall be appointed by the Dean in collaboration with the members of the Executive Committee.

4. Director of the PhD Program

- a) The duties of the Director of the PhD Program shall include:
 - i. responsibility for PhD education
 - ii. recommending instructors for PhD courses
 - iii. managing the support staff assigned to the Doctoral Program
 - iv. recommending students for admission to the PhD Program.
- b) The appointment shall normally be for a term of three years.
- c) The Director of the PhD Program shall be a member of the School as listed in III.1.a.ii.
- d) The Director shall be appointed by the Dean in collaboration with the members of the Executive Committee.

V. Changes to Bylaws

1. All proposed changes in the Bylaws must be considered by the Executive Committee before submission to Council.
2. Notice of a motion to change the Bylaws must be circulated to Council members at least one week in advance of a scheduled meeting unless otherwise authorized by the Dean.
3. Changes in the Bylaws for which adequate notice has been given, require a simple majority vote by the Council at any scheduled meeting.
4. Any matter for which adequate notice has not been given, but which has been authorized by the Dean (see I.7.), will require an affirmative vote of two-thirds of the members present at a scheduled meeting.

- I. The Council of the Gustavson School of Business exercises its powers and duties under the University Act, as amended. These powers and duties shall be subject to the approval of the Senate or Board of Governors, where the Act so requires, and shall be to:
 1. Make rules and regulations for governing its proceedings.
 2. Fix and determine courses of study in the academic programs of the School.
 3. Subject to the approval of the Senate, fix and determine the courses of study in the Bachelor of Commerce Program.
 4. Subject to the approval of the Council of the Faculty of Graduate Studies and the Senate, fix and determine the courses of study in the Gill Graduate School of Business graduate programs at Gustavson.
 5. Subject to the approval of the Council of the Faculty of Graduate Studies and the Senate, appoint examiners for and conduct the examinations of the courses in the Gill Graduate School of Business graduate programs and determine the results of such examinations.
 6. Determine procedures for approval of awards, bursaries, honours, prizes, recognitions and scholarships.
 7. Determine the numbers, composition and authority of the committees of the Council.
 8. Make recommendations to the Dean on matters of concern to the Council.
 9. Report to the Senate and Board of Governors on such matters as the Council determines.
- II. The term of office of the Council shall be from July 1 to June 30.
- III. The membership of the Council shall consist of:
 1. The Dean.
 2. Associate Deans.
 3. Faculty Members in the Gustavson School of Business holding the rank of:
 - a) Full Professor, Associate Professor or Assistant Professor in tenured or tenure stream appointments.
 - Associate Professor in tenured or tenure stream appointments.

~~Assistant Professor in tenured or tenure stream appointments.~~

b) Teaching Professors, Associate Teaching Professors, or Assistant Teaching Professors, or

c) Limited Term, with an appointments greater than or equal to .5 FTE faculty.

4. Appointments for the following Council representatives should be completed by April 15 and approved at the May Council meeting. Terms are for one year (July 1 – June 30) unless otherwise approved by the Dean.

~~One representative of teaching staff not included in section 3, to be appointed by the Dean.~~

- a) One student representative from the Graduate programs, to be chosen annually by the MBA Student Council.
- b) One student representative from the Bachelor of Commerce program, to be chosen annually by the Commerce Students Society.
- c) One representative of CUPE staff and one representative of PEA staff, to be elected annually by their respective groups.

~~A representative of the Alumni, to be chosen annually by the Dean.~~

~~One member of the Gustavson School of Business International Advisory Board, to be chosen annually by the IAB Chair.~~

- d) The Manager Associate Director or a representative of the University of Victoria Business Co-op & Career Office.

5. Gustavson alumni, members of the Gustavson School of Business International Advisory Board, and/or the business community may attend by invitation but are not eligible to be voting members.

IV. Chair of the Council

The Dean will serve as Chair and shall preside over all meetings of the Council. In the absence of the Chair, an Associate Dean will preside over the meeting.

V. Quorum

One-third of the voting members of Council as listed in III.1-4, of whom at least 50% are Faculty Members.

VI. Amendments

The Constitution may be amended by the affirmative vote of two-thirds of the membership present at a regular meeting prior to which there has been given to the Council seven (7) days notice of the proposed amendment.

VII. Conduct of Meetings

1. Anyone may attend, observe and speak at Council. If someone would like to make a presentation to Council, a request must be made prior to the agenda distribution at least seven (7) days before each meeting. Only members of Council may vote at meetings.
2. All meetings of the Council shall be conducted in accordance with Robert's Rules of Order.
3. Meetings may be held in person or on-line.

VIII. Emergency Protocol

This protocol mirrors the Emergency Protocol for UVic Senate Operations, implemented in case of emergencies and significant disruptions to academic program delivery and aims to ensure that Gustavson is able to:

- make timely decisions and communicate with students;
- ensure academic continuity where possible; and
- make necessary adjustments to academic policy and regulations.

Some types of emergencies can be planned for in advance. In those cases any delegation of authority should be carried out in advance at scheduled meetings of Council.

Decisions made under delegated authority should be confined to dealing with specific issues related to the emergency for the period of the emergency and as necessary in the period immediately after the emergency. Care must be taken to avoid making decisions that may have ongoing implications for the delivery of academic programs. Decisions made under delegated authority must be reported to Council at the next scheduled meeting. At that meeting members of Council will be given the opportunity to provide feedback and raise concerns which will be formally reported back to the Executive Committee and the Dean, and any other officers or committees who made decisions under delegated authority during the course of an emergency.

Emergency Response Plan*	Incident/ Emergency Types	Authority	Trigger for Delegation
Level 1 -	Localized	If time allows (i.e. a response can wait 3 or	Council

Local	incidents with minimal disruption and/or damage to campus - e.g. plumbing failure, small hazardous spill	<p>more days):</p> <ol style="list-style-type: none"> 1. Call special meeting of Council. 2. Recommendations relating to an emergency must come from the Dean for decision by Council. 3. In addition to making a decision, Council may delegate authority for further decision making to the Executive Committee, the Dean or other officers and committees, if/as required. <p>If, instead, a response is required within 3 days (i.e. the notice requirement for calling an emergency meeting of Council), the Executive Committee is authorized to make decisions on behalf of Council.</p> <p>Decisions will be made as follows:</p> <ol style="list-style-type: none"> 1. An urgent meeting of the Executive Committee will be called. 2. Recommendations relating to an emergency must come from the Dean for decision by the Executive Committee. 3. If the quorum requirement for a meeting of the Executive Committee cannot be met within 24 hours, the Dean is authorized to make decisions on behalf of the committee until such time as a meeting can be convened. 4. Decisions made under delegated authority must be reported to Council at its next scheduled meeting. 	motion (if time permits), otherwise triggered by emergency event
Level 2 - Major	Considerable damage or disruption to campus - e.g. damage to a building (e.g. BEC), major and sudden student system issues, or any other event leading	<p>If time allows (i.e. a response can wait 3 or more days):</p> <ol style="list-style-type: none"> 1. Call special meeting of Council. 2. Recommendations relating to an emergency must come from the Dean for decision by Council. 3. In addition to making a decision, Council may delegate authority for further decision making to the Executive Committee, the Dean or other officers and committees, if/as 	Council motion (if time permits), otherwise triggered by emergency event

	to significant disruption to academic program delivery (e.g. major flu outbreak, major threat to health or welfare of campus community)	<p>required.</p> <p>If, instead, a response is required within 3 days (i.e. the notice requirement for calling an emergency meeting of Council), the Executive Committee is authorized to make decisions on behalf of Council. Decisions will be made as follows:</p> <ol style="list-style-type: none"> 1. An urgent meeting of the Executive Committee will be called. 2. Recommendations relating to an emergency must come from the Dean for decision by the Executive Committee. 3. If the quorum requirement for a meeting of the Executive Committee cannot be met within 24 hours, the Dean is authorized to make decisions on behalf of the committee until such time as a meeting can be convened. 4. Decisions made under delegated authority must be reported to Council at its next scheduled meeting. 	
Level 3 - Catastrophic	Wider impact on region resulting in extensive damage and/or disruption to campus and academic program delivery - e.g. earthquake, severe weather, major fire or explosion affecting multiple buildings, major power outage	<p>During a catastrophic emergency, the Dean is authorized to make decisions. In the absence of the Dean, the Associate Dean Programs is authorized to make these decisions until an Acting Dean has been appointed. In the absence of the Associate Dean Programs, the Associate Dean Research will step in. Decisions made under delegated authority must be communicated to Council as soon as possible in the circumstances, with a full report provided to Council at its next scheduled meeting.</p>	Emergency event

* The emergency levels used are in line with the university's emergency response plan.

- I. The Council of the Gustavson School of Business exercises its powers and duties under the University Act, as amended. These powers and duties shall be subject to the approval of the Senate or Board of Governors, where the Act so requires, and shall be to:
 1. Make rules and regulations for governing its proceedings.
 2. Fix and determine courses of study in the academic programs of the School.
 3. Subject to the approval of the Senate, fix and determine the courses of study in the Bachelor of Commerce Program.
 4. Subject to the approval of the Council of the Faculty of Graduate Studies and the Senate, fix and determine the courses of study in the Gill Graduate School of Business programs at Gustavson.
 5. Subject to the approval of the Council of the Faculty of Graduate Studies and the Senate, appoint examiners for and conduct the examinations of the courses in the Gill Graduate School of Business programs and determine the results of such examinations.
 6. Determine procedures for approval of awards, bursaries, honours, prizes, recognitions and scholarships.
 7. Determine the numbers, composition and authority of the committees of the Council.
 8. Make recommendations to the Dean on matters of concern to the Council.
 9. Report to the Senate and Board of Governors on such matters as the Council determines.
- II. The term of office of the Council shall be from July 1 to June 30.
- III. The membership of the Council shall consist of:
 1. The Dean.
 2. Associate Deans.
 3. Faculty Members in the Gustavson School of Business holding the rank of:
 - a) Full Professor, Associate Professor or Assistant Professor in tenured or tenure stream appointments.
 - b) Teaching Professor, Associate Teaching Professor, or Assistant Teaching Professor

- c) Limited Term, with an appointment greater than or equal to .5 FTE.
- 4. Appointments for the following Council representatives should be completed by April 15 and approved at the May Council meeting. Terms are for one year (July 1 – June 30) unless otherwise approved by the Dean.
 - a) One student representative from the Graduate programs, to be chosen annually by the MBA Student Council.
 - b) One student representative from the Bachelor of Commerce program, to be chosen annually by the Commerce Students Society.
 - c) One representative of CUPE staff and one representative of PEA staff, to be elected annually by their respective groups.
 - d) The Associate Director or a representative of the University of Victoria Business Co-op & Career Office.
- 5. Gustavson alumni, members of the Gustavson School of Business International Advisory Board, and/or the business community may attend by invitation but are not eligible to be voting members.

IV. Chair of the Council

The Dean will serve as Chair and shall preside over all meetings of the Council. In the absence of the Chair, an Associate Dean will preside over the meeting.

V. Quorum

One-third of the voting members of Council as listed in III.1-4, of whom at least 50% are Faculty Members.

VI. Amendments

The Constitution may be amended by the affirmative vote of two-thirds of the membership present at a meeting prior to which there has been given to the Council seven (7) days notice of the proposed amendment.

VII. Conduct of Meetings

- 1. Anyone may attend, observe and speak at Council. If someone would like to make a presentation to Council, a request must be made prior to the agenda distribution at least seven (7) days before each meeting. Only members of Council may vote at meetings.

2. All meetings of the Council shall be conducted in accordance with Robert's Rules of Order.
3. Meetings may be held in person or on-line.

VIII. Emergency Protocol

This protocol mirrors the Emergency Protocol for UVic Senate Operations, implemented in case of emergencies and significant disruptions to academic program delivery and aims to ensure that Gustavson is able to:

- make timely decisions and communicate with students;
- ensure academic continuity where possible; and
- make necessary adjustments to academic policy and regulations.

Some types of emergencies can be planned for in advance. In those cases any delegation of authority should be carried out in advance at scheduled meetings of Council.

Decisions made under delegated authority should be confined to dealing with specific issues related to the emergency for the period of the emergency and as necessary in the period immediately after the emergency. Care must be taken to avoid making decisions that may have ongoing implications for the delivery of academic programs. Decisions made under delegated authority must be reported to Council at the next scheduled meeting. At that meeting members of Council will be given the opportunity to provide feedback and raise concerns which will be formally reported back to the Executive Committee and the Dean, and any other officers or committees who made decisions under delegated authority during the course of an emergency.

Emergency Response Plan*	Incident/ Emergency Types	Authority	Trigger for Delegation
Level 1 - Local	Localized incidents with minimal disruption and/or damage to campus - e.g. plumbing failure, small hazardous spill	<p>If time allows (i.e. a response can wait 3 or more days):</p> <ol style="list-style-type: none"> 1. Call special meeting of Council. 2. Recommendations relating to an emergency must come from the Dean for decision by Council. 3. In addition to making a decision, Council may delegate authority for further decision making to the Executive Committee, the Dean or other officers and committees, if/as required. <p>If, instead, a response is required within 3 days (i.e. the notice requirement for calling an emergency meeting of Council), the Executive</p>	Council motion (if time permits), otherwise triggered by emergency event

		<p>Committee is authorized to make decisions on behalf of Council.</p> <p>Decisions will be made as follows:</p> <ol style="list-style-type: none"> 1. An urgent meeting of the Executive Committee will be called. 2. Recommendations relating to an emergency must come from the Dean for decision by the Executive Committee. 3. If the quorum requirement for a meeting of the Executive Committee cannot be met within 24 hours, the Dean is authorized to make decisions on behalf of the committee until such time as a meeting can be convened. 4. Decisions made under delegated authority must be reported to Council at its next scheduled meeting. 	
Level 2 - Major	<p>Considerable damage or disruption to campus - e.g. damage to a building (e.g. BEC), major and sudden student system issues, or any other event leading to significant disruption to academic program delivery (e.g. major flu outbreak, major threat to health or welfare of campus community)</p>	<p>If time allows (i.e. a response can wait 3 or more days):</p> <ol style="list-style-type: none"> 1. Call special meeting of Council. 2. Recommendations relating to an emergency must come from the Dean for decision by Council. 3. In addition to making a decision, Council may delegate authority for further decision making to the Executive Committee, the Dean or other officers and committees, if/as required. <p>If, instead, a response is required within 3 days (i.e. the notice requirement for calling an emergency meeting of Council), the Executive Committee is authorized to make decisions on behalf of Council. Decisions will be made as follows:</p> <ol style="list-style-type: none"> 1. An urgent meeting of the Executive Committee will be called. 2. Recommendations relating to an emergency must come from the Dean for decision by the Executive Committee. 3. If the quorum requirement for a 	<p>Council motion (if time permits), otherwise triggered by emergency event</p>

		<p>meeting of the Executive Committee cannot be met within 24 hours, the Dean is authorized to make decisions on behalf of the committee until such time as a meeting can be convened.</p> <p>4. Decisions made under delegated authority must be reported to Council at its next scheduled meeting.</p>	
Level 3 - Catastrophic	<p>Wider impact on region resulting in extensive damage and/or disruption to campus and academic program delivery - e.g. earthquake, severe weather, major fire or explosion affecting multiple buildings, major power outage</p>	<p>During a catastrophic emergency, the Dean is authorized to make decisions. In the absence of the Dean, the Associate Dean Programs is authorized to make these decisions until an Acting Dean has been appointed. In the absence of the Associate Dean Programs, the Associate Dean Research will step in. Decisions made under delegated authority must be communicated to Council as soon as possible in the circumstances, with a full report provided to Council at its next scheduled meeting.</p>	Emergency event

* The emergency levels used are in line with the university's emergency response plan.



MEMO

DATE: September 15, 2020

TO: Senate

FROM: Dr. Annalee Lepp, Acting Dean, Faculty of Humanities

CC: Senate Committee on Agenda and Governance

RE: Revised Faculty of Humanities' Constitution and Operating Structure

On May 5, 2020, the Faculty of Humanities Faculty Council unanimously approved the Faculty's revised Constitution and Operating Structure. The major amendments include the addition of four Standing Committees:

- the Academic Equity Advisory Committee (to address academic equity issues in the Faculty);
- the Graduate Steering Committee (this committee was already operational but has been formalized in the Operating Structure);
- the HUMA Advisory Committee (this committee was already operational but has been formalized in the Operating Structure);
- the Salary Advisory Committee (required by the Faculty Evaluation Policy).

The other minor amendments clarify the current composition and responsibilities of a number of Standing Committees and update committee members' position titles.

Motion: That Senate approve the revised Faculty of Humanities' Constitution and Operating Structure (2020).



Faculty of Humanities
University of Victoria

Constitution & Operating Structure



Approved by Faculty Council: ~~April 11, 2017~~ May 5, 2020

Vision & Mission Statement

OPEN YOUR MIND, TRANSFORM OUR WORLD.

Vision: What are the Humanities?

The Humanities are concerned with the complex, ever-evolving questions of what it means to be human. They speak to issues of human dignity, creativity, thought, and value amidst myriad peoples and places. Hence, the Humanities build the foundations of freedom, well-being, and justice; they cultivate an ethic of social engagement, intellectual openness, incisive critique, and moral courage.

The Humanities equip us to make critical and difficult choices, to recognize the difference between what is right and what is easy, and to take responsibility for our choices as constitutive of ourselves. The Humanities enable us to reflect on how we are, and how we have been, shaped by our language, our culture, our technology, our environment, and to recognize the richness offered by diversity, difference, distance, and place. They force us to challenge those things that we take for granted. They require disciplined awareness, courageous compassion, and skillful curiosity.

The Humanities are at the foundation of the university's historic mission to make humanity better. They inspire the university to move beyond the provision of instrumental skills, to move beyond the commodification of learning as training, and to embody the highest ideal that education elevates the human condition itself.

Mission: the Humanities at UVic

Enrich Human Dignity

fundamental research and teaching about what it means (and has meant) to be human, and a commitment to enact change to improve conditions for humanity

Provoke Critical Inquiry

fundamental research and teaching about the meaning and methods of reason and critique, including their cultural and historical plurality, and a commitment to uphold these values in society today

Engage Myriad Voices

fundamental research and teaching about the interaction between time, place and knowledge, including its expression through language, and a commitment to a de-colonized and diverse global society

Inspire Innovative Expression

fundamental research and teaching about multifarious modes of human expression, including the full plurality of media, and a commitment to creative interventions in society

Constitution & Operating Structure

A. Faculty Council

The Council of the Faculty of Humanities exercises its powers and duties under the University Act, as amended.

1. The Faculty Council normally convenes once per month, September-May.
2. Quorum for Faculty Council is 15 voting members.
3. *Faculty Board* members of the Council are counted in the quorum and may vote on any motion; the chair does not have a casting vote in case of a tie.

Membership of the Faculty Council includes:

1. The Dean (chair).
2. Associate Deans (chairs designate).
3. Members of the Faculty of Humanities, including all part- and full-time regular faculty (teaching or research stream) appointed in the Faculty or in a Department of the Faculty, including those on limited-term appointments.
4. In addition, the following groups are invited to provide one (voting) representative to participate in Faculty Council:
 - a. UVSS (the representative should be registered as a student in the Faculty of Humanities)

- b. GSS (the representative should be registered as a student in a programme/department offered in the Faculty of Humanities)
 - c. Staff members ~~should select a (the~~ representative shall be selected through a nomination/voting process conducted via the Dean's Office each September)
 - d. Sessional lecturers/Music Performance Instructors (the representative should be currently employed in the Faculty of Humanities, selected in a manner agreeable to CUPE4163:3).
5. Any other staff or faculty of the university may attend ~~Open~~open meetings, but ~~shall not~~cannot vote.
 6. It is the responsibility of members of Council to contribute to the governance of the Faculty. Regular attendance at scheduled meetings of the Council contributes to discharging this responsibility.

Agenda and Motions

1. The agenda of the Faculty Council shall be set by the Dean in consultation with the ~~Associate Deans~~Faculty Board.
2. The agenda and supporting documents shall normally be distributed one week before the meeting.
3. A call for agenda items shall be sent to members of the Council 2 weeks in advance of the meeting.
4. Agenda items should be: for information; for discussion; proposed motions.
5. Proposed motions should already have been discussed in appropriate (sub)committees before reaching the agenda of the Faculty Council.
6. Only items submitted to the Dean's Office by the appropriate deadline, with all necessary supporting documentation will be eligible for the agenda.
7. A motion must be moved and seconded to pass, and must be approved by a simple majority of members present.
8. All meetings of the Faculty Council shall be conducted in accordance with Robert's Rules of Order for meetings. New rules of order can be adopted by majority vote.

|

Other

1. Special meetings of the Faculty Council may be called by the Dean (or delegate).
2. At the written request of 15 voting members, the Dean will call a special meeting within 10 days.
3. Minutes of the Faculty Council are kept, recording pertinent points and the results of votes on all motions.
4. Minutes will reside in the Dean's Office and be made available to Council members on request or via the Council [SharepointConnect](#) site.
5. The Council may establish ad hoc or standing (sub)committees to investigate any matters coming before the Council.
 - a. Notice of (sub)committee meetings and their agenda will normally be made available to members a week in advance of the meeting,
 - b. Minutes of all (sub)committee meetings shall contain a record of the pertinent points discussed and the results of a vote on all motions.
 - c. A copy of the minutes will reside in the Dean's Office and be made available to Council members on request or via the Council [SharepointConnect](#) site.
 - d. Quorum of the (sub)committee shall be 50% of the membership, unless otherwise specified.
 - e. Membership of Faculty Council is not a necessary condition for eligibility for membership on (sub)committees.
 - f. All (sub)committees shall report their findings to the Council.

B. Standing Committees

The Dean, in consultation with the Chairs & Directors of the Faculty, may establish committees (either ongoing or for limited terms) to deal with business pertaining to the functioning and organization of the Faculty.

The Faculty supports the following standing committees:

- ~~Advisory Council to the Associate Dean Academic~~
- ~~Advisory Council to the Associate Dean Research~~

- ~~Curriculum & Academic Standards Committee~~
- ~~Technology & Information Infrastructure Committee~~

- ~~B.1~~ Academic Equity Advisory Committee
- Advisory Council to the Associate Dean Academic
- Advisory Council to the Associate Dean Research
- Graduate Steering Committee
- HUMA Advisory Committee
- Humanities Curriculum & Academic Standards Committee
- Salary Advisory Committee
- Technology & Information Infrastructure Committee

B.1 Academic Equity Advisory Committee

- The Academic Equity Advisory Committee shall have the following membership:
 - 5 or 7 regular faculty members elected by members of the Council, normally for a 3-year period. In 2020, 3-4 members shall be appointed for 3 years, 2-3 members for 2 years.
 - to the extent possible, membership shall reflect equity categories recognized by the University of Victoria;
 - to the extent possible, membership shall reflect diverse pedagogical and research methodologies;
 - to the extent possible, membership shall reflect a diversity of institutional ranks;
 - membership shall include no more than 2 from the same academic unit;
- Members of the Council shall submit nominations (humsoffice@uvic.ca); these must be signed by the nominee, indicating that they are prepared to stand. The nominees shall meet and determine among themselves the optimal composition of the committee in relation to the membership criteria; the names of the members who agree to serve shall be forwarded to the Dean for appointment,

along with a description of how equity categories, pedagogy/methods, and rank are represented.

- The Chair shall be elected by the members of the AEAC and appointed by the Dean.
- The Chair is responsible to the Dean.

Responsibilities:

1. The AEAC shall provide solicited and unsolicited advice to Dean, Associate Deans, and Director of Administration in the following areas:
 - a. Academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit;
 - b. Faculty Evaluation Policy and Unit Standards.
2. The AEAC may provide advice, information, and guidance to Faculty Council on issues pertaining to academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit.
3. The Council may appoint ad-hoc members to assist the AEAC in the performance of its duties. The AEAC shall report to the Faculty Council each April on its activities of the year.

B.2. Advisory Council to the Associate Dean Academic

- The Advisory Committee to the Associate Dean Academic shall have the following members:
 - The Associate Dean Academic (chair);
 - The ~~Advisor on~~Director of the Academic & Technical Writing ~~Requirement~~ (ATWP) Programme (ATWP);
 - Five members from different departments in the Faculty for a term of two years.
- Members of the Advisory Council are appointed by the Dean, following consultation with the Chairs & Directors.
- When appropriate, Chairs will nominate new members from their departments; the

Associate Dean Academic will negotiate their agreement to serve.

Responsibilities

1. The Council shall provide solicited and unsolicited advice to the Associate Dean Academic on matters relevant to the Associate Dean Academic's mandate, with a focus on issues surrounding undergraduate teaching and undergraduate culture of the Faculty of Humanities. Such issues may involve (but need not be limited to):
 - a. Selection of annual Faculty Teaching Award winner and other pertinent awards;
 - a.b. Monitoring and assessment of undergraduate programmes;
 - b.c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - e.d. Monitoring and assessment of international exchange—~~grades and completion;~~
 - d.e. Monitoring and assessment of student recruitment—~~and employment procedures and performance;~~
 - e.f. Monitoring and assessment of co-op and internship procedures and performance;
 - f.g. Monitoring and assessment of guidelines and practices of effective academic programme delivery;
 - g.h. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Council may appoint ad hoc members to assist the Committee in the performance of its duties. The ~~Council will~~Committee shall report to the Faculty Council each April on its activities of the year.

B.2-3. Advisory Council to the Associate Dean Research

- The Advisory Committee to the Associate Dean Research shall have the following members:
 - The Associate Dean Research (chair);

- Five members from different departments in the Faculty for a term of two years.
- Members of the Advisory Council are appointed by the Dean, following consultation with the Chairs & Directors.
- When appropriate, Chairs will nominate new members from their departments; the Associate Dean Academic will negotiate their agreement to serve.

Responsibilities

1. The Council shall provide solicited and unsolicited advice to the Associate Dean Research on matters relevant to the Associate Dean's mandate, with a focus on issues surrounding graduate teaching and the research culture of the Faculty of Humanities.

Such issues may involve (but need not be limited to):

a. Selection of annual Faculty Research Award winner and other pertinent awards

a.b. Monitoring and assessment of graduate programmes;

b.c. Monitoring and assessment of standards of admission, progression, and withdrawal;

e.d. Monitoring and assessment of international exchange ~~grades and completion~~ where appropriate;

d.e. Monitoring and assessment of student recruitment ~~and employment procedures and performance~~;

e.f. Monitoring and assessment of guidelines and practices of effective academic programme delivery;

f.g. Monitoring and assessment of best practice guidelines for assurance of learning.

2. The Council may appoint ad hoc members to assist the Committee in the performance of its duties. The ~~Council will~~ Committee shall report to the Faculty Council each April on its activities of the year.

B.4. Graduate Steering Committee

- The Graduate Steering Committee shall have the following members:
 - The Associate Dean Research (Chair)
 - All Graduate Advisors in the Faculty of Humanities

Responsibilities~~B.3.~~

1. Exercising collaborative and flexible recommendations regarding the award of BCGS, Murray Dawson, and Falkenstein scholarships to maximize their impact across the Faculty and ensure they are used effectively and strategically to recruit, retain, and/or support exceptional graduate students;
2. Exercising collaborative and flexible recommendations regarding Faculty TA funds, to ensure they are invested efficiently to support the needs of both Undergraduate and Graduate students in the Faculty of Humanities, and that they are otherwise invested in support of Graduate student research and training;
3. Exercising collaborative and flexible recommendations regarding FGS base funds when opportunities arise, so as to ensure that the funds are distributed effectively and strategically within the Faculty in ways that are responsive to need and, as necessary, innovation;
4. Coordinating graduate content and offerings that can be shared among units in Humanities, as appropriate; in this capacity, it will consult and work with the Advisory Council to the Associate Dean Academic, the Advisory Council to the Associate Dean Research, the HUMA Advisory Committee, and the Humanities Curriculum & Academic Standards Committee, as needed.

B.5. HUMA Advisory Committee

- The HUMA Advisory Committee shall have the following members:
 - Associate Dean Academic and Associate Dean Research (Co-Chairs)
 - Two faculty members nominated by the HUMA instructors
 - Three faculty members nominated by Chairs and Directors
- Members of the Advisory Committee are appointed by the Dean

Responsibilities

1. Review and approve HUMA course proposals on an annual basis
2. Provide advice on the development of HUMA programming

B.6. Humanities Curriculum & Academic Standards Committee

The CASC functions within UVic policy 2100, Policy on Calendar Submissions.

- It shall have the following voting members:
 - Associate Dean Academic (chair, ex officio), or delegate;
 - One faculty member from each Department and Programme, as designated within their units to be curriculum coordinators (ex officio);
 - One UVSS representative (the representative should be registered as a student in the Faculty of Humanities on a full year term, cycles 1 - 3), nominated by UVSS to the chair;
 - One GSS representative (the representative should be registered as a student in a programme/department offered in the Faculty of Humanities on a full year term, cycles 1 - 3), nominated by GSS to the chair.
- It shall have the following non-voting members:
 - Advising Officer from the Academic Advising Centre;
 - Records Officer from the Office of the Registrar;
 - Admissions and Records Officer from Graduate Admissions & Records;
 - A representative from the Library.
 - Additional non-voting members may be appointed by the chair as appropriate.
- The chair will report the membership of the committee to the Dean.

Responsibilities

1. To review Curriculum Submissions from units for consistency with Faculty and University policies and strategic goals, and to approve and recommend those Submissions to the Faculty Council for approval.

2. To determine and announce the deadlines for receipt of curriculum proposals.
3. To review the regulations of the Faculty as published in the Calendar, with a view to recommending any necessary or desirable changes to the Faculty provision.
4. To examine on a continuing basis all of the Calendar entries for the Faculty and all units of the Faculty, with a view to making those entries as clear, consistent and accurate as possible.
5. To consider curricular matters which may be referred to it from time to time by the Vice-President Academic and Provost, the Dean, the Senate, the Faculty Council, the University Secretary, the Registrar, or any Department or Committee of the Faculty.
6. To assess the curricular ~~proposals~~ submitted by other Faculties, and to respond to them as appropriate when they affect the Faculty of Humanities.
7. To submit ~~an annual~~ report at the end of each cycle to the Faculty Council summarizing the volume and character of the changes it approves, including the number of course additions and deletions, any major issues that have arisen and recommending any changes that would make the curriculum change process more effective.

In addition, the Committee ~~will~~may also consider matters related to academic standards and, in particular, it shall:

1. Advise the Faculty Council on matters concerning academic standards, criteria for admission and grading practices.
2. Advise the Faculty Council on matters concerning standards, which are referred to the Faculty by the Senate.

~~B.4. Technology & Information Infrastructure~~7. Salary Advisory Committee

As outlined in the Faculty Evaluation Policy (v.2020-2023), the SAC functions as an advisory to the Dean for the allocation of PPI and (from 1 January 2021) OPR to all members of the Faculty of Humanities (excluding Unit Heads).

- The committee shall have the following members:
 - the Dean (chair);
 - one Associate Dean;

- five faculty members with regular appointments, elected by faculty members with regular appointments.
 - while not representative, the membership shall be attentive to academic diversity, with no more than one member from the same unit
 - the SAC may seek advice from beyond its membership, if appropriate.
- If there is need to discuss the allocation of PPI or (after 1 January 2021) OPR for any member of the SAC, that member shall be required to recuse themselves from that discussion.

Responsibilities

1. To provide advice to the Dean on the distribution of PPIs and (after 1 January 2021) OPR, recognizing stream and rank.

B.8. Technology & Information Infrastructure Committee

The TIIC functions ~~to ensure the centrality and integration of~~ as an advisory to the Humanities Computing and Media Centre (HCMC) – an academic support unit – to ensure its centrality and integration into the teaching and research activities of the Faculty.

- The committee shall have the following members:
 - Associate Dean Research (chair), or delegate;
 - ~~One faculty member from each of three different departments and programmes, nominated by their Chair;~~
 - Manager of HCMC (ex officio);
 - One representative of the staff of the HCMC, selected by the members of HCMC;
 - One faculty member from three different departments and programmes in Humanities; members are selected by the Dean, following consultation with the HCMC Chairs & Directors;

- One representative of the University Library, selected by the University Librarian.
- Additional members may be invited as representatives of other programmes or constituencies within the Faculty or elsewhere, as appropriate.
- The chair ~~will~~shall report the membership of the committee to the Dean.

Responsibilities

1. To provide advice and guidance on the effective integration of HCMC into the teaching and research activities of the Faculty of Humanities.
2. To set priorities for teaching and research proposals that seek substantial support from ~~the~~ HCMC.
3. To review teaching and research proposals that seek substantial support (>40 hours of programming time) from HCMC.
- 3-4. To consider and support fundraising opportunities for the work of ~~the~~ HCMC.
- 4-5. To serve as a sounding board for ~~the~~ HCMC in consideration of its ~~budget~~-planning, policy-making, and practices-.
- 5-6. To monitor and assess the success of the integration of computing and media technology into the teaching, research, and support activities of the Faculty.
- 6-7. To ensure that the Dean and Faculty are aware of relevant developments in the technology and information infrastructure of the Faculty of Humanities.
8. To support the integration of digital services and infrastructure into other units and projects, as appropriate.

C. Chairs & Directors

The Faculty of Humanities is structured into 10 departments, ~~35~~ non-departmental programmes, and 1 academic support unit.- Departments, led by a Chair, are personnel units; they provide research and teaching capacity for various programmatic components (certificate, minor, major, undergraduate, graduate etc.). —Non-departmental ~~Programmes~~programmes, led by a Director, are not normally personnel units; they draw

teaching capacity from the various departments to provide unique, trans-departmental content. ~~See Appendix 1 for the Chair's Duties and Responsibilities.~~

1. The Faculty Board normally meets with the Chairs & Directors once per month.
2. The Chairs & Directors Meeting (CDM) is chaired by the Dean (or delegate).
3. Participation in the CDM is part of the assigned duties of Chairs and Directors; in case of unavoidable absence, a delegate ~~may~~shall attend.
4. CDM is a consultative meeting, assisting in the promotion of communication, transparency, and collegiality between the Faculty Board and the Departments & Programmes. ~~It~~ plays a formative role in decision-making and policy-making, and enables responsible oversight.
5. A representative from an academic support unit may be invited to participate in CDM.
6. Other members of the Faculty or other guests may be invited to attend specific meetings.

D. Dean's Office & Faculty Board

The mandate for leadership and governance of the Faculty of Humanities resides with the Dean of Humanities. -The Dean is the chair of the Faculty under the University Act.- The Dean is committed to leadership consistent with the Vision & Mission Statement of the Faculty, as ratified by the Faculty Council. ~~-See Appendix 2 for Dean's Duties and Responsibilities.~~

~~1-7.~~ The Dean is assisted in the exercise of this mandate by a Faculty Board.

~~2-8.~~ The Faculty Board consists of the Dean (chair), the Associate Dean Academic, the Associate Dean Research, the Associate Dean Advising, the ~~Faculty's Admin Officer~~ Director of Administration.

~~3-9.~~ The Faculty Board is supported by the Dean's Assistant as secretary.

~~4-10.~~ Other staff, faculty, and students of Humanities may attend the Board by invitation of the Dean.

~~5-11.~~ The Board ~~will~~shall normally hold an open meeting with students once per term.

~~6-12.~~ The Board works to support decision-making, implementation, and coordination of the (sub)mandates present in the Dean's Office.

a. The Faculty Board is the locus of the sub-mandates of the Associate Deans and ~~Admin Officer~~ Director of Administration, providing a collaborative context for their execution, enabling mutual support and responsible oversight by the Dean.

b. The portfolios and responsibilities of the Associate Deans are particular, but also responsive to requests from the Dean. -Associate Deans are specific delegates of the Dean.

~~7-13.~~ The Faculty Board normally meets once per week. -The timetable of meetings ~~will~~shall be made available to the Chairs & Directors and other members of Faculty, for their information.

~~8-14.~~ Agenda items for the Board ~~should~~shall be submitted before Friday in the week preceding the Board meeting.- Items may be submitted by Board members or

any staff, faculty, or students of the Faculty of Humanities. -The agenda is set at the discretion of the Dean.

9-15. MinutesRecord of the Board meetings are kept in the Dean's Office and made available to Chairs & Directors on the SharepointConnect site.

E. Amendment

1. This 'Constitution & Operating Structure' ~~will~~shall be reviewed by Faculty after it has been in effect for 3 academic years.
2. Amendments to the 'Constitution & Operating Structure' shall be made by a vote of 66% of the Faculty Council, followed by approval of the university Senate.
3. The Faculty of Humanities Vision & Mission Statement is a commitment of the Faculty and not formally part of the Operating Structures; it need not be approved by Senate.

Faculty of Humanities
University of Victoria

Constitution & Operating Structure



Approved by Faculty Council: May 5, 2020

Vision & Mission Statement

OPEN YOUR MIND, TRANSFORM OUR WORLD.

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The Humanities equip us to make critical and difficult choices, to recognize the difference between what is right and what is easy, and to take responsibility for our choices as constitutive of ourselves. The Humanities enable us to reflect on how we are, and how we have been, shaped by our language, our culture, our technology, our environment, and to recognize the richness offered by diversity, difference, distance, and place. They force us to challenge those things that we take for granted. They require disciplined awareness, courageous compassion, and skillful curiosity.

The Humanities are at the foundation of the university's historic mission to make humanity better. They inspire the university to move beyond the provision of instrumental skills, to move beyond the commodification of learning as training, and to embody the highest ideal that education elevates the human condition itself.

Mission: the Humanities at UVic

Enrich Human Dignity

fundamental research and teaching about what it means (and has meant) to be human, and a commitment to enact change to improve conditions for humanity

Provoke Critical Inquiry

fundamental research and teaching about the meaning and methods of reason and critique, including their cultural and historical plurality, and a commitment to uphold these values in society today

Engage Myriad Voices

fundamental research and teaching about the interaction between time, place and knowledge, including its expression through language, and a commitment to a de-colonized and diverse global society

Inspire Innovative Expression

fundamental research and teaching about multifarious modes of human expression, including the full plurality of media, and a commitment to creative interventions in society

Constitution & Operating Structure

A. Faculty Council

The Council of the Faculty of Humanities exercises its powers and duties under the University Act, as amended.

1. The Faculty Council normally convenes once per month, September-May.
2. Quorum for Faculty Council is 15 voting members.
3. *Faculty Board* members of the Council are counted in the quorum and may vote on any motion; the chair does not have a casting vote in case of a tie.

Membership of the Faculty Council includes:

1. The Dean (chair).
2. Associate Deans (chairs designate).
3. Members of the Faculty of Humanities, including all part- and full-time regular faculty (teaching or research stream) appointed in the Faculty or in a Department of the Faculty, including those on limited-term appointments.
4. In addition, the following groups are invited to provide one (voting) representative to participate in Faculty Council:
 - a. UVSS (the representative should be registered as a student in the Faculty of Humanities)

- b. GSS (the representative should be registered as a student in a programme/department offered in the Faculty of Humanities)
 - c. Staff members (the representative shall be selected through a nomination/voting process conducted via the Dean's Office each September)
 - d. Sessional lecturers/Music Performance Instructors (the representative should be currently employed in the Faculty of Humanities, selected in a manner agreeable to CUPE4163:3).
- 5. Any other staff or faculty of the university may attend open meetings, but cannot vote.
 - 6. It is the responsibility of members of Council to contribute to the governance of the Faculty. Regular attendance at scheduled meetings of the Council contributes to discharging this responsibility.

Agenda and Motions

- 1. The agenda of the Faculty Council shall be set by the Dean in consultation with the Faculty Board.
- 2. The agenda and supporting documents shall normally be distributed one week before the meeting.
- 3. A call for agenda items shall be sent to members of the Council 2 weeks in advance of the meeting.
- 4. Agenda items should be: for information; for discussion; proposed motions.
- 5. Proposed motions should already have been discussed in appropriate (sub)committees before reaching the agenda of the Faculty Council.
- 6. Only items submitted to the Dean's Office by the appropriate deadline, with all necessary supporting documentation will be eligible for the agenda.
- 7. A motion must be moved and seconded to pass, and must be approved by a simple majority of members present.
- 8. All meetings of the Faculty Council shall be conducted in accordance with Robert's Rules of Order for meetings. New rules of order can be adopted by majority vote.

Other

1. Special meetings of the Faculty Council may be called by the Dean (or delegate).
2. At the written request of 15 voting members, the Dean will call a special meeting within 10 days.
3. Minutes of the Faculty Council are kept, recording pertinent points and the results of votes on all motions.
4. Minutes will reside in the Dean's Office and be made available to Council members on request or via the Council Connect site.
5. The Council may establish ad hoc or standing (sub)committees to investigate any matters coming before the Council.
 - a. Notice of (sub)committee meetings and their agenda will normally be made available to members a week in advance of the meeting,
 - b. Minutes of all (sub)committee meetings shall contain a record of the pertinent points discussed and the results of a vote on all motions.
 - c. A copy of the minutes will reside in the Dean's Office and be made available to Council members on request or via the Council Connect site.
 - d. Quorum of the (sub)committee shall be 50% of the membership, unless otherwise specified.
 - e. Membership of Faculty Council is not a necessary condition for eligibility for membership on (sub)committees.
 - f. All (sub)committees shall report their findings to the Council.

B. Standing Committees

The Dean, in consultation with the Chairs & Directors of the Faculty, may establish committees (either ongoing or for limited terms) to deal with business pertaining to the functioning and organization of the Faculty.

The Faculty supports the following standing committees:

- [Academic Equity Advisory Committee](#)
- [Advisory Council to the Associate Dean Academic](#)

- [Advisory Council to the Associate Dean Research](#)
- [Graduate Steering Committee](#)
- [HUMA Advisory Committee](#)
- [Humanities Curriculum & Academic Standards Committee](#)
- [Salary Advisory Committee](#)
- [Technology & Information Infrastructure Committee](#)

B.1 Academic Equity Advisory Committee

- The Academic Equity Advisory Committee shall have the following membership:
 - 5 or 7 regular faculty members elected by members of the Council, normally for a 3-year period. In 2020, 3-4 members shall be appointed for 3 years, 2-3 members for 2 years.
 - to the extent possible, membership shall reflect equity categories recognized by the University of Victoria;
 - to the extent possible, membership shall reflect diverse pedagogical and research methodologies;
 - to the extent possible, membership shall reflect a diversity of institutional ranks;
 - membership shall include no more than 2 from the same academic unit;
 - Members of the Council shall submit nominations (humsoffice@uvic.ca); these must be signed by the nominee, indicating that they are prepared to stand. The nominees shall meet and determine among themselves the optimal composition of the committee in relation to the membership criteria; the names of the members who agree to serve shall be forwarded to the Dean for appointment, along with a description of how equity categories, pedagogy/methods, and rank are represented.
 - The Chair shall be elected by the members of the AEAC and appointed by the Dean.
 - The Chair is responsible to the Dean.

Responsibilities:

1. The AEAC shall provide solicited and unsolicited advice to Dean, Associate Deans, and Director of Administration in the following areas:
 - a. Academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit;
 - b. Faculty Evaluation Policy and Unit Standards.
2. The AEAC may provide advice, information, and guidance to Faculty Council on issues pertaining to academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit.
3. The Council may appoint ad-hoc members to assist the AEAC in the performance of its duties. The AEAC shall report to the Faculty Council each April on its activities of the year.

B.2. Advisory Council to the Associate Dean Academic

- The Advisory Committee to the Associate Dean Academic shall have the following members:
 - The Associate Dean Academic (chair);
 - The Director of the Academic & Technical Writing Programme (ATWP);
 - Five members from different departments in the Faculty for a term of two years.
- Members of the Advisory Council are appointed by the Dean, following consultation with the Chairs & Directors.
- When appropriate, Chairs will nominate new members from their departments; the Associate Dean Academic will negotiate their agreement to serve.

Responsibilities

1. The Council shall provide solicited and unsolicited advice to the Associate Dean Academic on matters relevant to the Associate Dean Academic's mandate, with a focus on issues surrounding undergraduate teaching and undergraduate culture of

the Faculty of Humanities. Such issues may involve (but need not be limited to):

- a. Selection of annual Faculty Teaching Award winner and other pertinent awards;
 - b. Monitoring and assessment of undergraduate programmes;
 - c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - d. Monitoring and assessment of international exchange
 - e. Monitoring and assessment of student recruitment;
 - f. Monitoring and assessment of co-op and internship procedures and performance;
 - g. Monitoring and assessment of guidelines and practices of effective academic programme delivery;
 - h. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Council may appoint ad hoc members to assist the Committee in the performance of its duties. The Committee shall report to the Faculty Council each April on its activities of the year.

B.3. Advisory Council to the Associate Dean Research

- The Advisory Committee to the Associate Dean Research shall have the following members:
 - The Associate Dean Research (chair);
 - Five members from different departments in the Faculty for a term of two years.
- Members of the Advisory Council are appointed by the Dean, following consultation with the Chairs & Directors.
- When appropriate, Chairs will nominate new members from their departments; the Associate Dean Academic will negotiate their agreement to serve.

Responsibilities

1. The Council shall provide solicited and unsolicited advice to the Associate Dean Research on matters relevant to the Associate Dean's mandate, with a focus on issues surrounding graduate teaching and the research culture of the Faculty of Humanities. Such issues may involve (but need not be limited to):
 - a. Selection of annual Faculty Research Award winner and other pertinent awards
 - b. Monitoring and assessment of graduate programmes;
 - c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - d. Monitoring and assessment of international exchange where appropriate;
 - e. Monitoring and assessment of student recruitment;
 - f. Monitoring and assessment of guidelines and practices of effective academic programme delivery;
 - g. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Council may appoint ad hoc members to assist the Committee in the performance of its duties. The Committee shall report to the Faculty Council each April on its activities of the year.

B.4. Graduate Steering Committee

- The Graduate Steering Committee shall have the following members:
 - The Associate Dean Research (Chair)
 - All Graduate Advisors in the Faculty of Humanities

Responsibilities

1. Exercising collaborative and flexible recommendations regarding the award of BCGS, Murray Dawson, and Falkenstein scholarships to maximize their impact across the Faculty and ensure they are used effectively and strategically to recruit, retain, and/or support exceptional graduate students;

2. Exercising collaborative and flexible recommendations regarding Faculty TA funds, to ensure they are invested efficiently to support the needs of both Undergraduate and Graduate students in the Faculty of Humanities, and that they are otherwise invested in support of Graduate student research and training;
3. Exercising collaborative and flexible recommendations regarding FGS base funds when opportunities arise, so as to ensure that the funds are distributed effectively and strategically within the Faculty in ways that are responsive to need and, as necessary, innovation;
4. Coordinating graduate content and offerings that can be shared among units in Humanities, as appropriate; in this capacity, it will consult and work with the Advisory Council to the Associate Dean Academic, the Advisory Council to the Associate Dean Research, the HUMA Advisory Committee, and the Humanities Curriculum & Academic Standards Committee, as needed.

B.5. HUMA Advisory Committee

- The HUMA Advisory Committee shall have the following members:
 - Associate Dean Academic and Associate Dean Research (Co-Chairs)
 - Two faculty members nominated by the HUMA instructors
 - Three faculty members nominated by Chairs and Directors
- Members of the Advisory Committee are appointed by the Dean

Responsibilities

1. Review and approve HUMA course proposals on an annual basis
2. Provide advice on the development of HUMA programming

B.6. Humanities Curriculum & Academic Standards Committee

The CASC functions within UVic policy 2100, Policy on Calendar Submissions.

- It shall have the following voting members:
 - Associate Dean Academic (chair, ex officio), or delegate;

- One faculty member from each Department and Programme, as designated within their units to be curriculum coordinators (ex officio);
- One UVSS representative (the representative should be registered as a student in the Faculty of Humanities on a full year term, cycles 1 - 3), nominated by UVSS to the chair;
- One GSS representative (the representative should be registered as a student in a programme/department offered in the Faculty of Humanities on a full year term, cycles 1 - 3), nominated by GSS to the chair.
- It shall have the following non-voting members:
 - Advising Officer from the Academic Advising Centre;
 - Records Officer from the Office of the Registrar;
 - Admissions and Records Officer from Graduate Admissions & Records;
 - A representative from the Library.
 - Additional non-voting members may be appointed by the chair as appropriate.
- The chair will report the membership of the committee to the Dean.

Responsibilities

1. To review Curriculum Submissions from units for consistency with Faculty and University policies and strategic goals, and to approve and recommend those Submissions to the Faculty Council for approval.
2. To determine and announce the deadlines for receipt of curriculum proposals.
3. To review the regulations of the Faculty as published in the Calendar, with a view to recommending any necessary or desirable changes to the Faculty provision.
4. To examine on a continuing basis all of the Calendar entries for the Faculty and all units of the Faculty, with a view to making those entries as clear, consistent and accurate as possible.
5. To consider curricular matters which may be referred to it from time to time by the Vice-President Academic and Provost, the Dean, the Senate, the Faculty Council, the University Secretary, the Registrar, or any Department or Committee of the Faculty.

6. To assess the curricular submitted by other Faculties, and to respond to them as appropriate when they affect the Faculty of Humanities.
7. To submit a report at the end of each cycle to the Faculty Council summarizing the volume and character of the changes it approves, including the number of course additions and deletions, any major issues that have arisen and recommending any changes that would make the curriculum change process more effective.

In addition, the Committee may also consider matters related to academic standards and, in particular, it shall:

1. Advise the Faculty Council on matters concerning academic standards, criteria for admission and grading practices.
2. Advise the Faculty Council on matters concerning standards, which are referred to the Faculty by the Senate.

B.7. Salary Advisory Committee

As outlined in the Faculty Evaluation Policy (v.2020-2023), the SAC functions as an advisory to the Dean for the allocation of PPI and (from 1 January 2021) OPR to all members of the Faculty of Humanities (excluding Unit Heads).

- The committee shall have the following members:
 - the Dean (chair);
 - one Associate Dean;
 - five faculty members with regular appointments, elected by faculty members with regular appointments.
 - while not representative, the membership shall be attentive to academic diversity, with no more than one member from the same unit
 - the SAC may seek advice from beyond its membership, if appropriate.
- If there is need to discuss the allocation of PPI or (after 1 January 2021) OPR for any member of the SAC, that member shall be required to recuse themselves from that discussion.

Responsibilities

1. To provide advice to the Dean on the distribution of PPIs and (after 1 January 2021) OPR, recognizing stream and rank.

B.8. Technology & Information Infrastructure Committee

The TIIC functions as an advisory to the Humanities Computing and Media Centre (HCMC) – an academic support unit – to ensure its centrality and integration into the teaching and research activities of the Faculty.

- The committee shall have the following members:
 - Associate Dean Research (chair), or delegate;
 - Manager of HCMC (ex officio);
 - One representative of the staff of HCMC, selected by the members of HCMC;
 - One faculty member from three different departments and programmes in Humanities; members are selected by the Dean, following consultation with the Chairs & Directors;
 - One representative of the University Library, selected by the University Librarian.
 - Additional members may be invited as representatives of other programmes or constituencies within the Faculty or elsewhere, as appropriate.
- The chair shall report the membership of the committee to the Dean.

Responsibilities

1. To provide advice and guidance on the effective integration of HCMC into the teaching and research activities of the Faculty of Humanities.
2. To set priorities for teaching and research proposals that seek substantial support from HCMC.
3. To review teaching and research proposals that seek substantial support (>40 hours of programming time) from HCMC.

4. To consider and support fundraising opportunities for the work of HCMC.
5. To serve as a sounding board for HCMC in consideration of its planning, policy-making, and practices
6. To monitor and assess the success of the integration of computing and media technology into the teaching, research, and support activities of the Faculty.
7. To ensure that the Dean and Faculty are aware of relevant developments in the technology and information infrastructure of the Faculty of Humanities.
8. To support the integration of digital services and infrastructure into other units and projects, as appropriate.

C. Chairs & Directors

The Faculty of Humanities is structured into 10 departments, 5 non-departmental programmes, and 1 academic support unit. Departments, led by a Chair, are personnel units; they provide research and teaching capacity for various programmatic components (certificate, minor, major, undergraduate, graduate etc.). Non-departmental programmes, led by a Director, are not normally personnel units; they draw teaching capacity from the various departments to provide unique, trans-departmental content.

1. The Faculty Board normally meets with the Chairs & Directors once per month.
2. The Chairs & Directors Meeting (CDM) is chaired by the Dean (or delegate).
3. Participation in the CDM is part of the assigned duties of Chairs and Directors; in case of unavoidable absence, a delegate shall attend.
4. CDM is a consultative meeting, assisting in the promotion of communication, transparency, and collegiality between the Faculty Board and the Departments & Programmes. It plays a formative role in decision-making and policy-making, and enables responsible oversight.
5. A representative from an academic support unit may be invited to participate in CDM.
6. Other members of the Faculty or other guests may be invited to attend specific meetings.

D. Dean's Office & Faculty Board

The mandate for leadership and governance of the Faculty of Humanities resides with the Dean of Humanities. The Dean is the chair of the Faculty under the University Act. The Dean is committed to leadership consistent with the Vision & Mission Statement of the Faculty, as ratified by the Faculty Council.

7. The Dean is assisted in the exercise of this mandate by a Faculty Board.
8. The Faculty Board consists of the Dean (chair), the Associate Dean Academic, the Associate Dean Research, the Associate Dean Advising, the Director of Administration.
9. The Faculty Board is supported by the Dean's Assistant as secretary.
10. Other staff, faculty, and students of Humanities may attend the Board by invitation of the Dean.
11. The Board shall normally hold an open meeting with students once per term.
12. The Board works to support decision-making, implementation, and coordination of the (sub)mandates present in the Dean's Office.
 - a. The Faculty Board is the locus of the sub-mandates of the Associate Deans and Director of Administration, providing a collaborative context for their execution, enabling mutual support and responsible oversight by the Dean.
 - b. The portfolios and responsibilities of the Associate Deans are particular, but also responsive to requests from the Dean. Associate Deans are specific delegates of the Dean.
13. The Faculty Board normally meets once per week. The timetable of meetings shall be made available to the Chairs & Directors and other members of Faculty, for their information.
14. Agenda items for the Board shall be submitted before Friday in the week preceding the Board meeting. Items may be submitted by Board members or any staff, faculty, or students of the Faculty of Humanities. The agenda is set at the discretion of the Dean.
15. Record of the Board meetings are kept in the Dean's Office and made available to Chairs & Directors on the Connect site.

E. Amendment

1. This 'Constitution & Operating Structure' shall be reviewed by Faculty after it has been in effect for 3 academic years.
2. Amendments to the 'Constitution & Operating Structure' shall be made by a vote of 66% of the Faculty Council, followed by approval of the university Senate.
3. The Faculty of Humanities Vision & Mission Statement is a commitment of the Faculty and not formally part of the Operating Structures; it need not be approved by Senate.



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

memo

Date: September 4, 2020
To: The Secretary of the Senate
From: Dr. Valerie S. Kuehne, Vice-President Academic and Provost
Cc: Dr. Susan Lewis, Chair Senate Committee on Planning
Re: **2019/20 Annual Report on the Status of Academic Program Reviews**

Under policy AC1145, the Provost will report annually to Senate and the Board of Governors through the Senate Committee on Planning on the status of academic program reviews.

UVic's academic program review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2019/20 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAOA) conducted by the Degree Quality Assessment Board (DQAB). The assessors' report including recommendations is available [here](#).

Recommendations from the audit led to a broader review of the university's APR policy and associated procedures, AC1145. During Fall 2019 and Spring 2020, consultations on proposed changes to the APR policy and associated procedures, AC1145 were held, and are being brought forward under separate cover for the October 2, 2020 meeting of Senate.

Scheduling of Reviews

The following is a summary of academic units that underwent site visits during the 2019/20 academic year, and academic units up for review in 2020/21. Executive summaries of the assessors' reports may be found on the Quality Assurance website, <https://www.uvic.ca/vpacademic/resources/howto/quality-assurance/>

Due to the impacts of COVID-19, in-person site visits are not being planned for fall 2020. The proposed changes to the university's APR policy and associated procedures are more flexible and would allow for remote site visits, if needed.

Reviews Conducted in 2019/20	Schedule of Reviews to Initiate in 2020/21
Department of Anthropology	Cultural, Social and Political Thought Program
Department of Chemistry	European Studies Program
Department of Computer Science	Department of Greek and Roman Studies
School of Earth and Ocean Sciences	Department of Hispanic and Italian Studies
School of Exercise Science, Physical & Health Education	Human Dimensions of Climate Change Program

Indigenous Governance Program	Faculty of Law
Department of Linguistics	Medieval Studies Program
Department of Mathematics and Statistics	Social Dimensions of Health Program
	Social Justice Studies Program
	Technology and Society Program
	Department of Theatre
	Department of Visual Arts

2019/20 Senate Committee on Planning Membership:

Voting members:	
Dr. S. Lewis	Associate Vice-President Academic Planning, Chair
Dr. V. Kuehne	Vice-President Academic and Provost
Dr. L. Kalynchuk	Vice-President Research
Dr. M. Engineer	Department of Economics
Dr. S. Nam	Peter B. Gustavson School of Business
Dr. G. McDonough	Department of Curriculum and Instruction
Dr. N. Roy	Department of Economics
Dr. A. Con	School of Music
Dr. A. Roudsari	Department of Health Information Science
Dr. R. St. Clair	Deans' Representative
Dr. R. Hicks	Faculty of Science
Dr. M. Garcia-Barrera	Department of Psychology
Ms. G. Calder	Faculty of Law
Dr. D. Capson	Faculty of Graduate Studies
Dr. D. Russek	Department of Hispanic and Italian Studies
Dr. P. Nahirney	Medical Sciences
Dr. J. Clarke	Division of Continuing Studies
Dr. R. Gupta	Faculty of Engineering
Dr. C. Holder	Department of Philosophy
Mr. K. Richins	Undergraduate Representative and Student Senator
Ms. C. Osborne	Graduate Student Representative
Ex-officio members:	
Ms. N. Greengoe	Registrar
Ms. A. Saab	Associate University Secretary
Ms. A. Giles	Acting Executive Director, Co-op. Education & Career Services

MEMO

**University
of Victoria**

Vice-President
Academic
& Provost

Vice-President Academic and Provost

PO Box 1700 STN CSC
Victoria British Columbia V8W 2Y2 Canada
Tel (250) 721-7010 Fax (250) 721-7216
E-mail provost@uvic.ca Web <http://www.uvic.ca/vpac>

Date: September 14, 2020
To: Senate
From: Valerie Kuehne, Vice-President Academic & Provost
CC: Susan Lewis, Associate Vice-President Academic
Re: **Revisions to Policy AC1145 Academic Program Reviews**

In 2018, the Ministry of Advanced Education Skills and Training completed a regular audit of how the University of Victoria monitors and ensures the quality of its academic programs. Although the university succeeded in many respects, the Ministry recommended a more transparent process, tighter timelines, and regular follow-up on action items. View the summary of the [Quality Assurance Process Audit](#).

The Ministry review also elicited the opportunity to update the Academic Program Review policy and procedures (AC1145). The proposed revised policy is relatively compact; procedures in the existing policy have been replaced by a Template for the Self-Study, Template for Reviewers, and checklist that are available on the VPAC website (pending approval of the policy changes).

The Office of the Associate Vice-President Academic Planning held consultation sessions with chairs, deans, the Senate Committee on Planning, the Indigenous Academic Advisory Council, Student Affairs executive team, a working group of chairs and directors, and administrative assistants from June 2019 through March 2020 to solicit feedback on the academic program review process and procedures. The policy and new procedural documents were reviewed by the Faculty Association as part of the Collegial Rights Policy and Procedures List in the [Collective Agreement](#) (see page 154). Deans' Council and the Senate Committee on Planning have also reviewed recent versions of the documents. This feedback was used to identify areas in which the process could be streamlined and units better supported.

The aim of the revisions to the policy is as follows:

- To reduce the length of the policy to allow for greater agility and clarity.

- To provide only macro-level procedural guidance within the policy, and instead deliver all procedural instructions in one set of documents (the checklist, self-study template, and reviewer guide template).
- To clarify roles and responsibilities within the policy.

My thanks to all those who participated in the policy review process over the past year.





University Policy No.: AC1145
Classification: Academic and Students
Approving Authority: Senate
Effective Date: October, 2020
Supersedes: Academic Program Review (AC1145)
January, 2015
Last Editorial Change: September, 2020
Mandated Review: October, 2027

External Reviews of Academic Units

Purpose

1.00 The purpose of this policy is to:

- (a) provide regular and systematic reviews of the operation and objectives of academic units;
- (b) foster continuous improvement of the quality and effectiveness of academic programs, research and creative activity, and community engagement;
- (c) assess the alignment of the academic unit in supporting the university's mission;
- (d) support academic programming so that it is responsive to disciplinary change; and
- (e) provide internal and external accountability of academic units.

Scope

2.00 External reviews are normally conducted for departments, schools, and non-departmentalized faculties. However, some programs without department-equivalent status (e.g. interdisciplinary inter/intra-faculty programs) are also reviewed on a regular basis. Such programs may be attached to a home academic unit for the purpose of external review or may hold a free-standing external review (the term academic unit as used in this policy may refer specifically to an academic program in this instance); the Associate Vice-President Academic Planning and disciplinary dean(s) determine the most appropriate option.

3.00 With the approval of the Vice-President Academic and Provost, the accreditation of professional school(s), units, and/or program(s) may be substituted for, or serve as a component of, an external review of an academic unit.

Policy

4.00 Academic units will undergo an external review every seven years or earlier at the request of the Vice-President Academic and Provost. New academic units are first reviewed after five years, then follow the seven-year cycle. In exceptional



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circumstances, a unit may request to defer an external review with the approval of the Vice-President Academic and Provost.

5.00 Unless otherwise specified, the external review will be comprehensive and focus on:

- (a) the effectiveness of the academic in supporting the university's mission;
- (b) the quality of the teaching and learning environment for both undergraduate and graduate students;
- (c) the quality of the research and creative activity;
- (d) available resources and their effective utilization; and
- (e) the academic unit's to the university and its relevant external communities and professions.

Components

6.00 The key components of the external review process are:

- (a) the Associate Vice-President Academic Planning consults with the dean(s) and head of the academic unit to discuss the goals of the review and any areas of particular focus;
- (b) the Associate Vice-President Academic Planning invites a team of three reviewers (two external and one internal to UVic) to provide informed, objective, and critical judgement of the quality of the academic:
 - (i) the Associate Vice-President Academic Planning selects potential committee members from nominations brought forward by the academic unit and dean;
 - (ii) principles of equity and diversity inform the composition of the review team;
- (c) the academic unit completes a self-study that addresses the teaching and learning environment, the student experience, research and creative activity, resourcing, and campus and community engagement;
 - (i) to support collegial governance, all faculty, staff, and students in the academic unit should be consulted and have the opportunity to contribute to the self-study;
- (d) the external review team assesses the unit's infrastructure and meets with administrators, faculty, students, and staff, and others who can most appropriately provide informed comment. Normally, the external review team conducts a site visit of two to three days; any alternative arrangements will require the agreement of the chair or director, dean, Associate Vice-President Academic Planning and approval of the Provost;

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(e) the external review team completes a report that is informed by the self-study and site visit and that includes a set of recommendations; normally, the report is due within two months of the site visit;

(f) the academic unit and dean(s) complete separate responses to the report that evaluate the relevance and benefits of all of the recommendations;

(g) the academic unit completes action plans detailing how the recommendations can be implemented within a one-to-five year timeline;

(h) the action plans are reviewed and approved by the deans(s) and the Associate Vice-President Academic Planning convenes a meeting of the head of the academic unit and the dean(s) to review responses and approve action plans; and

(i) the Associate Vice-President Academic Planning convenes milestone meetings with the head of the academic unit and the dean(s) to review progress at one, three and five-year intervals after the approval of the action plans; a report is completed at the meeting to track progress.

Reporting

7.00 The Vice-President Academic and Provost holds final authority for the approval of action items stemming from the external reviews of academic units.

8.00 The Vice-President Academic and Provost will report annually to the Senate Committee on Planning, the Senate, and the Board of Governors on the status of external reviews of academic units.

9.00 An executive summary of the external review team report will be made publicly available, subject to issues relating to the Protection of Privacy Policy (GV0235) and associated procedures.

10.00 External review documentation will be maintained by the Office of the Vice-President Academic and Provost for the purposes of long-term planning and reporting.

Authorities and Officers

11.00 The following are the authorities and officers for this policy:

- Approving Authority: Senate
- Designated Executive Officer: Vice-President Academic and Provost
- Procedural Authority: Vice-President Academic and Provost (in consultation with the Senate Committee on Planning)
- Procedural Officer: Associate Vice-President Academic Planning

Relevant Legislation

University Act, RSBC 1996 c 468.

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Related Policies and Documents

[Protection of Privacy Policy \(GV0235\)](#)

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RELATED POLICIES AND DOCUMENTS¶
[Procedures for Academic Program Reviews](#)¶
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PROCEDURES FOR ACADEMIC PROGRAM REVIEWS¶

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Procedural Authority: Vice-President Academic and Provost¶
Procedural Officer: Associate Vice-President¶
Academic Planning

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DRAFT



University
of Victoria

University
Secretary

MEMO

Date: September 16, 2020

To: Members of Senate

From: Carrie Andersen
University Secretary

Re: **Academic Important Dates**

Attached for Senate's approval is a revised Academic Important Dates for the period January 2022 through April 2022. Additional revisions to key dates are also outlined which reflect changes approved by Senate December 2019 to the start of the Winter term.

Key dates in the attached calendar are drawn from the Ten-Year Sessional Calendar previously approved by Senate.

Recommended motion:

That Senate approve the Academic Important Dates for the period January 2022 through April 2022 for submission to the January 2021 undergraduate and graduate academic calendar publications.

/attachment

Academic important dates

In recognition of the fact that the University of Victoria is a diverse community, the Office of Equity and Human Rights has compiled a list of [high holy days](#). Faculty and staff may wish to refer to this list in responding to requests from members of religious groups for variations in examination schedules due to religious observances.

Classes are cancelled on all statutory holidays and during reading breaks. Administrative offices and academic departments are closed on statutory holidays. Holidays that fall on a weekend are observed on the next available weekday, normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.

2020/2021 Academic year

Winter session - second term

January 2021

New Year's Day

Friday, January 1st

University closed

Friday, January 1st until Sunday, January 3rd

Second term classes begin for all faculties

Wednesday, January 6th

Senate meets

Friday, January 8th

Last day for course changes in Faculty of Law

Thursday, January 14th

Last day for 100% reduction of second term fees for standard courses

Tuesday, January 19th

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) Course [add and drop dates](#).

Last day for graduate students to register in a personal leave in second term

Tuesday, January 19th

Last day for adding courses that begin in the second term

~~Wednesday, January 20~~ Friday, January 22nd

Last day for paying second term fees without penalty

Sunday, January 31st

February 2021

Senate meets

Friday, February 5th

To be approved by Senate October 2, 2020

Last day for 50% reduction of tuition fees for standard courses

~~Sunday, February 7th~~ Tuesday, February 9th

100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) Course [add and drop dates](#).

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Monday, February 15th

Students completing in the Spring term only

Family Day

Monday, February 15th

Reading Break for all faculties

Monday, February 15th until Friday, February 19th

Last day for withdrawing from full year and second term courses without penalty of failure

Sunday, February 28th

March 2021

Senate meets

Friday, March 5th

April 2021

Good Friday

Friday, April 2nd

Easter Monday

Monday, April 5th

Last day of classes for all faculties except Faculty of Law

Wednesday, April 7th

Last day of class for the Faculty of Law

Friday, April 9th

Senate meets

Friday, April 9th

Examinations begin for all faculties except Faculty of Law

Saturday, April 10th

Examinations begin for the Faculty of Law

Monday, April 12th

Examinations end for all faculties

Monday, April 26th

End of Winter Session

2021/2022 Official academic year begins

Summer session

See [undergraduate](#) and [graduate](#) Summer Session add and drop dates.

May 2021

May - August courses begin for all faculties

Wednesday, May 5th

Senate meets

Friday, May 7th

May and May-June courses begin

Monday, May 10th

Last day for Faculty of Law course changes

Wednesday, May 12th

For more details regarding Summer 2021 Important Dates, see www.uvic.ca/law/jd/courseregistration/index.php

Last day for graduate students to register in a personal leave in summer

Tuesday, May 18th

Senate Committee on Academic Standards meets to approve Convocation lists

~~Thursday, May 27th~~ Thursday, May 20th

Victoria Day

Monday, May 24th

Fees deadlines for summer

Monday, May 31st

See [undergraduate](#) and [graduate](#) [Add and Drop Dates for Standard Summer Courses](#)

June 2021

May Courses End

Wednesday, June 2nd

June Courses Begin

Thursday, June 3rd

Spring Convocation

Monday, June 7th until Friday, June 11th

May-June and June Courses End

Friday, June 25th

July 2021

Canada Day

Thursday, July 1st

Reading Break May-August sections only

Thursday, July 1st until Friday, July 2nd

To be approved by Senate October 2, 2020

July and July-August courses begin

Monday, July 5th

Deadline to apply to graduate for Fall Convocation (all faculties)

Thursday, July 15th

July courses end

Tuesday, July 27th

August courses begin

Wednesday, July 28th

Supplemental and deferred examinations for Winter Session 2020-2021 (except for Business and Law courses)

Wednesday, July 28th until Friday, July 30th

May-August classes end for all faculties

Friday, July 30th

August 2021

British Columbia Day

Monday, August 2nd

May-August examinations begin for all faculties

Tuesday, August 3rd

May-August examinations end for all faculties

Thursday, August 19th

July-August and August courses end

Friday, August 20th

Winter session - first term

September 2021

Labour Day

Monday, September 6th

First year registration and opening assembly for Faculty of Law

Tuesday, September 7th

First term classes begin for all faculties

Wednesday, September 8th

Last day for course changes in Faculty of Law

Thursday, September 16th

Last day for 100% reduction of tuition fees for standard first term and full year courses

Tuesday, September 21st

To be approved by Senate October 2, 2020

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) Course [add and drop dates](#).

Last day for graduate students to register in a personal leave in first term
Tuesday, September 21st

Last day for adding courses that begin in the first term
Friday, September 24th

Last day for paying first term fees without penalty
Thursday, September 30th

October 2021

Senate meets
Friday, October 1st

Thanksgiving Day
Monday, October 11th

Last day for 50% reduction of tuition fees for standard courses
Tuesday, October 12th
100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) Course [add and drop dates](#).

Senate Committee on Academic Standards meets to approve Convocation lists
Wednesday, October 20th

Last day for withdrawing from first term courses without penalty of failure
Sunday, October 31st

November 2021

Senate meets
Friday, November 5th

Fall Convocation
Wednesday, November 10th

Reading Break (except Faculty of Law)
Wednesday, November 10th until Friday, November 12th

Remembrance Day
Thursday, November 11th

Fall Convocation
Friday, November 12th

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation
Monday, November 15th
Students completing in the Fall term only

December 2021

National Day of Remembrance and Action on Violence Against Women

Friday, December 3rd

Classes and exams cancelled from 11:30 am - 12:30 pm

Senate meets

Friday, December 3rd

Last day of classes in first term for all faculties

Friday, December 3rd

First-term examinations begin for all faculties

Monday, December 6th

Undergraduate deadline to apply to graduate for Spring Convocation

Wednesday, December 15th

First term examinations end for all faculties

Monday, December 20th

Christmas Day

Saturday, December 25th

University closed

Saturday, December 25th until Monday, January 3rd

Boxing Day

Sunday, December 26th

Winter session - second term

January 2022

New Year's Day

Saturday, January 1st

University closed

Saturday, January 1st until Monday, January 3rd

Senate meets

Friday, January 7th Wednesday, January 6th

Second term classes begin for all faculties

Monday, January 10th

Last day for course changes in Faculty of Law

Thursday, January 20th

Last day for 100% reduction of second term fees for standard courses

Sunday, January 23rd

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) Course [add and drop dates](#).

To be approved by Senate October 2, 2020

Last day for graduate students to register in a personal leave in second term
Sunday, January 23rd

Last day for adding courses that begin in the second term
Wednesday, January 26th

Last day for paying second term fees without penalty
Monday, January 31st

February 2022

Senate meets
Friday, February 4th

Last day for 50% reduction of tuition fees for standard courses
Sunday, February 13th
100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) Course [add and drop dates](#).

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation
Sunday, February 15th
Students completing in the Spring term only

Family Day
Monday, February 21st

Reading Break for all faculties
Monday, February 21st until Friday, February 25th

Last day for withdrawing from full year and second term courses without penalty of failure
Monday, February 28th

March 2022

Senate meets
Friday, March 4th

April 2022

Senate meets
Friday, April 1st

Last day of classes for all faculties
Thursday, April 7th

Examinations begin for all faculties
Monday, April 11th

Good Friday
Friday, April 15th

Easter Monday
Monday, April 18th

Examinations end for all faculties
Friday, April 29th
End of Winter Session



University
of Victoria

University
Secretary

MEMO

Date: September 16, 2020

To: Members of Senate

From: Carrie Andersen
University Secretary

Re: **2021/22 Senate Meeting and Other Important Dates**

As members of Senate are aware, the Academic Important Dates are presented to Senate for approval at its October meeting, which includes future Senate meeting dates. In that regard, attached for Senate's approval is the schedule of Senate meetings for 2021/22, together with due dates for submission of materials for the agenda.

The timely assembly of a docket containing the agenda, correspondence, proposals and reports requires that all items and materials to be considered at a regular meeting reach the Office of the University Secretary by noon 16 days before the meeting. Following the due date, the Senate Committee on Agenda and Governance prepares the agenda in accordance with its terms of reference and the Senate Rules and Procedures. The docket is posted on the Senate Connect site six days before the meeting.

Recommended Motion:

That Senate approve the 2021/22 Senate Meeting and Other Important Dates.

/Attachment



2021/22 Senate Meetings Dates and Other Important Dates

Agenda Materials due in USEC by 12:00 p.m (Wednesdays)	Senate Committee on Agenda & Governance Meeting 9:30 – 10:30, MWB, boardroom 110 (unless otherwise noted)	Mail Out (Friday)	Meetings will be held at Friday 3:30 p.m. in the Senate and Board Chambers (Room A180, University Centre unless otherwise noted)
-	-	-	September 17, 2021 <i>Annual Senate Orientation and Welcome Reception</i>
September 15, 2021	September 17, 2021	September 24, 2021	October 1, 2021
October 20, 2021	October 22, 2021	October 29, 2021	November 5, 2021 Location: TBD
			<i>Joint Senate and Board Retreat Monday, November 29, 2021 (TBC)</i>
November 17, 2021	November 19, 2021	November 26, 2021	December 3, 2021
December 15, 2021	December 17, 2021	December 24, 2021	January 7, 2022
January 19, 2022	January 21, 2022	January 28, 2022	February 4, 2022
February 16, 2022	February 18, 2022	February 25, 2022	March 4, 2022
March 16, 2022	March 18, 2022	March 25, 2020	April 1, 2022
April 20, 2022	April 22, 2022	April 29, 2022	May 6, 2022

2021/22 Senate Committee on Academic Standards meetings to approve Convocation lists

Agenda Materials due in USEC by 12:00 pm in order to distribute by end of day	Meeting
Friday, October 15, 2021	Wednesday, October 20, 2021 10:30 a.m. – 12:30 p.m. Location: Michael Williams Building, boardroom 120
Friday, May 20, 2022	Thursday, May 26, 2022 10:30 a.m. – 12:30 p.m. Location: Michael Williams Building, boardroom 120

PLEASE RETAIN THIS SCHEDULE FOR FUTURE REFERENCE

Department of French, Department of English

Faculty of Humanities

Code	Program title	Change description	Consultation
BA-EFAC	English and French (Canadian Literature): Bachelor of Arts	Suspension of admission and declaration	Associate Vice-President Academic Planning (AVPAP), Department of English, Department of History

Department of Germanic and Slavic Studies
Faculty of Humanities

Code	Program title	Change description	Consultation
CERT-RLCP	Language and Cultural Proficiency: Russian	Editorial change	

Department of Hispanic and Italian Studies
Faculty of Humanities

Code	Program title	Change description	Consultation
BA-ITAM	Italian Studies: Bachelor of Arts	Program discontinuance	Associate Vice-President Academic Planning (AVPAP)
CERT-ILCP	Language and Cultural Proficiency: Italian	Program discontinuance	Associate Vice-President Academic Planning (AVPAP)
MNR-ITAL	Italian Studies: Minor	Program discontinuance	Associate Vice-President Academic Planning (AVPAP)
UG-HISP-REQ	Hispanic and Italian Studies: requirements	Removal of discontinued programs from requirements	

Department of Chemistry

Faculty of Science

Code	Program title	Change description	Consultation
BSC-MSSH	Chemistry for the Medical Sciences: Honours	Change of the required courses for a program	Associate Vice-President Academic Planning (AVPAP)

Biomedical Engineering

Faculty of Engineering

Course	Title	Type(s) of change	Consultation
BME401A	Special Topics in Biomedical Engineering	Description	Department of Mechanical Engineering, Department of Electrical and Computer Engineering
BME401B	Special Topics in Biomedical Engineering	Description	Department of Mechanical Engineering, Department of Electrical and Computer Engineering
BME401C	Special Topics in Biomedical Engineering	Description	Department of Mechanical Engineering, Department of Electrical and Computer Engineering
BME401D	Special Topics in Biomedical Engineering	Description	Department of Mechanical Engineering, Department of Electrical and Computer Engineering
BME404	Special Topics in Biomedical Engineering	New	Department of Mechanical Engineering, Department of Electrical and Computer Engineering

Department of Civil Engineering
Faculty of Engineering

Course	Title	Type(s) of change	Consultation
CIVE454	Sustainable Infrastructure and Non-Destructive Health Monitoring	New	

Department of Mechanical Engineering

Faculty of Engineering

Course	Title	Type(s) of change	Consultation
MECH448	Introduction to Musculoskeletal Biomechanics	MX; Cross-listing	
MECH452	Microfluidics for Biomedical and Energy Applications	MX; Cross-listing	
MECH481	Biomaterials and Tissue Engineering	MX; Cross-listing	
MECH483	Mechanics and Energy Conversion for Living Cells	MX; Cross-listing	Biomedical Engineering

Department of Greek and Roman Studies

Faculty of Humanities

Course	Title	Type(s) of change	Consultation
GRS383	Greece and Rome in Modern Popular Culture	New	Department of History

Department of Hispanic and Italian Studies

Faculty of Humanities

Course	Title	Type(s) of change	Consultation
SPAN340	Spanish Immersion Literature	Deletion	

Faculty of Engineering

Department of Mechanical Engineering

Code	Program title	Change description	Consultation
MENG-BME*	Biomedical Systems: Master of Engineering	Creation of a new program	

Faculty of Humanities

Department of English

Code	Program title	Change description	Consultation
MA-ENGL.CRS	English (Course-only): Master of Arts	Discontinuance of a program	
MA-ENGL.THESIS	English (Thesis-based): Master of Arts	Discontinuance of a program	
MA-ENGL.CRS-MEMS	Concentration in Medieval and Early Modern Studies: English (Course-only): Master of Arts	Discontinuance of a program	
MA-ENGL.CRS-NCS	Concentration in Nineteenth Century Studies: English (Course-only): Master of Arts	Discontinuance of a program	
MA-ENGL.PROJ-MEMS	Concentration in Medieval and Early Modern Studies: English (Project-only): Master of Arts	Discontinuance of a program	
MA-ENGL.PROJ-NCS	Concentration in Nineteenth Century Studies: English (Project-only): Master of Arts	Discontinuance of a program	
MA-ESPT	Concentration in Cultural, Social and Political Thought: English (Thesis-based): Master of Arts	Merger of English thesis and CSPT calendar entry	
GR-ENGL-GI	English: General Information	Updates to outdated informtaion	
GR-ENGL-REQ	English: Requirements	Updates to reflect changes to programs and concentrations available	

Biomedical Engineering

Faculty of Engineering

Course	Title	Type(s) of change	Consultation
BME500	Medical Device and System Design for Clinical Engineers	New	
BME501	Biosensors and Imaging for Medical Device Design	New	
BME505	Quantitative Human Physiology	New	
BME510	Bioprinting and 3D Printing Human Body Parts	New	
BME515	Biomaterials and Tissue Engineering	New	
BME520	Human Factors and Usability Engineering for Medical Devices	New	
BME525	Mechanics and Energy Conversion in Living Cells	New	
BME548	Introduction to Musculoskeletal Mechanics	New	
BME552	Microfluidics for Biomedical and Energy Applications	New	
BME598	MEng Technical Project	New	

Department of Civil Engineering

Faculty of Engineering

Course	Title	Type(s) of change	Consultation
CIVE511	Resilient Smart Cities	New	

Department of Mechanical Engineering

Faculty of Engineering

Course	Title	Type(s) of change	Consultation
MECH515	Biomaterials and Tissue Engineering	Description; MX; Cross-listing	