



The next open meeting of the Senate of the University of Victoria is scheduled for Friday, January 7, 2022 at 3:30 p.m. via Zoom.

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

**1. APPROVAL OF THE AGENDA ACTION**

**2. MINUTES ACTION**

- a. December 3, 2021 (SEN-JAN 7/22-1)

Motion: That the minutes of the open session of the meeting of the Senate held on December 3, 2021 be approved and that the approved minutes be circulated in the usual way.

**3. BUSINESS ARISING FROM THE MINUTES**

**4. REMARKS FROM THE CHAIR**

- a. President's report **INFORMATION**

**5. CORRESPONDENCE**

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

- a. Senate Committee on Academic Standards - Dr. Yasmine Kandil, Chair

- i. Extension of Approval to Waive Medical Documentation **ACTION**  
- Winter Session, January 2022 – April 2022 (SEN-JAN 7/22-2)

Motion: That Senate approve the extension of the temporary waiver of medical documentation for all requests for academic concessions during the Winter Session, January 2022 – April 2022.

- ii. Proposed Revisions to the Undergraduate Academic Calendar **ACTION**
  - Honours Program (Recreational Health Education (BA) Honours and Kinesiology (BSc) Honours) in Exercise Science, Physical and Health Education (**SEN-JAN 7/22-3**)

Motion: That Senate approve the revisions as outlined in the memo “Proposed Revisions to the Undergraduate Academic Calendar – Honours program (RHED (BA) Honours and KINE (BSc) Honours) in EPHE” effective the May 2022 Undergraduate Academic Calendar.

- b. Senate Committee on Admission, Re-registration and Transfer Appeals
  - Dr. Stuart MacDonald, Chair

- i. 2020/2021 Annual Report (**SEN-JAN 7/22-4**) **INFORMATION**

- c. Senate Committee on Agenda and Governance – Dr. Kevin Hall, Chair

- i. 2020/2021 Annual Report (**SEN-JAN 7/22-5**) **INFORMATION**

- ii. In response to COVID-19: A summary of actions or adjustments made under authority of the Emergency Protocol for Senate Operations (Level 2) (**SEN-JAN 7/22-17**) **INFORMATION**

- iii. Proposed Increase of Student Representation on the Senate Committee on Agenda and Governance **ACTION**  
(**SEN-JAN 7/22-6**)

Motion: That Senate approve the attached revisions to the Senate Rules and Procedures, section 56 and Appendix C – Senate Committee on Agenda and Governance Terms of Reference.

- iv. Upcoming Senate committee vacancies (**SEN-JAN 7/22-7**) **INFORMATION**

- v. Appointment to the 2021/2022 Senate Committee on Libraries **ACTION**  
(**SEN-JAN 7/22-8**)

Motion: That Senate approve the appointment to the 2021/2022 Senate Committee on Libraries for the term indicated in the attached document.

d. Senate Committee on Awards – Dr. Charlotte Schallié, Chair

i. New and Revised Awards (**SEN-JAN 7/22-9**)

**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:

- Phoenix Award (Revised)
- Louise and Peter Fothergill-Payne Travel Scholarship\* (Revised)
- UVic Student Bursary\* (New)
- Peter Corless Mechanical Engineering Award\* (New)
- Robyn Kathleen Addison Scholarship in Environmental Studies (New)
- Ethel Dent Banks & Margaret Maunsell Award (Revised)
- Darlene Scott Scholarship\* (Revised)
- Agamemnon Kasapi and Family Scholarship\* (Revised)
- Faculty of Education Student Leadership Award\* (Revised)
- Faculty Association Memorial Award (New)
- Cora Arenas and Carol Artemiw Award for Second-Year Women in Engineering and Computer Science (Revised)
- TED Fund\* (New)
- UVic Business Class of 2009 Scholarship Award (Revised)
- Alec Maclean Annual Award in Economics (New)
- Micqualyn Scholarship\* (Revised)
- Doreen Moser Scholarship\* (New)
- Martin Bonham and Lloyd Howard Travel to Italy Award\* (New)
- Edwards, Kenny & Bray Award for BIPOC Students in Law (New)
- Indigenous Perspectives Camp 25th Anniversary Award (Revised)
- UVic STEM Class of 2009 Award (New)

*\* Administered by the University of Victoria Foundation*

e. Senate Committee on Planning – Dr. Elizabeth Adjin-Tettey, Chair

i. Proposal to offer a double-degree option for partner university students participating in the Master of Global Business program (**SEN-JAN 7/22-10**)

**INFORMATION**

- ii. Proposal to change the name of the Master of Management program **(SEN-JAN 7/22-11)** **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to change the name of the Master of Management program, as described in the document “Master in Management: Name Change”.

- iii. Proposal to establish a Master in Nursing Nurse Practitioner Post-degree Stream **(SEN-JAN 7/22-12)** **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish a Master in Nursing Nurse Practitioner Post-degree Stream, as described in the document “Master in Nursing Nurse Practitioner Post-degree Stream”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

- iv. Proposed change to the Graduate Diploma in Evaluation **(SEN-JAN 7/22-13)** **ACTION**

Motion: That Senate approve the proposed change to the Graduate Diploma in Evaluation, as described in the document “Unit Value Change: ADMN 596 – Evaluation Project, Graduate Diploma in Evaluation”.

- v. Proposal to establish an Honours Option for the Bachelor of Science Combined Biochemistry and Chemistry Degree program **(SEN-JAN 7/22-14)** **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish an Honours Option for the Bachelor of Science Combined Biochemistry and Chemistry Degree program, as described in the document “Biochemistry and Chemistry (Bachelor of Science – Combined Honours)”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

- vi. Proposal to establish an Honours Option for the Bachelor of Science Combined Microbiology and Chemistry Degree program **(SEN-JAN 7/22-15)** **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish an Honours Option for the Bachelor of Science Combined

Microbiology and Chemistry Degree program, as described in the document “Microbiology and Chemistry (Bachelor or Science – Combined Honours)”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

**7. PROPOSALS AND REPORTS FROM FACULTIES**

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

- a. Recommendation to change the drop deadline for the second term of the 2021/2022 Winter Session (**SEN-JAN 7/22-18**) **ACTION**

Motion: That Senate approve the extension of the 100% drop deadline from January 23, 2022 to January 30, 2022 as noted in the academic calendars as “Last day for 100% reduction of second term fees for standard courses”.

**9. OTHER BUSINESS**

- a. University Orator (**SEN-JAN 7/22-16**) **ACTION**

Motion: That Senate re-appoint Dr. Cedric Littlewood as University Orator for a 3-year term beginning 1 July 2022 and ending 30 June 2025.

**10. ADJOURNMENT**



Meeting of Senate  
December 3, 2021

MINUTES

A meeting of the Senate of the University of Victoria was held on December 3, 2021 at 3:30 p.m. in the Michele Pujol Room, Student Union Building.

Helga Hallgrímsdóttir, Vice-Chair of Senate, chaired the meeting.

**1. APPROVAL OF THE AGENDA**

Motion: (B. Smith/L. Wilson)

That the agenda be approved as circulated.

**CARRIED**

**2. MINUTES**

**a. November 5, 2021**

A Senator noted an objection to the President's statement at the November meeting that there have been no transmissions on campus during the fall term. They noted that this statement likely meant that the university has been successful in preventing transmission and has had few cases. Helga Hallgrímsdóttir, Vice-Chair, asked the Senator to send these points to the University Secretary's office for a further investigation of the minutes.

Another Senator corrected the minutes regarding the Updates to the Art Collections Policy (BP3310) in that the consultations requested were with the Art History and Visual Arts department and the Williams Legacy Chair in Modern and Contemporary Arts of the Pacific Northwest. The minutes were amended.

Motion: (G. Voss/S. Klein)

That the minutes of the open session of the meeting of the Senate held on November 5, 2021 be approved as amended and that the amended minutes be circulated in the usual way.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

A Senator asked for clarification regarding the attendance sheet for the November meeting. The issues were noted.

#### **4. REMARKS FROM THE CHAIR**

##### **a. President's Report**

Dr. Hallgrímsdóttir thanked Shelagh Rogers for her time as Chancellor. Senators gave the Chancellor a round of applause.

#### **5. CORRESPONDENCE**

##### **a. Campus Planning Committee**

###### **i. Semi-annual report**

Mike Wilson, Director of Campus Planning and Sustainability, introduced the semi-annual report.

A Senate member inquired about campus safety issues. Mr. Wilson clarified that this concern should be directed to Campus Security.

A further question was asked in regard to the cycling lanes and amenities. Mr. Wilson expanded on the improvements to bike facilities on campus.

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

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

###### **i. Proposed revisions to the Graduate Academic Calendar – Admission as a Mature Student**

Yasmine Kandil introduced the proposed revisions to the Graduate Academic Calendar. There were no questions.

Motion: (G. Voss/S. Rogers)

That Senate approve the revisions as outlined in the memo "Proposed Revisions to the Graduate Academic Calendar – Admission as a Mature Student" effective the May 2022 Graduate Academic Calendar.

**CARRIED**

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

###### **i. Appointment to the 2021/2022 Senate Committee on Planning**

Helen Kurki introduced the appointment to the Senate Committee on Planning. There were no questions.

Motion: (H. Kurki/M. Laidlaw)

That Senate approve the appointment to the 2021/2022 Senate Committee on Planning for the term indicated in the attached document.

**CARRIED**

**c. Senate Committee on Awards**

**i. New and Revised Awards**

Charlotte Schallié introduced the new and revised awards.

A Senator asked for increased clarity regarding the Commerce Student Society Community Engagement Award. Lori Nolt, Director of Student Awards and Financial Aid, noted that this change would not alter the substance of the terms of the award. Dr. Hallgrímsdóttir noted this revision as a friendly amendment.

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

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:

- Commerce Student Society Community Engagement Award (New)
- Betty Moys Memorial Award (Revised)
- Mina Hoorfar Award for Indigenous Students in Engineering and Computer Science (New)
- Mina Hoorfar Award for Women in Engineering and Computer Science (New)
- President's Entrance Scholarship (Revised)
- University of Victoria Entrance Scholarship (Revised)
- Active Earth Engineering Award for Indigenous Students in STEM (New)
- International Student Support Award (New)
- Faculty of Fine Arts Indigenous Annual Student Award (Revised)
- Nelson Family Award (Revised)
- Philip MacIntyre Memorial Scholarship in Nursing\* (New)
- Denis & Pat Protti Scholarship\* (Revised)
- Judy Payne Memorial Award (New)
- Kari Moore Award (New)
- Christopher Foundation Graduate Scholarship in the Visual Arts (New)
- Mosaic Forest Management Award in Indigenous Language Revitalization (New)
- Sanjeev Singh Parmar Memorial Scholarship\* (Revised)
- Robertson Wiens Mathematics Bursary\* (Revised)

*\* Administered by the University of Victoria Foundation*

**CARRIED**

**d. Senate Committee on Planning**

**i. Proposal to discontinue the Professional Specialization Certificate in Teaching French Immersion**

Elizabeth Adjin-Tetty introduced the proposal. There were no questions.



Motion: (A. Monahan/R. Hicks)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Professional Specialization in Teaching French Immersion, as described in the document "Proposal to discontinue the Professional Specialization Certificate in Teaching French Immersion".

**CARRIED**

**ii. Proposal to discontinue the Diploma in Child and Youth in Indigenous Communities**

Dr. Adjin-Tettey introduced the proposal. There were no questions.

Motion: (A. Monahan/R. St. Clair)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Diploma in Child and Youth Care in Indigenous Communities, as described in the document "Child and Youth Care in Indigenous Communities (Diploma)-Delete from Calendar".

**CARRIED**

**iii. Proposed changes to the Master of Arts in Child and Youth Care**

Dr. Adjin-Tettey introduced the proposal. There were no questions.

Motion: (G. Voss/M. Ryan)

That Senate approve the proposed changes to the Master of Arts in Child and Youth Care, as described in the document "School of Child & Youth Care MA Program Renewal & Name Change: Child, Youth, Family & Community Studies".

**CARRIED**

**iv. Proposal to change the name of the Master in Arts in Child and Youth Care**

Dr. Adjin-Tettey introduced the proposal.

A Senator expressed support of the revision in its move to more accessibility for distance learners.

Motion: (M. Ryan/M. Garcia-Barrera)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposed name change to the Master of Arts in Child and Youth Care, as described in the document "School of Child & Youth Care MA Program Renewal & Name Change: Child, Youth, Family & Community Studies".

**CARRIED**

**7. PROPOSALS AND REPORTS FROM FACULTIES**

There were none.

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

There were none.

**9. OTHER BUSINESS**

**a. Presentation by UVic Libraries – update on Decolonization and Reconciliation**

Jonathan Bengston, University Librarian, and Ry Moran, Associate University Librarian - Reconciliation, updated Senate on the decolonization and reconciliation work in the Library. Mr. Moran outlined the rights-based approach to the work and reviewed the actions taken this summer to honour the children found on the grounds of the Kamloops Indian Residential School. He explained the use of the Library Guides which contain [educational and scholarly resources](#) related to the remembrance of the many children missing from Canada's residential schools.

In response to questions, Mr. Moran explained how to locate the guides and the next steps in communicating these resources.

There being no other business, the meeting was adjourned at 4:15 p.m.

Senate Meeting December 3, 2021				SEN-JAN 7/22-1
Name	In Attendance	Regrets		Page 6 of 7 Position
Adjin-Tetty, Elizabeth	<input checked="" type="checkbox"/>		A/Associate Vice-President Academic Planning	By Invitation
Andersen, Carrie	<input checked="" type="checkbox"/>		University Secretary	Secretary of Senate
Bengtson, Jonathan	<input checked="" type="checkbox"/>		University Librarian	Ex officio
Bhiladvala, Rustom	<input checked="" type="checkbox"/>		Faculty of Engineering	Elected by the faculty members
Brolo, Alexandre	<input checked="" type="checkbox"/>		Faculty of Science	Elected by the Faculty
Campbell, Erin	<input checked="" type="checkbox"/>		Faculty of Fine Arts	Elected by the faculty members
Clarke, Jo-Anne		<input checked="" type="checkbox"/>	Dean, Division of Continuing Studies	Ex officio
Con, Adam	<input checked="" type="checkbox"/>		Faculty of Fine Arts	Elected by the Faculty
Cowen, Laura	<input checked="" type="checkbox"/>		Faculty of Science	Elected by the faculty members
Crabbe, Sophia	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
D’Arcy, Alexandra	<input checked="" type="checkbox"/>		Faculty of Humanities	Elected by the Faculty
Davenport, Daniel	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
Devor, Aaron	<input checked="" type="checkbox"/>		Faculty of Social Sciences	Elected by the faculty members
Diether, Kelly	<input checked="" type="checkbox"/>		Convocation Senator	Elected by the convocation
Dunsdon, Jim	<input checked="" type="checkbox"/>		Associate Vice-President Student Affairs	By Invitation
Foster, David	<input checked="" type="checkbox"/>		Student Senator	Elected by the student societies
Garcia-Barrera, Mauricio	<input checked="" type="checkbox"/>		Faculty of Graduate Studies	Elected by the Faculty
Gillen, Mark	<input checked="" type="checkbox"/>		Faculty of Law	Elected by the Faculty
Greengoe, Nicole	<input checked="" type="checkbox"/>		Registrar	By Invitation
Hall, Kevin		<input checked="" type="checkbox"/>	President and Vice-Chancellor	Chair of Senate
Hallgrimsdottir, Helga	<input checked="" type="checkbox"/>		Dean, Faculty of Human and Social Development	Ex officio
Hancock, Rob	<input checked="" type="checkbox"/>		Faculty of Social Sciences	Elected by the Faculty
Harder, Lois	<input checked="" type="checkbox"/>		Dean, Faculty of Social Sciences	Ex officio
Hier, Sean			Faculty of Social Sciences	Elected by the faculty members
Hicks, Robin	<input checked="" type="checkbox"/>		Dean, Faculty of Graduate Studies	Ex officio
Hof, Fraser			Faculty of Science	Elected by the faculty members
Holland, Samuel	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
Hoorfar, Mina		<input checked="" type="checkbox"/>	Dean, Faculty of Engineering	Ex officio
Huang, Li-Shih			Faculty of Humanities	Elected by the faculty members
Hundal, Navinder	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
Hundza, Sandra	<input checked="" type="checkbox"/>		Faculty of Education	Elected by the Faculty
Jack, Kylie	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
Kalynchuk, Lisa		<input checked="" type="checkbox"/>	Vice-President Research and Innovation	Ex officio
Kalyniuk, Tomas	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
Kelly, Erin	<input checked="" type="checkbox"/>		Faculty of Humanities	Elected by the faculty members
Kent, Nicole	<input checked="" type="checkbox"/>		Student Senator	Elected from the student societies
Klein, Saul	<input checked="" type="checkbox"/>		Dean, Peter B. Gustavson School of Business	Ex officio
Koch, Matthew	<input checked="" type="checkbox"/>		Continuing Sessional	Elected by the Continuing Sessionals
Kuehne, Valerie	<input checked="" type="checkbox"/>		Vice-President Academic and Provost	Ex officio
Kurki, Helen	<input checked="" type="checkbox"/>		Faculty of Social Sciences	Elected by the Faculty
Laidlaw, Mark	<input checked="" type="checkbox"/>		Faculty of Science	Elected by the Faculty
Leacock, Brian		<input checked="" type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
Lepp, Annalee	<input checked="" type="checkbox"/>		Dean, Faculty of Humanities	Ex officio
Lewis, Susan	<input checked="" type="checkbox"/>		Acting Vice-Provost	By Invitation
Li, Alex			Student Senator	Elected from the student societies
Lindgren, Allana	<input checked="" type="checkbox"/>		Acting Dean, Faculty of Fine Arts	Ex officio
Loock, Peter	<input checked="" type="checkbox"/>		Dean, Faculty of Science	Ex officio
Marks, Lynne	<input checked="" type="checkbox"/>		Faculty of Humanities	Elected by the Faculty
McDonough, Graham	<input checked="" type="checkbox"/>		Faculty of Education	Elected by the Faculty
McGinnis, Martha		<input checked="" type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Mucina, Devi	<input checked="" type="checkbox"/>		Faculty of Human and Social Development	Elected by the Faculty
Mukhopadhyaya, Phalguni	<input checked="" type="checkbox"/>		Faculty of Engineering	Elected by the Faculty
Napoleon, Val		<input checked="" type="checkbox"/>	Acting Dean, Faculty of Law	Ex officio
Navarro, Julio	<input checked="" type="checkbox"/>		Faculty of Science	Elected by the faculty members
Newcombe, Andrew	<input checked="" type="checkbox"/>		Faculty of Law	Elected by the Faculty
Rogers, Shelagh	<input checked="" type="checkbox"/>		Chancellor	Ex officio
Rose-Redwood, CindyAnn	<input checked="" type="checkbox"/>		Faculty of Social Sciences	Elected by the faculty members
Risby, Kyle	<input checked="" type="checkbox"/>		Student Senator	Elected by the student societies
Russell, Carolyn	<input checked="" type="checkbox"/>		Convocation Senator	Elected by the convocation
Ryan, Maureen	<input checked="" type="checkbox"/>		Faculty of Human and Social Development	Elected by the Faculty
Saab, Ada	<input checked="" type="checkbox"/>		Associate University Secretary	By Invitation
Salem, Joseph		<input checked="" type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Smith, Brock	<input checked="" type="checkbox"/>		Peter B. Gustavson School of Business	Elected by the Faculty
St. Clair, Ralf	<input checked="" type="checkbox"/>		Dean, Faculty of Education	Ex officio
Struchtrup, Henning	<input checked="" type="checkbox"/>		Faculty of Engineering	Elected by the Faculty
Todd, Christine	<input checked="" type="checkbox"/>		Student Senator	Elected by the student societies
Voss, Graham	<input checked="" type="checkbox"/>		Faculty of Social Sciences	Elected by the faculty members
Wang, Alivia	<input checked="" type="checkbox"/>		Convocation Senator	Elected by the convocation
Warburton, Rebecca		<input checked="" type="checkbox"/>	Convocation Senator	Elected by the convocation
Wiebe, Anona			Student Senator	Elected by the student societies
Wilson, Lara	<input checked="" type="checkbox"/>		Professional Librarian	Elected by the Professional Librarians
Witts, Aidan	<input checked="" type="checkbox"/>		Student Senator	Elected by the student societies
Wylie, Jaxxen		<input checked="" type="checkbox"/>	Student Senator	Elected by the student societies
Wright, Bruce		<input checked="" type="checkbox"/>	Head, Division of Medical Sciences	Additional Member
Wyatt, Victoria	<input checked="" type="checkbox"/>		Faculty of Fine Arts	Elected by the faculty members

## MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

**Effective October 1, 2021**EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)

Chancellor: Shelagh Rogers

President and Vice-Chancellor: Kevin Hall, Chair

Vice-President Academic &amp; Provost: Valerie Kuehne

Vice-President Research and Innovation: Lisa Kalynchuk

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

Dean of Education: Ralf St. Clair

Dean of Engineering and Computer Science: Mina Hoorfar

Dean of Continuing Studies: Jo-Anne Clarke

Acting Dean of Fine Arts: Allana Lindgren

Dean of Graduate Studies: Robin Hicks

Dean of Humanities: Annalee Lepp

Dean of HSD: Helga Hallgrimsdottir, Vice-Chair

Acting Dean of Law: Val Napoleon

Dean of Science: Peter Loock

Dean of Social Sciences: Lois Harder

University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI:	Brian Leacock (30/6/22)
	Brock Smith (30/6/24)
EDUC:	Sandra Hundza (30/6/23)
	Graham McDonough (30/6/22)
ENGR :	Phalguni Mukhopadhyaya (30/6/22)
	Henning Struchtrup (31/12/21)
FINE:	Adam Con (30/6/22)
	Joseph Salem (30/6/24)
GRAD:	Mauricio Garcia-Barrera (30/6/23)
	Martha McGinnis (30/6/22)
HSD:	Devi Mucina (30/6/24)
	Maureen Ryan (30/6/22)
HUMS:	Alexandra D'Arcy (30/6/22)
	Lynne Marks (30/6/24)
LAW:	Mark Gillen (30/6/22)
	Andrew Newcombe (30/6/23)
SCIE:	Alexandre Brolo (30/6/23)
	Mark Laidlaw (30/6/23)
SOSC:	Robert Hancock (30/6/24)
	Helen Kurki (30/6/23)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Rustom Bhiladvala (ENGR)	(30/6/23)
Erin Campbell (FINE)	(30/6/23)
Laura Cowen (SCIE)	(30/6/22)
Aaron Devor (SOSC)	(30/6/23)
Sean Hier (SOSC)	(30/6/24)
Fraser Hof (SCIE)	(30/6/23)
Li-Shih Huang (HUM)	(30/6/24)
Erin Kelly (HUM)	(30/6/24)
Julio Navarro (SCIE)	(30/6/23)

MEMBERS ELECTED BY THE FACULTYMEMBERS (continued)

CindyAnn Rose-Redwood (SOSC)	(30/6/22)
Graham Voss (SOSC)	(30/6/24)
Victoria Wyatt (FINE)	(30/6/23)

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

Sophia Crabbe (FINE)	(30/6/22)
Daniel Davenport (HUM)	“
David Foster (GRAD)	“
Samuel Holland (SOSC)	“
Navinder Hundal (SCIE)	“
Kylie Jack (LAW)	“
Tomas Kalyniuk (BUS)	“
Nicole Kent (GRAD)	“
Xiang (Alex) Li (ENGR)	“
Kyle Risby (LAW)	“
Christine Todd (GRAD)	“
Anona Wiebe (ENGR)	“
Aidan Witts (SOSC)	“
Jaxxen Wylie (LAW)	“
TBD (EDUC)	“
TBD (HSD)	“

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

Kelly Diether	(30/06/24)
Carolyn Russell	(30/06/24)
Alivia Wang	(30/06/24)
Rebecca Warburton	(30/06/24)

ADDITIONAL MEMBERS - Section 35 (2) (k)

Head, Division of Medical Sciences: Bruce Wright

Member elected by the Professional Librarians:

Lara Wilson (30/06/24)

Continuing Sessional: Matthew Koch (30/06/23)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Carrie Andersen

BY INVITATION - Seated with specified speaking rights

Vice-Provost: Susan Lewis

Assoc. VP Student Affairs: Jim Dunsdon

A/Assoc. VP Academic Planning: Elizabeth Adjin-Tettey

Registrar: Nicole Greengoe

Associate University Secretary: Ada Saab



University  
of Victoria

Senate Committee on  
Academic Standards

MEMO

**Date:** December 15, 2021  
**To:** Senate  
**From:** Senate Committee on Academic Standards  
**Re:** **Extension of Approval to Waive Medical Documentation  
Winter Session, January 2022 - April 2022**

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The Senate Committee on Academic Standards reviewed the attached proposal to extend the approval to waive medical documentation for the second term of the 2021/2022 Winter Session. The committee approved the proposal.

**Recommended Motion:**

*That Senate approve the extension of the temporary waiver of medical documentation for all requests for academic concessions during the Winter Session, January 2022 – April 2022.*

/attachment

Respectfully submitted,

**2021/2022 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts  
Elizabeth Adjin-Tettey, Acting Associate Vice-President Academic Planning  
Sophia Crabbe, Student Senator  
Marran Dodds, UVSS representative  
Erin Donald, GSS representative  
Steve Evans, Associate Dean, Faculty of Graduate Studies, VPAC's designate  
Andrea Giles, Executive Director, Coop Education & Career Services  
Nicole Greengoe, Registrar  
Robert Hancock, Faculty of Social Sciences  
Sandra Hundza, Faculty of Education  
Sabrina Jackson, Associate Registrar  
Nicole Kent, Student Senator  
Martha McGinnis, Faculty of Graduate Studies  
Devi Mucina, Faculty of Human and Social Development  
Tania Muir, Division of Continuing Studies  
Julio Navarro, Faculty of Science  
Andrew Newcombe, Faculty of Law  
Sorin Rizeanu, Peter B. Gustavson School of Business  
Henning Struchtrup, Faculty of Engineering  
Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)  
Alivia Wang, Convocation Senator  
Ada Saab (Secretary), Associate University Secretary



<b>DATE:</b>	November 26, 2021
<b>TO:</b>	<b>Yasmine Kandil - Chair, Senate Committee on Academic Standards</b>
<b>CC:</b>	Jim Dunsdon, Associate Vice-President, Division of Student Affairs
<b>FROM:</b>	Nicole Greengoe, University Registrar, Office of the Registrar Joel Lynn, Executive Director, Student Services
<b>RE:</b>	<b>Extension of Approval to Waive Medical Documentation - Winter Session, January 2022-April 2022</b>

Given the ongoing impacts of the COVID-19 global pandemic and flu season; and to ensure consistency across the two terms of the Winter Session, it is our recommendation that Senate extend the waiver of the requirement for medical documentation for the spring term of the 2021/22 Winter Session, January 2022-April 2022.

The initial request to apply the waiver to the 2020 Summer Session and fall term of the 2020/21 Winter Session is attached for your reference. An extension was approved for the winter term (January 2021 - April 2021) at the January 2021 meeting of Senate and again for the summer term at the May 2021 meeting of Senate. As reported at the October 2021 meeting of Senate, the Senate Committee on Agenda and Governance approved a further extension for the fall term of the 2021/2022 Winter Session.



<b>DATE:</b>	May 21, 2020
<b>TO:</b>	<b>Tony Eder, Executive Director, Academic Resource Planning</b> <b>Susan Lewis, Associate Vice-President, Academic Planning</b> <b>Jim Dunsdon, Associate Vice-President, Division of Student Affairs</b>
<b>FROM:</b>	Nicole Greengoe, University Registrar, Office of the Registrar Joel Lynn, Executive Director, Student Services
<b>RE:</b>	<b>Waiving of medical documentation in support of Requests for Academic Concession – Summer Session 2020 and Fall Term 2020</b>

Due to the ongoing COVID-19 situation, the Office of the Registrar (OREG) and Student Services (STSV) are proposing that the requirement for supporting medical documentation be waived for all requests for academic concession (both in-course and end of term) in Summer Session 2020 and Fall term 2020. This recommendation will ease pressures on the medical system and is consistent with both the advice of provincial health authorities as well as practices at other postsecondary institutions across Canada (see Appendix A for links to institutional policies). It should be noted that, at several of these institutions, the waiving of the requirement for medical documentation was standard procedure prior to the COVID-19 pandemic.

OREG and STSV have already received feedback from many students who have reported challenges in obtaining medical documentation due to restrictions in place within medical clinics as a result of COVID-19. Due to the fact that all courses within the Summer Session and most within the Fall term will be held online, we know that many UVic students will be residing outside of BC until the end of 2020. A review of the regulations for Colleges of Physicians and Surgeons in each province across Canada has confirmed that the ability of physicians to hold appointments with students residing outside of BC will be limited. In addition, the College of Physicians and Surgeons of BC and the Canadian Medical Protective Association have confirmed that physicians in BC are unable to hold appointments with students living outside of Canada. Students accessing medical care within their home communities are likely to be charged a fee for medical documentation and/or to be denied an appointment altogether, as many clinicians are currently refusing to see patients for the sole purpose of providing documentation. As a result, students living outside of BC and/or Canada will be significantly disadvantaged if the requirement to provide medical documentation remains in place.

Responding to these challenges on a case-by-case basis will be time consuming for faculty and staff, and may lead to inconsistencies in practice across academic units. Our preference is therefore to address this issue proactively and by waiving the requirement for medical documentation altogether.

## Appendix A – Links to post-secondary institutional policies

University of Alberta

<https://www.ualberta.ca/registrar/examinations/exam-guidelines-for-students/what-to-do-when-you-are-sick>

University of Calgary

<https://www.ucalgary.ca/news/students-no-longer-required-present-medical-note>

<https://www.ucalgary.ca/registrar/registration/appeals/student-faq>

University of British Columbia

<https://www.ubyssey.ca/news/senate-passes-standardized-academic-concessions-policy/>

<https://students.ok.ubc.ca/health-wellness/student-health-clinic/missing-class-due-to-illness/>

Simon Fraser University

<https://www.sfu.ca/sfunews/alerts/sfu-community-frequently-asked-questions-about-coronavirus.html#sick1>

University of Toronto

<https://www.vicprovoststudents.utoronto.ca/covid-19/>





University  
of Victoria

Senate Committee on  
Academic Standards

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **Proposed Revisions to the Undergraduate Academic Calendar – Honour Program (Recreational Health Education (BA) Honours and Kinesiology (BSc) Honours) in Exercise Science, Physical and Health Education**

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The Senate Committee on Academic Standards reviewed the attached revisions as outlined in the memo "Proposed Revisions to the Undergraduate Academic Calendar – Honours program (RHED (BA) Honours and KIN (BSc) Honours) in EPHE". The committee approved the proposal.

**Recommended Motion:**

That Senate approve the revisions as outlined in the memo "Proposed Revisions to the Undergraduate Academic Calendar – Honours program (RHED (BA) Honours and KINE (BSc) Honours) in EPHE" effective the May 2022 Undergraduate Academic Calendar.

/attachment

Respectfully submitted,

**2021/2022 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts  
Elizabeth Adjin-Tettey, Acting Associate Vice-President Academic Planning  
Sophia Crabbe, Student Senator  
Marran Dodds, UVSS representative  
Erin Donald, GSS representative  
Steve Evans, Associate Dean, Faculty of Graduate Studies, VPAC's designate  
Andrea Giles, Executive Director, Coop Education & Career Services  
Nicole Greengoe, Registrar  
Robert Hancock, Faculty of Social Sciences  
Sandra Hundza, Faculty of Education  
Sabrina Jackson, Associate Registrar  
Nicole Kent, Student Senator  
Martha McGinnis, Faculty of Graduate Studies  
Devi Mucina, Faculty of Human and Social Development  
Tania Muir, Division of Continuing Studies  
Julio Navarro, Faculty of Science  
Andrew Newcombe, Faculty of Law  
Sorin Rizeanu, Peter B. Gustavson School of Business  
Henning Struchtrup, Faculty of Engineering  
Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)  
Alivia Wang, Convocation Senator  
Ada Saab (Secretary), Associate University Secretary



# MEMO

Exercise Science, Physical and Health Education  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
T: (250) 721-8373  
ephe.director@uvic.ca  
<http://www.uvic.ca/ephe>

---

**DATE:** October 15, 2021

**TO:** Yasmine Kandil, Chair, Senate Committee on Academic Standards

**FROM:** Sandra Hundza, Director, Exercise Science, Physical and Health Education

**RE:** Proposed Revisions to the Undergraduate Academic Calendar – Honours program (RHED (BA) Honours and KINE (BSc) Honours) in EPHE

Within the School of EPHE, there are 2 programs, Recreation, Health Education (RHED) and Kinesiology (KINE). Within both of these there is an Honours program (RHED (BA) Honours and KINE (BSc) Honours). EPHE is proposing 2 calendar changes:

1. We proposed a change to the graduating GPA to 6.5 for both the RHED (BA) and KINE (BSc) Honours. This better aligns with the GPA admission requirements to these Honours program which currently requires “6.5 in not less than 9 units of all EPHE courses” for both the RHED (BA) Honours and KINE (BSc) Honours program.  
Further, currently in the calendar the Honours program graduation requirements with respect to graduating GPA differ between RHED (BA) and KINE (BSc) Honours Programs. The proposed change will better align the program graduation requirements between the RHED (BA) and KINE (BSc) Honours programs, which brings consistency across the academic programs in the School.
2. The next proposed change requires that students attain a minimum of B+ in EPHE 499 to graduate in either the RHED (BA) Honours and KINE (BSc) Honours program and that students who achieve a grade lower than B+ in EPHE 499 will graduate with a Major provided all requirements for the Major program are fulfilled.

This proposed change brings this Honours course grade into alignment with the admission and graduating GPA requirements for both the Honours program. Further, in the calendar there are currently differing graduation requirements between RHED (BA) and KINE (BSc) Honours Programs with respect to the grade requirements for EPHE 499. The proposed change will better align the Honours graduation requirement for the minimum grade requirement in the EPHE 499 course between the RHED (BA) and KINE (BSc) Honours programs, which brings consistency across the academic programs in the School.



# MEMO

Exercise Science, Physical and Health Education  
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---

These changes do not affect any students who are currently in the BSc (Kinesiology) Honours or BA (RHED) Honours program (i.e. those students who apply to Honours prior to the calendar that contains the changes coming into effect). Students must follow the curriculum and requirements that were in place when they were admitted to their program (i.e., the requirements defined by Catalogue Term when they were admitted to Honours). Therefore, there is no need to communicate information about this change to existing Honours students. Students who apply to Honours in the future will find the requirements associated with Honours in the calendar and on the school's website that is current at that time.

**Motion:**

That the Senate Committee on Academic Standards approve, and recommend to Senate that it also approve, the revisions as outlined in the memo "Proposed Revisions to the Undergraduate Academic Calendar – Honours program (RHED (BA) Honours and KINE (BSc) Honours) in EPHE" effective the May 2022 Undergraduate Academic Calendar.



# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Admission, Re-Registration and Transfer Appeals

**Re:** **2020/2021 Annual Report**

---

The Terms of Reference for the Senate Committee on Admission, Re-Registration and Transfer Appeals define its scope and relationship with Senate and other Senate committees. Annually in January, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Admission, Re-Registration and Transfer Appeals met fifteen times during 2020-2021: July 08, 2020, July 21, 2020, August 12, 2020, August 27, 2020, September 8, 2020, October 13, 2020, November 17, 2020, December 8, 2020, January 12, 2021, February 9, 2021, April 6, 2021, June 8, 2021 and June 22, 2021. A total of 34 student appeals were considered within this timeframe. One meeting was cancelled as there were no cases to review.

At the September 8, 2020 meeting, the committee considered revisions to their terms of reference. As policy proposals are now directed to the Senate Committee on Academic Standards, the committee's terms and title were revised. These terms were approved at the October 2020 Senate meeting.

### **Undergraduate Appeals considered**

There were 26 appeals from Undergraduate Admissions, of which 21 were allowed and 5 were dismissed. Of the Undergraduate Admissions appeals, the categories of appeal were as follows: 12 were below the high school admission cut-off, 14 were below the post-secondary admission cut-off, and 1 was considered under the Special Access Aboriginal category. Most appeals were submitted under the SCART Terms of Reference's specified grounds for "significant physical affliction or psychological distress;" this category includes issues around learning and attendance during COVID-19.

There were 8 appeals from Undergraduate Records, of which 5 were allowed and 3 were dismissed. Of the Undergraduate Records appeals, 4 were from students who had been Required to Withdraw once from the University, 1 was from a student who had been Required to Withdraw twice, and 2 were from students who had been Required to Withdraw for the third time. One appeal was related to a transfer credit matter. As with the Admissions appeals, most Records appeals were submitted under the specified grounds



for “significant physical affliction or psychological distress” and included issues around learning and attendance during COVID-19.

To summarize, the committee reviewed 34 appeals from July 2020 to June 2021. Of these, 26 were allowed; 8 were dismissed. 12 of the 34 appeals were from International students and 1 appeal was from an Indigenous student.

### **Report from the Faculty of Graduate Studies**

Graduate student appeals are reviewed by the Faculty of Graduate Studies’ Associate Deans. Each case is submitted on behalf of the student by the academic unit. The appeal must contain appropriate justification for consideration by one of the Associate Deans of Graduate Studies, who exercise this authority on behalf of the Dean of Graduate Studies. Admission appeals submitted directly by applicants are not considered, and these students are advised to approach the academic unit as a preliminary step. Between July 2020 and June 2021, the Faculty of Graduate Studies reviewed 22 appeals for admission. Of these, 17 were from students who did not meet the English Language Requirement and 5 were from students whose admissions GPA did not meet the required 5.00 (B) average. Of the former category, it should be noted that some of these appeals were related to the closing or inaccessibility of international testing facilities due to COVID-19. All 22 appeals were approved.

Respectively submitted,

### **2021/2022 Senate Committee on Admission, Re-Registration and Transfer Appeals**

Stuart MacDonald, Chair, Faculty of Social Sciences

Deborah Berman, UVSS representative

Tricia Best, International Student Services

Ai-Lan Chia, Counselling Services

Carmen Galang, Peter B. Gustavson School of Business

Nicole Greengoe, Registrar

Fraser Hof, Faculty of Science

LillAnne Jackson, Representative to the BC Council on Transfer Credit

Erin Kelly, Faculty of Humanities

Alex Li, Student Senator

Phalguni Mukhopadhyaya, Faculty of Engineering

Kathy Sanford, Faculty of Education

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

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

Victoria Wyatt, Faculty of Fine Arts

Jaxxen Wylie, Student Senator

Ms. Sabrina Jackson, Associate Registrar, Secretary

Ms. Pat Konkin, Recording Secretary

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

Stuart MacDonald, Chair, Faculty of Social Sciences

Tricia Best, International Student Services

Ai-Lan Chia, Counselling Services

Carmen Galang, Peter B. Gustavson School of Business

Jonathan Granirer, Student Senator

Nicole Greengoe, Registrar

Fraser Hof, Faculty of Science

LillAnne Jackson, Representative to the BC Council on Transfer Credit

Erin Kelly, Faculty of Humanities

Joel Lynn, Executive Director, Student Services

Phalguni Mukhopadhyaya, Faculty of Engineering

Kathy Sanford, Faculty of Education

Dalal Tubeishat, UVSS Representative

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

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

Victoria Wyatt, Faculty of Fine Arts

Laurie Barnas, Associate Registrar, Secretary

Pat Konkin, Recording Secretary



**Date:** December 15, 2021

**To:** Senate

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

**Re:** **2020/2021 Annual Report**

---

The Terms of Reference for the Senate Committee on Agenda and Governance define its scope and relationship with Senate and other Senate committees. Each winter term, the committee presents an annual report on its business and proceedings over the previous academic year.

The Senate Committee on Agenda and Governance met 12 times in 2020/21: September 18, 2020, October 23, 2020, November 20, 2020, December 18, 2020, January 22, 2021, February 19, 2021, March 26, 2021, and April 23, 2021.

To address issues regarding the Emergency Protocol for Senate Operations for the 2020/21 year, the committee met four times on July 2, 2020, July 8, 2020, July 15, 2020, and April 14, 2021.

The nominations sub-committee met seven times in 2020/21: September 18, 2020, October 23, 2020, November 20, 2020, December 18, 2020, January 22, 2021, March 26, 2021, and April 23, 2021.

At the July 2, 2020 meeting, the committee passed a motion that all meetings for 2020/2021, including meetings of the nominations sub-committee, be deemed closed and confidential.

During the year, the committee reviewed the draft Senate agenda and materials, made recommendations to Senate, initiated projects in areas of the committee's concern, and received proposals for input from other Senate committees and campus constituencies. Within these areas, the committee considered several issues over the year, both as a result of the emergency and in the course of regular committee item.

**Items pertaining to the emergency:**

- consultation and feedback on the LTSI Academic Integrity Framework
- consultation and feedback on the LTSI Technology Options for Online Invigilation and Proctoring
- revision to the undergraduate, graduate and Faculty of Law transcript legend grading scales to incorporate COVID-19 grading options
- update on the modification to Academic Program reviews for 2020/2021
- temporary calendar changes for four first-year courses in the Faculty of Law due to COVID-19
- changes to the add/drop and Fee Reduction Deadlines for the fall 2020 term
- temporary guidelines for Fall term 2021 courses during the COVID-19 pandemic

#### Academic Integrity Framework

At its July 2, 2020 meeting, the committee had an opportunity to provide feedback and agreed to the framework proposed by Learning and Teaching Support and Innovation (LTSI) beginning for the fall 2020 term. Elements of the framework included proposed Academic Integrity Policy revisions, a student-focused academic integrity strategy, effective teaching and assessment practices, and effective invigilation and proctoring strategies.

#### Technology Options for Online Invigilation and Proctoring

At its July 2, 2020 meeting, the committee provided feedback on the technology tools that would be in place for online instruction and the concerns around access to technology, data issues, and student equity and privacy.

#### COVID-19 Transcript Legend Changes

At its July 8, 2020 meeting, the committee reviewed and approved, on behalf of Senate, revisions to the undergraduate, graduate and the Faculty of Law transcript legend grading scales to incorporate the COVID-19 grading options.

#### Temporary calendar changes for four 1<sup>st</sup> year courses in the Faculty of Law due to COVID-19

At its July 15, 2020 meeting, the committee reviewed and approved, on behalf of Senate, temporary curriculum changes to four first-year courses in the Faculty of Law for the 2020/2021 academic year. These changes were designed to permit courses to be taught in a single term versus over the entire year while ensuring there would be no reduction in contact hours.

#### Academic Program Reviews for 2020/2021

At its July 15, 2020 meeting, Vice-President Academic and Provost, Dr. Valerie Kuehne, provided committee members with an update on the scheduled reviews for the fall 2020 term given the travel restrictions and physical distancing measures required due to COVID-19.

#### Changes to Add/Drop and Fee Deduction Deadlines

At its September meeting the committee reviewed and approved, on behalf of Senate, revisions to the undergraduate, graduate and Faculty Law add/drop and fee reduction deadlines effective immediately. The committee considered impacts to student scholarships and the need for students to make decisions without penalty.

#### Guidelines for Fall term courses during the COVID-19 pandemic

At its April 14, 2021 meeting, on behalf of Senate, the committee reviewed and approved a proposal from Valerie Kuehne, Vice-President Academic and Provost, on the guidelines for fall term 2021 courses during the COVID-19 pandemic in order to ensure academic continuity and timely decisions for students and instructors.



**Items pertaining to regular issues for the committee:**

- review of responses to the annual Senate committee evaluations
- revisions to terms of references for the Senate Committee on Academic Standards, the Senate Committee on Admission, Re-registration and Transfer Appeals, and the Senate Committee on Planning
- review of a request to extend the 2020 Winter Break
- items referred to other Senate committees

Review of Draft Senate Agenda

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

Senate Committee Evaluations

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

At the September 2020 meeting, the committee reviewed the 2019/2020 evaluation results for each Senate committee.

Revisions to the Terms of References for the Senate Committees

At its September meeting, committee members reviewed and approved revisions to the terms of references for the Senate Committees on Academic Standards, and Admissions, Registration and Transfer Appeals. Senate approved the revisions at its October meeting.

At its December and February meetings, committee members reviewed and approved revisions to the terms of reference for the Senate Committee on Planning. Senate approved the revisions at its January and March meetings.

Request to extend the 2020 Winter Break

At its November meeting, the committee reviewed a request by a number of individuals who attended the Leader's Forum on Online Teaching Quality and Assessment to extend the Winter break to address the workload stress for both instructors and students. Committee members agreed further consultation should take place.

Items referred to other Senate committees

At its February meeting, the committee received and reviewed a request from the University of Victoria Students' Society on pass/fail options for all courses since the start of the pandemic. The committee referred the request to the Senate Committee on Academic Standards.

2020/21 and 2021/2022 Appointments to Senate Committees

At its September, October, November 2019, and April 2020 meetings, the nominations sub-committee discussed and approved nominations for vacancies on the Senate committees for 2019/2020 and 2020/2021. Senate approved these nominations at the October 2019, November 2019, December 2019, and May 2020 Senate meetings respectively.

Respectfully submitted,

**2021/2022 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor\*  
Helga Hallgrimsdottir, Vice-Chair, Dean, Faculty of Human and Social Development\*  
Carrie Andersen, University Secretary  
Aaron Devor, Faculty of Social Sciences  
Mauricio Garcia-Barrera, Faculty of Graduate Studies  
Mark Gillen, Faculty of Law  
Helen Kurki, Faculty of Social Sciences\*  
Valerie Kuehne, Vice-President Academic and Provost  
Kyle Risby, Student Senator\*  
Carolyn Russell, Convocation Senator  
Lara Wilson, Libraries\*  
Ada Saab (Secretary), Associate University Secretary\*

**2020/2021 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor\*  
Saul Klein, Vice-Chair, Dean, Peter B. 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  
Mark Gillen, Faculty of Law  
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



**Date:** December 23, 2021

**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.

On June 1, 2020, 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. 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.

According to the protocol, recommendations relating to the emergency must come from the Vice-President Academic and Provost. If a meeting of the Senate Committee on Agenda and Governance cannot be convened in time for a decision to be made, the Emergency Protocol allows for the President, on the recommendation of the Provost, to make an emergency decision on behalf of the committee.

### **December 13, 2021**

#### Exam delivery and service changes in response to rising COVID-19 numbers

To reduce health risks from COVID-19 through the final examination period, the President approved the move to online examinations for the remainder of the December 2021 exam period. The Senate Committee on Agenda and Governance was apprised of this decision at an emergency meeting on December 15, 2021.

During the month of December, the following proposals were approved by the committee:

### **December 15, 2021**

Extension of grade submission deadline – 2021/2022 Winter Session – First Term, September 2021-December 2021

At a meeting on December 13, 2021, the Senate Committee on Agenda and Governance considered and approved, on behalf of Senate, a recommendation from the Vice-President Academic and Provost to extend the grade submission deadline for Winter Session, First Term 2021 from January 6, 2022 to January 10, 2022 due to the difficulties associated with the move to online exams at the end of the term.

**December 23, 2021**

Revision to the modality of courses – 2021/2022 Winter Session – Second Term, January 2021 - April 2021

At a meeting on December 23, 2021, the Senate Committee on Agenda and Governance considered and approved, on behalf of Senate and in accordance with the Emergency Protocol for Senate Operations, the move from in-person to online classes for the second term of the 2021/2022 Winter Session from January 10, 2022 until January 21, 2022 with in-person courses to resume on January 24, 2022.

At this same meeting and in association with the move to online classes for the first two weeks of the second term of the 2021/2022 Winter Session, the committee approved a recommendation to delegate to the Deans of the Faculties the authority to grant exceptions to the online class schedule for the second term of the 2021/2022 Winter Session between January 10, 2022 and January 21, 2022.

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 convene in time for a decision.

Respectfully submitted,

**2021/2022 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor

Helga Hallgrímsdóttir, Vice-Chair, Dean, Faculty of Human and Social Development

Carrie Andersen, University Secretary

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Mark Gillen, Faculty of Law

Helen Kurki, Faculty of Social Sciences

Valerie Kuehne, Vice-President Academic and Provost

Kyle Risby, Student Senator

Carolyn Russell, Convocation Senator

Lara Wilson, Libraries

Ada Saab (Secretary), Associate University Secretary

Kathy MacDonald, (Recording Secretary), Senator Coordinator



University  
of Victoria

Senate Committee on  
Agenda and Governance

**MEMO**

**Date:** December 21, 2021

**To:** Senate

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

**Re:** **Proposed Increase of Student Representation on the Senate Committee on Agenda and Governance**

---

At its meeting on December 17, 2021 and November 19, 2021, the Senate Committee on Agenda and Governance reviewed a proposal document to increase student representation on the Senate Committee on Agenda and Governance. This proposal introduces revisions to the Senate Rules and Procedures on the election of students to the committee.

At the November 5, 2021 meeting of Senate, it was moved that the proposal be forwarded to the Senate Committee on Agenda and Governance for further examination. In accordance with the Senate Rules and Procedures, the committee has included a memo responding to the substantive issues of the proposed changes.

At the January 7, 2022 meeting Senate members are asked to vote on the following motion included in the document titled "Increasing Student Representation on the Senate Committee on Agenda and Governance":

**Motion:**

That Senate approve the attached revisions to the Senate Rules and Procedures, section 56 and Appendix C – Senate Committee on Agenda and Governance Terms of Reference.

Respectively submitted,

**2021/2022 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor  
Helga Hallgrímsdóttir, Vice-Chair, Dean, Faculty of Human and Social Development  
Carrie Andersen, University Secretary  
Aaron Devor, Faculty of Social Sciences  
Mauricio Garcia-Barrera, Faculty of Graduate Studies  
Mark Gillen, Faculty of Law  
Helen Kurki, Faculty of Social Sciences  
Valerie Kuehne, Vice-President Academic and Provost  
Kyle Risby, Student Senator  
Carolyn Russell, Convocation Senator  
Lara Wilson, Libraries  
Ada Saab (Secretary), Associate University Secretary

/attachment

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# MEMO

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## **Increasing Student Representation on the Senate Committee on Agenda and Governance**

**From:** David Foster, Student Senator, Student Member of the Board of Governors, and Chair of the UVic Graduate Students' Society

**To:** Senate

### **Background**

The Senate Committee on Agenda and Governance (SCAG) is one of the most influential committees of the UVic Senate. SCAG is responsible for preparing the agendas of Senate meetings; recommending changes to the Senate Rules and Procedures and the Rules to Govern Elections to the Board of Governors and Senate; recommending changes to the terms of reference of Senate committees; addressing general governance matters under the authority of Senate; and nominating members to all Senate committees. Additionally, the University's Emergency Protocol for Senate Operations allows SCAG to exercise the powers of Senate during an emergency. During the COVID-19 pandemic, SCAG has operated under the Emergency Protocol, making it a uniquely powerful Senate committee. For instance, on April 14, 2021, SCAG approved guidelines for Fall 2021 courses during the COVID-19 pandemic. In July 2021, SCAG approved a waiver of medical documentation as well as changes to how exams may be held and guidelines for Spring 2022 courses during the COVID-19 pandemic.

While the powers and responsibilities of SCAG are significant, this committee has minimal student representation, with only one seat for a student senator out of 10 voting members. This ratio of 10% student membership in SCAG is well below the ratio of student membership in Senate, which is approximately 25% (16 student senators out of 70 members). Most importantly, limiting student representation to one member means that undergraduate and graduate students cannot both be represented. The UVic student population consists of approximately 16,000 undergraduate students and 3000 graduate students. Issues such as academic standards, curriculum, program requirements and funding are significantly different for the undergraduate and graduate student populations. Thus, each student population is represented by separate student societies (the undergraduate UVic Students' Society and the Graduate Students' Society) as well as having separate representation on UVic Senate (three graduate student seats and 13 undergraduate student seats) and Board of Governors (one graduate student seat and one undergraduate student seat).

Given that SCAG is one of the most influential Senate committees and exercises the powers of Senate during an emergency, making it a de facto governing body of the University, SCAG should include both graduate and undergraduate student representation, as the Senate and Board of Governors currently do.

## Recommendation

**Motion:** That Senate approve the attached revisions to the Senate Rules and Procedures, section 56 and Appendix C – Senate Committee on Agenda and Governance Terms of Reference.\*

\*This proposal is endorsed by the UVic Graduate Students' Society.

## Proposed revisions:

### Composition of Senate Standing Committees

56.00 The composition of the Senate Committee on Agenda and Governance will include members of Senate only and will be determined in part through an election conducted on the floor of Senate. **An undergraduate student member of Senate, a graduate student member of Senate and** ~~Two~~ two members of Senate who are not students or convocation members will be elected to the Senate Committee on Agenda and Governance by Senate at the May meeting.

## Senate Committee on Agenda and Governance

### Terms of Reference

1. The Senate Committee on Agenda and Governance (Committee) shall:
  - a. assist the Chair of Senate in preparing the agenda of the Senate meetings;
  - b. ensure that the items included in the Senate agenda fall within the powers of Senate in accordance with the *University Act* and clearly state their purpose and intent;
  - c. review the Rules to Govern the Conduct of Senate Procedures and the Rules to Govern Elections to the Board of Governors and Senate and make recommendations for their revision from time to time;
  - d. deal with all matters of governance and procedures that fall within the powers and duties of Senate that may be referred to it from time to time by Senate; and
  - e. make recommendations to Senate with regard to the membership, structure, terms of reference and procedures of Senate Committees and, where appropriate, any other committees requiring representation from members of Senate or faculty representation.
2. The Committee will not interfere with the rights of a Faculty, a Senate committee or a member of Senate to bring any matter to the attention of Senate that falls within the powers of Senate for information or necessary action.
3. The Committee may appoint ad hoc sub-committees consisting of Senate or non-Senate members to assist the Committee in the performance of its duties.

4. In response to an emergency which disrupts the delivery of academic programs, Senate may delegate authority to the committee for specific decision making, as documented in the Emergency Protocol for Senate Operations (see Senate Rules and Procedures, Appendix A)

5. The quorum of the Committee when it meets to discuss matters concerning the Senate agenda shall be 3 members, at least one of whom shall be a faculty member.

6. The quorum of the Committee when it meets to discuss matters of governance or procedures shall be 5 members.

7. The quorum of the Committee when it meets in accordance with the Emergency Protocol for Senate Operations shall be 3 members, not including the Vice-President Academic and Provost.

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:

- 5 members of Senate who are either faculty members, a professional librarian or a continuing sessional\* (voting)
- 1 **undergraduate** student member of Senate (voting)\*\*
- 1 **graduate student member of Senate (voting)\*\***
- 1 convocation member of Senate (voting)
- the President as Chair of Senate (ex officio, voting)
- the Vice-Chair of Senate (ex officio, voting)
- Vice-President Academic and Provost (ex officio, voting)
- University Secretary (ex officio, non-voting)

Total membership – ~~11~~ **12** (~~10~~ **11** voting members)

\*Two members from this category shall be elected to the Committee by Senate, in accordance with section 55.00 of the Senate Rules and Procedures. The other 3 members shall be appointed by Senate upon recommendation of the nominations subcommittee.

**\*\*Members from this category shall be elected to the Committee by Senate, in accordance with section 55.00 of the Senate Rules and Procedures.**

The secretary of the committee is the Associate University Secretary.

#### **Senate Committee on Agenda and Governance Nominations Sub-committee**

Procedures



1. The nominations sub-committee will meet to propose recommendations for the membership of Senate committees for consideration at the May and October meetings of Senate. All recommendations to Senate must have the consent of the nominees.
2. The nominations sub-committee will annually publicize to the Senate and the university community a list of Senate committee vacancies for the upcoming year. Nominations for the vacancies should be submitted in writing to the Chair of the nominations sub-committee by a specified deadline.
3. Nominations sub-committee members are urged to suggest candidates for vacancies and should not limit suggestions to candidates from their own faculty.
4. The nominations sub-committee will consider nominations received, in addition to names put forth by members of the nominations sub-committee in making its recommendations to Senate.
5. The nominations sub-committee will consider the following when preparing its recommendations to Senate:
  - a. Rotation of committee members in accordance with Senate regulations and the need to provide adequate continuity;
  - b. Both administrative and academic loads on individuals;
  - c. Desirability of spreading committee responsibilities as widely as possible throughout a faculty and across faculties; and
  - d. The acquainting of a new faculty members with university procedures.
6. The members of the Senate present at the May and October meetings may make further nominations for the Senate committee vacancies. Senate will elect the committee members from the list of nominees, if more than one per vacancy is received.
7. The nominations sub-committee will recommend to Senate names to fill any Senate committee vacancies that arise through the year.

#### Nominations Sub-Committee Composition

8. The Committee will form a nominations sub-committee to recommend to Senate the membership of Senate Committees and, where appropriate, other committees requiring representation from members of Senate or faculty representation. The nominations sub-committee will be composed of the following committee members:
  - the President or nominee (ex officio, voting)
  - the Vice-Chair of Senate (ex officio, voting)
  - the student members of Senate (voting)

- two members of the Committee who are not students, one of whom will be a member elected to the Committee by Senate and will serve as the Chair of the sub-committee (voting).

Total membership – ~~5~~ **6** (~~5~~ **6** voting)

The secretary of the sub-committee is the Associate University Secretary.

#### **Student Membership on Senate Standing Committees**

9. As approved by Senate on 15 April 1969, the minimum student representation on Senate committees shall be as follows:

- a. Senate Committee on Academic Standards: 2 students, including 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
- b. Senate Committee on Admission, Re-registration and Transfer: 2 student members of Senate;
- c. Senate Committee on Agenda and Governance: ~~1~~ **2** student members of Senate, **including 1 graduate student and 1 undergraduate student**;
- d. Senate Committee on Appeals: 3 student members of Senate;
- e. Senate Committee on Awards: 1 student member of Senate;
- f. Senate Committee on Continuing Studies: 2 students, including at least 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
- g. Senate Committee on Curriculum: 1 student member of Senate from the Senate Committee on Academic Standards;
- h. Senate Committee on Honorary Degrees and Other Forms of Recognition: 1 student member of Senate;
- i. Senate Committee on the Library: 2 students, including 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
- j. Senate Committee on Planning: 2 students, including at least 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
- k. Senate Committee on Teaching and Learning: 5 students, including at least 1 student member of Senate, 2 undergraduate students and 1 graduate student; and
- l. Senate Committee on University Budget: 1 student member of Senate.



University  
of Victoria

University  
Secretary

# MEMO

**Date:** December 15, 2021

**To:** Senate

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

**Re:** **Review of the Senate Rules and Procedures and Terms of Reference for the Senate Committee on Agenda and Governance**

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This memo responds to the proposal to increase student representation on the Senate Committee on Agenda and Governance as outlined in the document "Increasing Student Representation on the Senate Committee on Agenda and Governance". The committee has examined the issue and does not support the proposed recommendation. Instead, the committee recommends that the Emergency Protocol for Senate Operations be reviewed to examine consultation with undergraduate or graduate student Senators during significant academic emergency decisions.

## Background

The [University of Victoria Senate Rules and Procedures](#) are established in accordance with the *BC University Act*, which establishes the powers of Senate. In accordance with these procedures, revision is guided by the section "Amendments to the Rules and Procedures".

As such, the proposal, "Increasing Student Representation on the Senate Committee on Agenda and Governance", was presented to Senate members for their consideration. At the November 2021 meeting of Senate, Senate members voted to forward a proposal to increase membership on the Senate Committee on Agenda and Governance to this committee for further examination.

The submitted proposal requests the addition of another student Senator to the Senate Committee on Agenda and Governance. The proposal also asks for a revision to the [Senate Rules and Procedures](#) to elect these student members to the committee.

## Emergency Protocol for Senate Operations

The work of the committee during the pandemic was based on the authority laid out in the Emergency Protocol for Senate Operations in the Senate Rules and Procedures.

### Emergency Protocol

18.00 The Emergency Protocol for Senate Operations outlined in Appendix B is intended for use by Senate in case of emergencies or significant disruptions to academic program delivery.

18.01 In response to an emergency and in accordance with the Emergency Protocol for Senate Operations, Senate may delegate authority to the Senate Committee on Agenda and Governance or the Vice-President Academic and Provost.

The Emergency Protocol for Senate Operations (Appendix B of the Senate Rules and Procedures) outlines specific instances and procedures where the committee is charged with this delegated authority. In this regard, items recommended for decision during the current COVID-19 emergency come from the Vice-President Academic and Provost. During these deliberations, the Senate Committee on Agenda and Governance has consulted with the chair of the Senate Committee on Academic Standards and other Senate committee chairs, as appropriate. All decisions made under this delegated authority are reported at the following scheduled Senate meeting.

### **Senate Committee on Agenda and Governance Committee Composition**

The Senate Committee on Agenda and Governance composition consists of 10 members. It is not specified that members are representative of the Senate body or the larger university campus community. Members are typically placed on the committee to address the more traditional tasks outlined in their [terms of reference](#):

- a. assist the Chair of Senate in preparing the agenda of the Senate meetings;
- b. ensure that the items included in the Senate agenda fall within the powers of Senate in accordance with the University Act and clearly state their purpose and intent; review the Rules to Govern the Conduct of Senate Procedures and the Rules to Govern Elections to the Board of Governors and Senate and make recommendations for their revision from time to time;
- c. deal with all matters of governance and procedures that fall within the powers and duties of Senate that may be referred to it from time to time by Senate; and
- d. make recommendations to Senate with regard to the membership, structure, terms of reference and procedures of Senate Committees and, where appropriate, any other committees requiring representation from members of Senate or faculty representation.

### **Prior Review**

During the 2020/2021 year and during deliberations dealing with the COVID-19 emergency, the committee discussed the student composition of the Senate Committee on Agenda and Governance. Under consideration at these meetings was the addition of one student Senator to the committee. This concern was meant to address a potential need for a perspective from undergraduate and graduate students during academic emergencies. The discussion was initiated due to the extraordinary circumstances in which temporary academic measures during the COVID-19 pandemic were required to be made and that these decisions affected different student groups.

### **Issues Considered**

The Senate Committee on Agenda and Governance considered the two issues contained in the proposal, "Increasing Student Representation on the Senate Committee on Agenda and Governance":

1. the addition of one student to the Senate Committee on Agenda and Governance to amend the composition so that there is one graduate and one undergraduate student member on the committee
2. the election of both the undergraduate and graduate student members to the committee by Senate

Issue #1:

As stated above, the Senate Committee on Agenda and Governance is not a representative standing committee with respect to Senate or the larger campus community. Unlike the Senate Committee on Academic Standards, Senate Committee on Planning, or the Senate Committee on Learning and Teaching, whose duties are to deliberate on a large variety of academic matters from various perspectives, the mandate of the Senate Committee on Agenda and Governance is largely to review the agenda of Senate and deal with issues of governance, appointments and recommend items brought to Senate for review by other Senate standing committees when appropriate. As such, members of the Senate Committee on Agenda and Governance are routinely members with experience regarding Senate function and process.

Normal functioning of the committee aside, committee members understand that during an emergency, the Senate Committee on Agenda and Governance may not include the perspective of students, or the wider academic community in their decisions. During previous deliberations on this issue, looking to the needs required during the emergency, committee members asked for a reconsideration of the Emergency Protocol for Senate Operations. It is recognized that a change to the protocol during an ongoing emergency is not recommended. Once the emergency has concluded, the committee has committed to reviewing the protocol.

Issue #2:

Two members of the Senate Committee on Agenda and Governance are currently elected to their position on the floor of Senate during the May meeting. A 2011 revision to the terms of reference to the Senate Committee on Agenda and Governance amalgamated the Senate Committee on Nominations and Committee Governance, whose members were all elected to the committee on the floor of Senate, and the Senate Committee on Agenda and Procedures, who were all appointed to the committee through the normal appointment process. The subsequent revision to create the Senate Committee on Agenda and Governance combined the election and appointment mechanisms to maintain a balance in the way in which committee membership was formed between the two former committees.

In consideration of an elected student Senator, the proposed procedures would prove problematic both logistically and on the concern of an election based on informed representation. As previously noted, the election of the committee members takes place on the floor of the May meeting of Senate. This election timeline enables the committee to be available in September, in advance of the first Senate meeting each October. Unlike faculty Senate members, whose terms extend for a three-year period, student Senators serve on Senate for a one-year term. The vast majority of student members do not serve multiple terms. Students participating in the election could be finishing their terms on Senate, and most of the students serving on Senate the following year would not yet have started their terms. To advance this election process to the student membership would mean that all Senate members would be required to elect a member to the committee whose term on Senate is about to end or has not yet started.

As a result, the proposed election process in the proposed document, "Increasing Student Representation on the Senate Committee on Agenda and Governance" is not recommended. The election method for students is not practical, nor would it meet the original proposal's intended goal which is to ensure the student composition of the committee was elected by their peers.

### **Recommendation**

Decisions made by the Senate Committee on Agenda and Governance during the COVID-19 pandemic, according to the Emergency Protocol for Senate Operations, have been unprecedented. The emergency has lasted for more than 20 months and is still ongoing. The protocol was not intended to be used for such an extended period but rather for a short-term crisis that would be either resolved quickly or would result in a complete halt of campus operations. The prolonged pandemic emergency has meant that many recommended academic items related to the emergency are considered over an increasingly extended period. Therefore, it is recommended that consultation with undergraduate or graduate student Senators be reviewed as it pertains to academic emergency decisions.

The Senate Committee on Agenda and Governance has committed to a review of the Emergency Protocol for Senate Operations once the current pandemic emergency has ended and to come back to Senate with a proposal to address this issue.

/attachment

Respectively submitted,

### **2021/2022 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor

Helga Hallgrimsdottir, Vice-Chair, Dean, Faculty of Human and Social Development

Carrie Andersen, University Secretary

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Mark Gillen, Faculty of Law

Helen Kurki, Faculty of Social Sciences

Valerie Kuehne, Vice-President Academic and Provost

Kyle Risby, Student Senator

Carolyn Russell, Convocation Senator

Lara Wilson, Libraries

Ada Saab (Secretary), Associate University Secretary



**University  
of Victoria**

Senate Committee on  
Agenda and Governance

**MEMO**

**Date:** December 15, 2021  
**To:** Members of Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** **Upcoming Senate committee vacancies**

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For your information, attached please find a list of Senate committee vacancies effective July 1, 2022. These vacancies include positions for which current committee members may be eligible for re-appointment.

Also attached for your information is the call for expressions of interest to serve on Senate committees that will be distributed to all faculty members in early January 2022.

If you would like to nominate a colleague for any of these positions, please submit your nomination to Ada Saab, Associate University Secretary at [usec2@uvic.ca](mailto:usec2@uvic.ca) by Friday, February 18, 2022.

Recommendations for Senate committee appointments will be made by the Senate Committee on Agenda and Governance in May 2022.

Respectfully submitted,

**2021/2022 Senate Committee on Agenda and Governance**

Kevin Hall (Chair), President and Vice-Chancellor\*

Helga Hallgrimsdottir (Vice-Chair), Dean, Faculty of Human and Social Development\*

Carrie Andersen, University Secretary

Carolyn Russell, Convocation Senator

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Helen Kurki, Faculty of Social Sciences\*

Valerie Kuehne, Vice-President Academic and Provost

Mark Gillen, Faculty of Law

Lara Wilson, Libraries

Kyle Risby, Student Senator\*

Ada Saab (Secretary), Associate University Secretary\*

Kathy MacDonald (Recording Secretary), Senate Coordinator

\*members of the Nominations Sub-committee

## 2022- 2023 Senate Committees

### Senate Committee on Academic Standards

Name	Faculty or Department	Term
<b>Vacancy</b>	<b>Fine Arts</b>	<b>2025 (2022)</b>
Julio Navarro (S)	Science	2024 (2021)
<b>Vacancy</b>	<b>Graduate Studies</b>	<b>2025 (2022)</b>
Andrew Newcombe (S)	Law	2024 (2021)
<b>Vacancy</b>	<b>Humanities</b>	<b>2025 (2022)</b>
Robert Hancock (S)	Social Sciences	2024 (2021)
Sorin Rizeanu (NS)	Peter B. Gustavson School of Business	2023 (2020)
<b>Vacancy</b>	<b>Continuing Studies</b>	<b>2025 (2022)</b>
Sandra Hundza (S)	Education	2023 (2020)
<b>Vacancy</b>	<b>Engineering</b>	<b>2023 (2022)</b>
Devi Mucina (S)	Human & Social Development	2024 (2021)
<b>Vacancy (NS)</b>	<b>Medical Sciences</b>	<b>2024 (2021)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2023 (2022)</b>
Alivia Wang (S)	Convocation Senator	2024 (2021)
<b>Vacancy</b>	<b>Vice-President Academic and Provost or designate</b>	<b>(ex officio)</b>
<b>Vacancy</b>	<b>President or nominee</b>	<b>(ex officio)</b>
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Elizabeth Adjin-Tettey	A/Associate Vice-President Academic Planning	(ex-officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Sabrina Jackson (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 Appeals

Name	Faculty or Department	Term
<b>Vacancy</b>	<b>Social Science</b>	<b>2025 (2022)</b>
Fraser Hof (S)	Science	2023 (2020)
Kimberly Speers (NS)	Human & Social Development	2023 (2020)
Victoria Wyatt (S)	Fine Arts	2023 (2020)
Erin Kelly (S)	Humanities	2023 (2020)
Carmen Galang (NS)	Peter B. Gustavson School of Business	2023 (2020)
<b>Vacancy</b>	<b>Engineering</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Education</b>	<b>2025 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
Deborah Berman (NS)	Student Representative (UVSS)	2023 (2022)
<b>Vacancy</b>	<b>President or nominee</b>	<b>(ex officio)</b>
Diana Varela (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Trisha Best (NS)	Director or equivalent of International Centre for Students	(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)
Sabrina Jackson (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
Kevin Hall (S) (Chair)	Chair of Senate	(ex officio)
Lara Wilson (S)	Librarian	2024 (2021)
Aaron Devor (S)	Social Sciences	2023 (2017)
<b>Vacancy (S)</b>	<b>TBD</b>	<b>2025 (2022)</b>
<b>Vacancy (S)</b>	<b>TBD</b>	<b>2025 (2022)</b>
Mauricio Garcia-Barrera (S)	Graduate Studies	2023 (2020)
Kyle Risby (S)	Student Senator	2025 (2022)
Carolyn Russell (S)	Convocation Senator	2024 (2021)
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)	Law	2023 (2020)
Mauricio Garcia-Barrera (S) (Vice-Chair)	Graduate Studies	2024 (2021)
<b>Vacancy</b>	<b>Social Sciences</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Engineering</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Peter B. Gustavson School of Business</b>	<b>2025 (2022)</b>
Jillian Roberts (NS)	Education	2023 (2017)
Mark Laidlaw (S)	Science	2023 (2020)
Lynne Marks (S)	Humanities	2024 (2021)
Maureen Ryan (S)	Human & Social Development	2024 (2021)
Joseph Salem (S)	Fine Arts	2024 (2021)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2023 (2022)</b>
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator  
(NS) – non Senator

## Senate Committee on Awards

Name	Faculty or Department	Term
<b>Vacancy</b>	<b>TBD</b>	<b>2025 (2022)</b>
Maureen Ryan (S)	Human and Social Development	2024 (2021)
Brock Smith (S)	Peter Gustavson School of Business	2024 (2018)
Linda Welling (NS)	Social Sciences	2023 (2017)
Leslee Francis Pelton (NS)	Graduate Studies	2024 (2021)
Alyssa Manankil (NS)	Alumni Association	2024 (2021)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2023 (2022)</b>
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)
<b>Vacancy</b>	<b>President or nominee</b>	<b>(ex officio)</b>
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)
<b>Vacancy</b>	<b>Education</b>	<b>2025 (2022)</b>
Rustom Bhiladvala (S)	Engineering	2023 (2020)
<b>Vacancy</b>	<b>Fine Arts</b>	<b>2025 (2022)</b>
Donna Jeffrey (NS)	Human & Social Development	2023 (2020)
Li-Shih Huang (S)	Humanities	2024 (2021)
Mark Gillen (S)	Law	2024 (2018)
Mark Laidlaw (S)	Science	2023 (2017)
<b>Vacancy</b>	<b>Social Sciences</b>	<b>2025 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (GSS)</b>	<b>2023 (2021)</b>
<b>Vacancy (NS)</b>	<b>Student Representative from diploma or certificate program in Continuing Studies</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Alumni Association</b>	<b>2025 (2022)</b>
Kelly Diether (S)	Convocation Senator	2024 (2021)
<b>Vacancy (NS)</b>	<b>President or Nominee</b>	<b>(ex officio)</b>
Elizabeth Adjin-Tettey	Chair, Senate Committee on Planning	(ex-officio)
Kirsten Kopp (Secretary)	Continuing Studies	

(S) – Senator  
(NS) – non Senator

## Senate Committee on Curriculum

Name	Faculty or Department	Term
Adam Con (S) (Chair)	Fine Arts	2024 (2021)
<b>Vacancy (Vice-Chair)</b>	<b>TBD</b>	<b>2023 (2022)</b>
Chris Graham (NS)	Peter B. Gustavson School of Business	(ex officio)
Cathy McGregor (NS)	Education	(ex officio)
LillAnne Jackson (NS)	Engineering	(ex officio)
Eva Baboula (NS)	Fine Arts	(ex officio)
Steve Evans (NS)	Graduate Studies	(ex officio)
Maureen Ryan (S)	Human & Social Development	(ex officio)
Lisa Surridge (NS)	Humanities	(ex officio)
Michelle Lawrence (NS)	Law	(ex officio)
Reuben Rose-Redwood (NS)	Social Sciences	(ex officio)
Neil Burford (NS)	Science	(ex officio)
Michele Martin (NS)	Medical Sciences	(ex-officio)
<b>Vacancy (NS)</b>	<b>Vice-President Academic and Provost designate</b>	<b>(ex officio)</b>
<b>Vacancy (NS)</b>	<b>President or nominee</b>	<b>(ex officio)</b>
TBD (S)	Chair, Senate Committee on Academic Standards	(ex officio)
TBD (S)	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Sara Henderson (NS)	Acting Calendar Editor	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Sabrina Jackson (NS)	Associate Registrar	(ex officio)
Ada Saab (NS)	Associate University Secretary	(ex officio)
Asia Longphee (Secretary)	A/Manager, Curriculum and Calendar	

(S) – Senator  
(NS) – non Senator

## Senate Committee on Honorary Degrees and Other Forms of Recognition

Name	Faculty or Department	Term
Marion Buller (S) (Chair)	Chancellor	(ex officio)
Kieka Mynhardt (NS)	Science	2024 (2021)
Denise Cloutier (NS)	Social Sciences	2024 (2018)
<b>Vacancy</b>	<b>TBD</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>TBD</b>	<b>2025 (2022)</b>
Brock Smith (S)	Peter B. Gustavson School of Business	2023 (2017)
Sara Humphreys (NS)	Humanities	2023 (2020)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
Glenda Wyatt (NS)	Alumni Association	2023 (2017)
Kevin Hall (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
Alexandra D'Arcy (S) (Chair)	Humanities	2024 (2021)
Michael McGuire (NS)	Engineering	2024 (2018)
Erin Campbell (S)	Fine Arts	2023 (2020)
Jennifer White (NS)	Graduate Studies	2024 (2021)
<b>Vacancy</b>	<b>Peter B. Gustavson School of Business</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Continuing Studies</b>	<b>2025 (2022)</b>
Tim Andersen (NS)	Education	2023 (2020)
Sean Hier (S)	Social Sciences	2024 (2021)
Elizabeth Borycki (NS)	Human & Social Development	2023 (2020)
<b>Vacancy</b>	<b>Law</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Medical Sciences</b>	<b>2025 (2022)</b>
Scott McIndoe (NS)	Science	2023 (2020)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy</b>	<b>Student Representative (UVSS)</b>	<b>2023 (2022)</b>
<b>Vacancy</b>	<b>Student Representative (UVSS)</b>	<b>2023 (2022)</b>
<b>Vacancy</b>	<b>Student Representative (GSS)</b>	<b>2023 (2022)</b>
Jennifer Whatley (NS)	Alumni Association	2024 (2021)
<b>Vacancy</b>	<b>Library, (FALC)</b>	<b>2025 (2022)</b>
Rebecca Warburton (S)	Convocation Senator	2024 (2021)
<b>Vacancy (NS)</b>	<b>University Librarian Designate</b>	<b>(ex officio)</b>
Wency Lum (NS)	Chief Information Officer	(ex officio)
Andrea Giles (NS)	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)
<b>Vacancy (NS)</b>	<b>President or Nominee</b>	<b>(ex officio)</b>
Elizabeth Adjin-Tetty	A/Associate Vice-President Academic Planning	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator



## Senate Committee on Libraries

Name	Faculty or Department	Term
<b>Vacancy</b>	<b>Law</b>	<b>2025 (2022)</b>
Martha McGinnis (S)	Graduate Studies	2024 (2021)
Adrienne Boyarin (NS)	Humanities	2023 (2020)
Sylvia Pantaleo (NS)	Education	2023 (2017)
Tusa Shea (NS)	Continuing Studies	2023 (2020)
TBD (S)	Engineering	2023 (2022)
Kirk McNally (NS)	Fine Arts	2023 (2017)
<b>Vacancy</b>	<b>Social Sciences</b>	<b>2025 (2022)</b>
Hao Zhang (NS)	Peter B. Gustavson School of Business	2023 (2017)
<b>Vacancy</b>	<b>Human and Social Development</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Medical Sciences</b>	<b>2025 (2022)</b>
Louise Page (NS)	Science	2023 (2017)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy</b>	<b>Student Representative (GSS)</b>	<b>2023 (2022)</b>
Victor V. Ramraj (NS)	Representative of Council of Centre Directors	2024 (2021)
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)
<b>Vacancy (NS)</b>	<b>President or nominee</b>	<b>(ex officio)</b>
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Kaelen Smith (Secretary)	University Librarian's Office	

(S) – Senator

(NS) – non Senator

## Senate Committee on Planning

Name	Faculty or Department	Term
Elizabeth Adjin-Tettey (NS) (Chair)	A/Associate Vice-President Academic Planning	(ex officio)
Jie Zhang (NS)	Peter B. Gustavson School of Business	2024 (2021)
<b>Vacancy</b>	<b>Education</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Humanities</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>Fine Arts</b>	<b>2025 (2022)</b>
Abdul Roudsari (NS)	Human & Social Development	2025 (2022)
<b>Vacancy (S)</b>	<b>Dean</b>	<b>2025 (2022)</b>
Rustom Bhiladvala (S)	Engineering	2023 (2020)
Michelle Lawrence (NS)	Law	2024 (2021)
Alex Brolo (S)	Science	2024 (2021)
Eva Baboula (NS)	Graduate Studies	2024 (2021)
<b>Vacancy</b>	<b>Medical Sciences</b>	<b>2025 (2022)</b>
Jo-Anne Clarke (S)	Continuing Studies	2023 (2017)
Nilanjana Roy (NS)	Social Sciences	2024 (2021)
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2023 (2022)</b>
<b>Vacancy (NS)</b>	<b>President or nominee</b>	<b>(ex officio)</b>
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
<b>Vacancy (NS)</b>	<b>Vice-President Academic and Provost's designate</b>	<b>(ex officio)</b>
<b>Vacancy (NS)</b>	<b>Vice-President Research and Innovation's designate</b>	<b>(ex officio)</b>
Robin Hicks (S)	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	2024 (2018)
<b>Vacancy</b>	<b>TBD</b>	<b>2025 (2022)</b>
<b>Vacancy</b>	<b>TBD</b>	<b>2025 (2022)</b>
Helen Kurki (S)	Social Sciences	2023 (2017)
Frank van Veggel (NS)	Science	2023 (2017)
James Nahachewsky (NS)	Education	2024 (2021)
<b>Vacancy</b>	<b>TBD</b>	<b>2025 (2022)</b>
<b>Vacancy (S)</b>	<b>Student Senator</b>	<b>2023 (2022)</b>
Kelly Diether (S)	Convocation Senator	2024 (2021)
Kevin Hall (S)	Chair of Senate	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator

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

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

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

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

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

**If you are interested in serving on a Senate committee, please send an email to the Office of the University Secretary at [usec2@uvic.ca](mailto:usec2@uvic.ca) by Friday, February 18, 2022.** Please list the committees you are interested in serving on and include a short biographical sketch (up to 300 words) for review by the Senate Committee on Agenda and Governance. While not all committees have vacancies each year, the Senate Committee on Agenda and Governance is developing a pool of candidates who are interested in serving.

### **Overview of Senate Committees**

Terms of reference for the Senate committees are available at:

<http://www.uvic.ca/universitysecretary/senate/committees/index.php>

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

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

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

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

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

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

Senate Committee on Awards

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

Senate Committee on Continuing Studies

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

Senate Committee on Curriculum

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

Senate Committee on Honorary Degrees and Other Forms of Recognition

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

Senate Committee on Learning and Teaching

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

Senate Committee on Libraries

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

Senate Committee on Planning

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

Senate Committee on University Budget

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



University  
of Victoria

Senate Committee on  
Agenda and Governance

**MEMO**

**Date:** December 17, 2021  
**To:** Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** **Appointment to the 2021/2022 Senate Committee on Libraries**

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The Senate Committee on Agenda and Governance nominations sub-committee met on December 17, 2021 to consider an appointment to the 2021/22 Senate Committee on Libraries. The proposed new appointment is bolded in the attached document.

**Recommended Motion**

That Senate approve the appointment to the 2021/2022 Senate Committee for the term indicated in the attached document.

Respectfully submitted,

**2021/2022 Senate Committee on Agenda and Governance**

Kevin Hall (Chair), President and Vice-Chancellor\*

Helga Hallgrimsdottir (Vice-Chair), Dean, Faculty of Human and Social Development\*

Carrie Andersen, University Secretary

Carolyn Russell, Convocation Senator

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Helen Kurki, Faculty of Social Sciences\*

Valerie Kuehne, Vice-President Academic and Provost

Mark Gillen, Faculty of Law

Lara Wilson, Libraries

Kyle Risby, Student Senator\*

Ada Saab (Secretary), Associate University Secretary\*

Kathy MacDonald (Recording Secretary), Senate Coordinator

\*members of the Nominations Sub-committee

/attachment

2021-2022 Senate Committee on Libraries

Name	Faculty or Department	Term
Robert Howell (NS) (Chair)	Law	2022 (2016)
Martha McGinnis (S)	Graduate Studies	2024 (2021)
Adrienne Boyarin (NS)	Humanities	2023 (2020)
Sylvia Pantaleo (NS)	Education	2023 (2017)
Tusa Shea (NS)	Continuing Studies	2023 (2020)
<b>Yang Shi (S)</b>	<b>Engineering</b>	<b>2023 (2022)</b>
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)
Richard Marcy (NS)	Human and Social Development	2022 (2016)
TBD	Medical Sciences	2024 (2021)
Louise Page (NS)	Science	2023 (2017)
Samuel Holland (S)	Student Senator	2022 (2021)
Adair Ng (NS)	Student Representative (GSS)	2022 (2021)
Victor V. Ramraj (NS)	Representative of Council of Centre Directors	2024 (2021)
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)
TBD (NS)	President or nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Kaelen Smith (Secretary)	University Librarian's Office	

(S) – Senator  
(NS) – non Senator



**Date:** December 15, 2021  
**To:** Senate  
**From:** Senate Committee on Awards  
**Re:** **New and Revised Awards**

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The Senate Committee on Awards met on December 9, 2021 and approved a number of new and revised awards for Senate's approval. Terms contained within this document are defined in Appendix 1 and Terms of Reference for these awards are in Appendix 2.

**Recommended Motion:**

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

- Phoenix Award (Revised)
- Louise and Peter Fothergill-Payne Travel Scholarship\* (Revised)
- UVic Student Bursary\* (New)
- Peter Corless Mechanical Engineering Award\* (New)
- Robyn Kathleen Addison Scholarship in Environmental Studies (New)
- Ethel Dent Banks & Margaret Maunsell Award (Revised)
- Darlene Scott Scholarship\* (Revised)
- Agamemnon Kasapi and Family Scholarship\* (Revised)
- Faculty of Education Student Leadership Award\* (Revised)
- Faculty Association Memorial Award (New)
- Cora Arenas and Carol Artemiw Award for Second-Year Women in Engineering and Computer Science (Revised)
- TED Fund\* (New)
- UVic Business Class of 2009 Scholarship Award (Revised)
- Alec Maclean Annual Award in Economics (New)
- Micqualyn Scholarship\* (Revised)
- Doreen Moser Scholarship\* (New)
- Martin Bonham and Lloyd Howard Travel to Italy Award\* (New)
- Edwards, Kenny & Bray Award for BIPOC Students in Law (New)
- Indigenous Perspectives Camp 25th Anniversary Award (Revised)
- UVic STEM Class of 2009 Award (New)

*\* Administered by the University Of Victoria Foundation*

Respectfully submitted,

**2021/2022 Senate Committee on Awards**

Charlotte Schallié (Chair), Graduate Studies/Germanic & Slavic Studies

Daniel Davenport, Student Senator

John Dower, Faculty of Graduate Studies

Nicole Greengoe, Registrar



Lori Nolt, Student Awards and Financial Aid  
Yvonne Rondeau, Faculty of Graduate Studies  
Nahid Safari, GSS Representative  
Brock Smith, Peter B. Gustavson School of Business  
Linda Welling, Department of Economics  
Alyssa Manankil-Lakusta, Alumni Association Representative  
Maureen Ryan, Human and Social Development  
Leslee Francis Pelton, Faculty of Graduate Studies  
Alexis Ramsdale (Secretary), Student Awards and Financial Aid

## **Appendix 1**

### **Scholarships, fellowships, awards, medals and prizes**

Financial aid awarded as scholarships, fellowships, awards, medals and prizes are made available to students primarily on the basis of academic merit. These forms of financial aid have an academic threshold requirement but recipients may also be selected on the basis of additional criteria as specified in the terms of reference. The list of additional criteria includes, but is not limited to, financial need, community service, demonstrated leadership, region, athletic participation, entrepreneurship, ethnicity or gender.

In some cases the academic threshold may be lower than what is generally required for a scholarship. For example, unless otherwise specified, an admission average of 85% or higher is the minimum academic requirement for undergraduate entrance scholarships. The standard for athletic awards is set by U SPORTS, a regulatory organization external to UVic, and varsity student athletes receiving an athletic award in their entering year must have an admission average of at least 80%.

### **Bursaries**

Financial aid in the form of non-repayable bursaries is made available to students on the basis of demonstrated financial need. There may be additional selection criteria specified in the terms of reference, but financial need is the primary selection criteria.

### **Athletic Awards**

Selection of athletic award recipients is made by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Director of Varsity Performance Sport. Recipients must meet the eligibility requirements of the governing body for their sport, U SPORTS or the *National Association of Intercollegiate Athletics* (NAIA), who also set the regulations regarding the total amount of financial aid a varsity student athlete can receive per academic year. Varsity student athletes receiving an athletic award in their entering year must have an admission average of at least 80%. In-course recipients must maintain a minimum GPA of 3.0 to receive an athletic award.

## Appendix 2

### Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

#### **Phoenix Bursary Award (Revised)**

~~One or more bursaries are awarded to single parents who are enrolled in 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.~~

Up to two awards, to a combined total of \$6,000, are given to entering or continuing undergraduate students who are single parents with demonstrated financial need. Preference is for women students. Further preference is to students returning to studies at UVic after a break of more than 12 months. Part-time students (minimum 6.0 units) are eligible for this award. Recipients may only receive the award once.

#### **Louise and Peter Fothergill-Payne Travelling Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding undergraduate students registered in any program in the Department of Hispanic and Italian Studies to assist with international travel for:

- the purposes of a research project or course work related to their area of study, or
- study abroad in a program supported by the Department.

The award must be used for one of these ends and may be awarded to the same student on more than one occasion. In the case of candidates of equal merit, preference will be given to projects or studies abroad that involve the Spanish Golden Age. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Department of Hispanic and Italian Studies.

~~One or more scholarships are awarded to a student registered in the regular graduate program of the Department of Hispanic & Italian Studies who shows academic promise and submits a research project that, in the opinion of the Department, requires travel for its successful completion. The award must be used to this end and may be awarded to the same student on more than one occasion. In the case of candidates of equal merit, preference will be given to the project nearer completion. Approval of the recipient(s) will be made by the Faculty of Graduate Studies, Graduate Awards Committee upon the recommendation of the Department of Hispanic and Italian Studies.~~

#### **UVic Student Bursary\* (New)**

One or more bursaries are awarded to graduate or undergraduate students.

#### **Peter Corless Mechanical Engineering Award\* (New)**

One or more awards of at least \$2,000 each are given to undergraduate students continuing in the Department of Mechanical Engineering who have done at least one co-op term and have demonstrated financial need. Preference is for women students. Part-time students (minimum 6.0 units) are eligible. Approval of the recipient(s) is made by the Senate Committee on Awards upon the recommendation of the Department of Mechanical Engineering.

**Robyn Kathleen Addison Scholarship in Environmental Studies (New)**

One or more scholarships are awarded to academically outstanding undergraduate women students entering or continuing in the School of Environmental Studies who have demonstrated financial need.

**Ethel Dent Banks & Margaret Maunsell Bursary Award (Revised)**

One or more awards are given. A bursary is awarded to undergraduate women a female students continuing in either the Department of English or the Department of Writing with demonstrated financial need. Preference will be given to Indigenous women students.

**Darlene Scott Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding women undergraduate or graduate students in the School of Child and Youth Care. Preference will be given to mature ~~women~~ students who have spent time away from school and have returned ~~are now returning~~ to complete an academic degree.

**Agamemnon Kasapi and Family Scholarship\* (Revised)**

One scholarship of \$25,000 or more will be awarded to an academically outstanding undergraduate student with the highest GPA in any program in the Faculty of Science at UVic at the completion of their first year, who is entering second year in the Faculty of Science and is a Canadian citizen. In the case of equally qualified candidates, the student with the highest mark in their first-year calculus course (Math 100 or Math 109) will be selected. If candidates are still equally qualified, the student who achieved the highest GPA while taking the greatest number of units will be selected. Payment of the scholarship will be in two equal installments, half in Term 1 and half in Term 2 of the Winter Session

The scholarship is automatically renewed for each year of the student's full-time study in a program in the Faculty of Science until the completion of a first undergraduate degree or for a maximum of two renewals, whichever is the shorter period. To be automatically renewed, a student must have completed a minimum of 12 or more graded units in any two terms of study between May and April and maintained a grade point average of 7.50/9.00 or higher on the best 12 units. A student whose grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work-term will automatically be renewed when they next complete 12 or more graded units in two terms, provided they have a grade point average of 7.50/9.00 or higher in two terms. Any student who takes neither a co-op, work-experience work-term, nor graded units for more than one term will forfeit their scholarship.

**Distinguished Education Alumni Scholarship Faculty of Education Student Leadership Award\* (Revised)**

AOne or more awards scholarship is are given awarded to an academically outstanding undergraduate students in an area of study in the Faculty of Education who are actively involved as a student leader on-campus or in the community and demonstrate a record of outstanding contributions to the community through their work. The area of study is chosen by the Distinguished Education Alumni Award recipient. 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 office by May 31. Eligible students must have a minimum GPA of 6.0.  
Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education.

**Faculty Association Memorial Award (New)**

One or more awards, of a minimum of \$3,000 each, are given to entering, continuing or transferring undergraduate students who are the children or spouses of deceased Faculty who were active members of the Faculty Association within ten years of their death. Preference will be given in the following order:

1. Students who have demonstrated financial need
2. Children who are 26 years or under as of December 31<sup>st</sup> in the year they are applying

**Cora Arenas and Carol Artemiw Award for Second-Year Women in Engineering and Computer Science (Revised)**

One or more Three awards of \$2,000 each are given to women undergraduate students entering their second year in the Faculty of Engineering and Computer Science. Applicants must submit a cover letter (max 400 words) reflecting on their first year in UVic Engineering, in response to each of these questions:

1. What did you experience in your first year that you would like to continue experiencing next year?
2. What would you like to experience next year that you did not get to experience this year?
3. What part of the first year UVic Engineering experience do you think could be improved?

Preference is for women students who are members of groups with historical and/or current barriers to equity in the Faculty of Engineering and Computer Science. Approval of the recipients will be made by the Senate Committee on Awards based upon the recommendation of the Faculty of Engineering and Computer Science.

**TED Fund\* (New)**

An award is given to a continuing undergraduate student with a physical disability (or disabilities) for the enhancement of the student learning experience through travel, in support of research/creative activity and may include, but not be limited to, field schools, exhibitions, conferences or presentations. The student's disability (or disabilities) must be of a severity and degree to require a personal care worker to accompany the student when travelling. Preference is for students with a GPA of 6.0 or higher.

Students must submit:

1. an essay of not less than 500 words and not more than 1000 words, outlining the educational benefits of travel, how travel will relate to the student's studies, and what the student intends to learn from their travel;
2. a letter of reference from a University of Victoria professor, demonstrating that the travel is related and beneficial to the student's studies;
3. a letter from a medical professional confirming that a personal care worker is needed to accompany the student when travelling; and
4. a proposed budget for travel, including, but not limited to, estimated costs for travel, food, accommodation and accompaniment by a personal care worker. The

student must provide ten percent (10%) of the approved budget.

Students enrolled for Summer Session (May to August) must apply via the online application in January; students enrolled for the Winter Session (September to April) must apply via the online application in April.

**UVic Business Class of 2009 Scholarship Award (Revised)**

One or more awards scholarships are given awarded to ~~entering or~~ continuing undergraduate students in the Bachelor of Commerce 'core' program (~~3rd year~~) in the Peter B. Gustavson School of Business.

Preference will be given in the following priority:

1. Students who self-identify as Black, Indigenous or a Person of Colour (BIPOC)
2. Students with demonstrated financial need
- ~~3. Any student entering the 'core' program~~

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.

**Alec Maclean Annual Award in Economics (New)**

One or more awards are given to entering or continuing undergraduate students in the Department of Economics with demonstrated financial need.

Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Department of Economics.

**Micqualyn Scholarship\* (Revised)**

A scholarship of ~~\$500~~ \$1,000 is awarded to an academically outstanding undergraduate student entering or continuing in the School of Exercise Science, Physical and Health Education who has demonstrated community volunteer involvement. ~~a demonstrated volunteer involvement in the community~~. In addition to the application, students must submit a letter in which they describe their contributions to such volunteer organizations. Students must complete the on-line application and submit their letter to Student Awards and Financial Aid by ~~May 31~~ the application deadline. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Exercise Science, Physical and Health Education.

**Doreen Moser Scholarship\* (New)**

One or more scholarships are awarded to academically outstanding continuing undergraduate women students who have demonstrated financial need.

**Martin Bonham and Lloyd Howard Travel to Italy Award\* (New)**

One or more awards are given to undergraduate or graduate students in the School of Music who are travelling to Italy to broaden their knowledge of western classical music. This activity may include, but is not limited to, travel, accommodation, admission fees, archival research, galleries, language training, and/or participation in exhibitions, courses, performances, workshops, conferences or presentations. Preference is for students using the funding to directly support travel costs. Applicants must include a brief description (50-100 words) of their reason for travel.

Undergraduate students apply through the on-line application via Online Tools under Student Awards and Financial Aid. Graduate students must submit an application to the School of Music Office by September 15.

Approval of the recipient(s) 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.

**Edwards, Kenny & Bray Award for BIPOC Students in Law (New)**

One or more awards are given to undergraduate students entering the Faculty of Law who identify as Black, Indigenous or a Person of Colour. Approval of the recipient is made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**Indigenous Perspectives Camp 25th Anniversary Award (Revised)**

One or more awards of \$1,000 each are given to Indigenous undergraduate students entering or continuing in the Faculty of Law who are from one of the communities where the Indigenous Perspectives Camp (IPC) (formerly Aboriginal Awareness Camp) has taken place.

~~Preference will be given in the following order:~~

- ~~1. Indigenous undergraduate students from IPC community~~
- ~~2. Indigenous students who have participated in IPC~~
- ~~3. Non-Indigenous students who have participated in IPC~~

If no one is eligible then the award is given to a continuing student, with first preference for Indigenous students who have participated in IPC and second preference to non-Indigenous students who have participated in IPC.

Part-time students (min. 3.0 ~~credits~~ units) are eligible for this award. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**UVic STEM Class of 2009 Award (New)**

One or more awards are given to undergraduate students entering either the Faculty of Science or the Faculty of Engineering and Computer Science.

Preference will be given in the following priority:

1. Students who self-identify as Black, Indigenous or a Person of Colour (BIPOC)
2. Students with demonstrated financial need

Disbursal of the awards will alternate years between the Faculty of Science and the Faculty of Engineering and Computer Science. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of either the Faculty of Science or the Faculty of Engineering and Computer Science.



University  
of Victoria

Senate Committee on  
Planning

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to offer a double-degree option for partner university students participating in the Master of Global Business program**

At its meeting on December 1, 2021, the Senate Committee on Planning considered the proposal to offer a double-degree option for partner university students participating in the Master of Global Business program.

UVic's Master of Global Business program is a unique Master's degree where the program for each cohort is delivered across three institutions. Currently, the program has three cohorts with a fourth being revised. When approached, potential partners showed interest but would like a double degree option.

Offering the double degree option will make the program more attractive to students. The only change required is to establish a different fee structure for this group of students.

This proposal will go before the Tuition Committee and to Senate for information.

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair	Dr. Lisa Kalynchuk
Dr. Evanthia Baboula	Dr. Matthew Koch
Dr. Rustom Bhiladvala	Dr. Valerie S. Kuehne
Dr. Jo-Anne Clarke	Dr. Michelle Lawrence
Dr. Adam Con	Dr. Graham McDonough
Ms. Andrea Giles	Dr. Cynthia Milton
Dr. Rishi Gupta	Dr. Abdul Roudsari
Ms. Nicole Greengoe	Dr. Nilanjana Roy (on leave)
Dr. Robin Hicks	Ms. Ada Saab
Dr. Cindy Holder (on leave)	Dr. Ralf St. Clair
Ms. Sandra Duggan (Secretary)	Ms. Christine Todd
Dr. Jie Zhang	







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## MEMO

<b>DATE:</b>	November 18, 2021
<b>TO:</b>	Senate Committee on Planning
<b>FROM:</b>	Saul Klein, Dean
<b>RE:</b>	<b>MGB Proposal</b>

### **Proposal to offer a Double-degree option for partner University students participating in the Master of Global Business program**

The Master of Global Business (MGB) program is a unique Master's degree where the program for each cohort is delivered across three institutions. It has received awards for its innovative design and is ranked among the top 100 Master in Management programs globally (*Financial Times*, #74 in 2021).

Currently we have three cohorts operating along different tracks: (1) UVic - NSYSU (Taiwan) - JKU (Austria); (2) UVic - JKU (Austria) – CENTRUM (Peru); and (3) UVic – Glasgow (Scotland) – Chulalongkorn (Thailand). Our fourth track is currently being revised due to a partner dropping out. Each institution recruits its own students who receive degrees from their home institution.

We have contacted a number of institutions about joining us in a new fourth track and a recurrent response is that potential partners are interested in doing so but would like a double degree option. Under such an option, our UVic students would be eligible to receive the partner's degree and vice versa, providing that students fulfill all additional requirements set by each institution. This type of arrangement is already in place in two of our existing cohorts. Both CENTRUM and NSYSU have separate double degree arrangements with JKU. The University of Glasgow is also interested in exploring this option with us. In a previous track, Montpellier Business School offered our students the opportunity to receive their degree in a non-reciprocal arrangement.

Double degree arrangements are increasingly popular among international business schools (and students) and our inability to offer one in the MGB will make it more and more difficult for us to secure strong partners and compete successfully. We believe that such an arrangement is appropriate and highly desirable, and request support from the University to go ahead with such an arrangement. The only change that is required to make this happen is to establish a different fee structure for this group of students.

## Unique Program Design

The MGB program is unique in a number of ways, including the arrangements that have been developed and approved to have UVic and its partner institutions jointly deliver the program.

Each cohort within the MGB program is made up of students from three institutions. As the lead institution, we typically have 20 students in a cohort with 10 more coming from each of the other two partners, for a total class size of 40.

This year we are operating three tracks, with a fourth one planned to recommence in September 2023. At that time, UVic will be the central institution among six or seven participating universities.

The uniqueness of the multi-institutional structure is reflected in the following characteristics:

- Each partner institution has its own graduate program into which the MGB courses fit, and students from partner schools gain degrees from their home institutions, in part from the credits earned within the MGB coursework. In some cases, the MGB coursework fulfills optional requirements for the second year of an MBA or similar degree. In others, partners offer their own specialized “Master of Management” degrees with requirements that go beyond the common coursework; for example, some require a Master’s thesis.
- Although the classroom experience is common for all students in a cohort, only the UVic MGB students undertake an international internship.
- Students are treated as exchange students when they are hosted at each of their non-home institutions. In this way, they pay home-institution fees and are automatically credited with the coursework they complete at other institutions.
- Despite the exchange-student basis for fees, the entire curriculum is in fact directed and vetted by UVic. All courses delivered elsewhere are effectively UVic courses taught by partner-institution faculty who have been approved by FGS.

## Anomalous Crediting of Courses

Normally, students in a two-institution double-degree program are registered in one university while they take courses (and pay fees) there. Students accumulate about half of the credits at each institution, meeting the minimum home-institution credit requirements, and transfer the remaining credits from the other institution.

Such an arrangement does not work with the MGB format. For each track, three institutions contribute teaching for the same cohort but the students are recognized as taking classes only at their own institution. Thus, cohort classmates take classes delivered at UVic and at two other schools but UVic MGB students are shown as completing only UVic courses, while students from the other institutions are shown completing courses at only their own schools. Despite having taken courses at three institutions, each student accumulates credits and pays fees at only one of them. (As we are not privy to the double

degree arrangements between JKU and NSYSU, and JKU and CENTRUM, we do not know the fee structure paid by these double degree students.)

### Requirements for a Double-Degree Agreement with UVic

Currently all partner students complete the same MGB coursework but not the internship (MGB 537 is restricted to UVic MGB students only) or the prerequisite (MGB 502 which has a zero unit credit, but is equivalent to a 1.5 unit course). If the partner students undertook the internship, they would have completed all requirements for a UVic MGB.

Normally, UVic does not provide a degree unless at least half of the credits and the associated fees are accumulated at UVic. For a partner student who completed the internship, they would have fulfilled exactly the same requirements as a UVic-registered student in the cohort, but these courses would not normally be recognized as UVic ones.

Partner students seeking the UVic MGB would need to register for the UVic internship (and prerequisite course) and have their other courses recognised as UVic courses. As with other double-degree programs, students who followed this option would be required to do more work than those who were pursuing a single degree in their home institutions.

These students would have to be formally admitted to UVic and meet our normal entry requirements. We would also revise our partnership agreements with each institution to clarify which students would be considered eligible to be double degree students from each institution, to avoid a situation where students could choose whatever partner charged the lowest fees. This could be done, for example, by stipulating citizenship restrictions for eligible partner university students.

### Fees

Partner students wanting to receive an UVic MGB would need to pay fees to UVic. We could not, however, charge our regular international fees for the entire program but need to set a fee schedule that reflects only the incremental requirements. As such, we propose the following fee structure for these double degree students, ignoring instalment payments for now, with a column showing the full fees for international MGB students:

	<b>Proposed Double Degree Fees</b>	<b>Full Program Fees for international students</b>
Tuition	\$5,162.03*	\$36,994.56
Program Fee	\$2,040.30**	\$4,080.72
Internship Fee	\$469.19	\$469.19
<b>Total</b>	<b>\$7,671.52</b>	<b>\$43,544.47</b>

\* Based on proportionate fees for taking MGB 502 and MGB 537 (constituting the equivalent of three units of 21.5 total units in the program, i.e., 13.95% of the full program tuition).

\*\* Based on 50% of the full program fee.

## **Benefits**

We see this arrangement as applying only to the unique circumstances of the MGB program.

There are several advantages to this arrangement. First, double degree arrangements are becoming quite normal in international partnerships. Without such an arrangement, we are finding it quite difficult to entice reputable institutions to join us in forming a 4<sup>th</sup> MGB track.

Second, such an arrangement would be a positive step for UVic as well. The added burden on the MGB program would be quite small, with a few more students in this track taking the internship preparatory classes and having to be placed with the help of the internship coordinator. UVic would gain added revenue for each double-degree student. There is no risk of students using this arrangement to obtain a lower cost MGB degree, as it would apply only to students already enrolled at a partner institution. In short, it is a win-win for all.

Third, non-UVic students in track 1 and 3 are all eligible for a double degree option while our students are not. This raises many questions given that UVic is the lead institution in all of these tracks. In fairness, we should make such an option available to our students. With one of our former MGB partners, Montpellier Business School, our UVic MGB students had the opportunity to complete the partner school's degree by fulfilling additional program requirements, through a unilateral offer by the partner. This was a very attractive option for many students as they sought the opportunity to have a second master level degree with our partner. Based on this experience we are confident that there is student interest in pursuing a double degree option.

## **Implementation**

Students seeking the dual degree option must meet all requirements for admission as degree-seeking students. The application and the evaluation process will be the same as for all other students applying to the UVic MGB program. Students must be admitted by both their home institution and UVic before registering for MGB classes as UVic students and will be subject to all standard academic regulations and policies at UVic. Students will normally be required to select this option at the point of application to UVic. It is understood that this option will be provided to students on a go forward, not on a retroactive basis.

The Office of the Registrar has been consulted regarding program implementation and structure, and can facilitate this arrangement.



University  
of Victoria

Senate Committee on  
Planning

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to change the name of the Master of Management program**

At its meeting on December 1, 2021, the Senate Committee on Planning considered the proposal to change the name of the Master of Management program.

The proposed name change aligns with the naming convention typically recognized in Europe, making it easier for the School to recruit students into the program, and is advantageous for graduates of the program seeking employment locally and abroad.

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to change the name of the Master of Management program, as described in the document "Master in Management: Name Change".

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair	Dr. Lisa Kalynchuk
Dr. Evanthia Baboula	Dr. Matthew Koch
Dr. Rustom Bhiladvala	Dr. Valerie S. Kuehne
Dr. Jo-Anne Clarke	Dr. Michelle Lawrence
Dr. Adam Con	Dr. Graham McDonough
Ms. Andrea Giles	Dr. Cynthia Milton
Dr. Rishi Gupta	Dr. Abdul Roudsari
Ms. Nicole Greengoe	Dr. Nilanjana Roy (on leave)
Dr. Robin Hicks	Ms. Ada Saab
Dr. Cindy Holder (on leave)	Dr. Ralf St. Clair
Ms. Sandra Duggan (Secretary)	Ms. Christine Todd
Dr. Jie Zhang	



UNIVERSITY OF VICTORIA

STANDARD TEMPLATE FOR PROGRAM CHANGE – GRADUATE

Master in Management: Name Change

Submitted by:	Name and title	Email
Contact person	Sheryl Karras, Admin Director	mgbdiradmin@uvic.ca
Dean or designate	Saul Klein	bizdean@uvic.ca

***Please provide dates of all approvals***

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	21 September 2021
Pre-consultation with Faculty of Graduate Studies – please contact <a href="mailto:fgscirc@uvic.ca">fgscirc@uvic.ca</a>	
Departmental approval	
Faculty Council* approval <i>*or equivalent Faculty voting body</i>	20 October 2021
Graduate Executive Committee approval	
FGS Council approval	
Senate Committee on Planning approval	

***Please complete all rows with date or N/A***

Consultations (as applicable; see notes below) *supporting documentation required for all consultations	Date (or N/A)
Libraries	n/a
Executive Director, Co-operative Education and Career Services	9 September 2021
Office of the Registrar – please submit consult request to <a href="mailto:OREGSCPConsultation@uvic.ca">OREGSCPConsultation@uvic.ca</a>	n/a
Indigenous Academic and Community Engagement	n/a

***Other relevant information***

	(Yes* or N/A)
Proposed program change involves non-standard tuition	n/a
*If you answered Yes, complete the UVic Non-Standard Tuition Template	



## *Master in Management: Name Change*

Please complete all sections or indicate N/A

<b>PROPOSAL (up to 4,000 words plus appendices)</b>	
<b>A. Identification of the change</b>	
Name, Location, Academic units (Faculties, departments, or schools)	Master <u>in</u> Management
Anticipated implementation date of change	September 2022
Name, title, phone number and e-mail address of contact person	
<b>B. History and context of the program indicating value and impact of the program change.</b>	
<p>Include a description of how the proposed change relates to similar programs in your unit and comparable programs outside UVIC. Provide a rationale for the change and describe the impact on students. How does the proposed change align with unit/Faculty/UVIC strategic plans and priorities?</p> <p>The Master of Management program went through a long review and application process with the Ministry of Advanced Education with final approval in November 2020. While the program was in the application stage, we determined that the program should follow the naming convention of Master in Management. As our program was already at the Ministry going through the DQAB process, we felt it best to continue with program application under the title Master of Management. Our intention was to address the program name through the University calendar change process.</p> <p>MM programs are most common in Europe, where they are typically recognized as a Master in Management (MiM). Our proposed name change aligns with this naming convention, making it easier for us to recruit students into the program, and more advantageous for graduates of our program seeking employment locally and abroad.</p> <p>The title “Master in Management” also more accurately reflects the focus of the program, which is to use an applied learning approach to teach students about organizational complexity, collaboration, conflict management, complex problem solving, and teamwork. We are preparing our students to work effectively in complex organizational environments, rather than preparing them for a position as a “manager” from day 1. Our research with industry executives in the planning of this program revealed that they were very enthusiastic about the program and its value, but concerned that the title Master OF Management would create false expectations about the experience level of our young (pre-experience) graduates. The new title of Master in Management better conveys that our students will possess a strong skill set in one critical area of management.</p>	

We would consider the [Financial Times Master in Management](#) list (rankings) to be a good representation of our peer group. There is a mix of both 'Master of' and 'Master in' programs listed in the rankings, however 'Master in' is the norm.

***C. Indicators of labour market and student demand.***

n/a

***D. Areas of research & teaching specialization and evidence of adequate faculty complement.***

n/a

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

n/a



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

Indicate the requirements and design, including core and elective courses and total program units. Identify which courses already exist at UVic and any new courses required.

**n/a**

Does the program change include opportunities for experiential learning or other forms of community engagement or research-enriched learning?

- Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit's plans and support to develop placement opportunities. Obtain line authority signature for any resource commitments.
- Opportunities for community engaged and research-enriched learning

Does the program design include plans for distance education delivery? If yes, provide details.

Identify the program learning outcomes.

Provide anticipated times to completion.

Describe any plans for international or indigenous opportunities or perspectives.

Plans for integration of teaching and research.

<b>G. Anticipated enrolment and student financial support plan.</b>
n/a
<b>H. Resource requirements. Indicate any resources required or impacted (faculty &amp; staff appointments, space, library).</b>
n/a
<b>I. Indicate related graduate programs in other British Columbia post-secondary institutions.</b>
UBC Master of Management
<b>Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the program change (emails/letters of support in an appendix).</b>



University  
of Victoria

Senate Committee on  
Planning

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to establish a Master in Nursing Nurse Practitioner Post-degree Stream**

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At its meeting on December 1, 2021, the Senate Committee on Planning considered the proposal to establish a Master of Nursing Nurse Practitioner Post-degree Stream.

The Nurse Practitioner stream is highly competitive (154 applications received for 30 seats for the 2021 intake). Currently, exceptional applicants who have already completed a Master in Nursing cannot be accommodated. With the increasing and demonstrated interest in the Nurse Practitioner program from applicants with higher education and greater depth of professional experience, this proposal represents an opportunity to admit such applicants.

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish a Master in Nursing Nurse Practitioner Post-degree Stream, as described in the document "Master in Nursing, Nurse Practitioner Post-Degree Stream", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair  
Dr. Evanthia Baboula  
Dr. Rustom Bhiladvala  
Dr. Jo-Anne Clarke  
Dr. Adam Con  
Ms. Andrea Giles  
Dr. Rishi Gupta  
Ms. Nicole Greengoe  
Dr. Robin Hicks  
Dr. Cindy Holder (on leave)  
Ms. Sandra Duggan (Secretary)  
Dr. Jie Zhang

Dr. Lisa Kalynchuk  
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Dr. Michelle Lawrence  
Dr. Graham McDonough  
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Dr. Abdul Roudsari  
Dr. Nilanjana Roy (on leave)  
Ms. Ada Saab  
Dr. Ralf St. Clair  
Ms. Christine Todd



UNIVERSITY OF VICTORIA

NEW STREAM WITHIN AN EXISTING GRADUATE PROGRAM TEMPLATE

*Master in Nursing, Nurse Practitioner  
Post-Degree Stream*

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Dean's Name and Date of consultation with AVPAP: Dean Dr. Helga Hallgrímsdóttir  Consultation with AVPAP August 18, 2021	Dean signature:
Name of contact person: Lorelei Newton	Paul Meier
Email & phone of contact person: lorelei@uvic.ca 250.721.6462	<a href="mailto:pmeier@uvic.ca">pmeier@uvic.ca</a>
Date approved by Department: June 2021	Chair/Director signature: See Appendix D
Date approved by Faculty: September 28, 2021	Dean signature:
Date approved by Graduate Studies:	Dean signature:



## Proposal for a New Stream within an Existing Graduate Program

### PROPOSAL (up to 4,000 words plus appendices)

#### A. Identification of new stream

Name, Location, Academic units (Faculties, departments, or schools) offering the new Master's degree	Faculty of Human and Social Development School of Nursing
Anticipated stream start date	September 2022
Name, title, phone number and e-mail address of contact person	Lorelei Newton, Assistant Professor & Associate Director of Graduate Education  lorelei@uvic.ca & 250.721.6462

#### B. History and context of the program indicating value of new stream

Describe the history of your own program and of others in similar areas. Explain how the need for the new stream has arisen and is not addressed by existing offerings. What differentiates the proposed stream from similar offerings and what are the anticipated contributions to UVic and the academic unit's strategic plans?

Our MN program is structured to support the integration of both advanced practice nursing knowledge as well as nursing stream/specialty knowledge. There are four foundational courses that all MN students take together (NURS 520, NURS 521, NURS 524 and NURS 525). The Advanced Practice and Leadership, Nurse Education, Nurse Informatics and Nurse Practitioner streams then branch off for course specific to their stream. Please see Appendix A for current NP stream course sequencing (proposed Post MN NP course sequencing can be found in Appendix B).

The Nurse Practitioner stream is highly competitive (154 applications received for 30 seats for the 2021 intake). Currently, we cannot accept exceptional applicants who have already completed a MN (all of the 6 post MN applicants for the 2021 intake were ranked within the top 30). With the increasing and demonstrated interest in our NP program from applicants with higher education and greater depth of professional experience, this proposal represents an opportunity to admit such applicants.

Presently in BC, there are no formal program options for nurses who hold an MN/MScN degree to pursue NP education. In the past, UVic's School of Nursing has accommodated a few nurses through special arrangements in consultation with our regulatory body (BC College of Nurses and Midwives) and when faculty resources were available. With the increased interest from potential applicants along with suggested intentions of the Ministry of Advanced Education to increase NP student seats, supporting students by special arrangement is not sustainable from neither program nor human resources perspectives. We need a formal Post MN NP option in place to accommodate both exceptional students as well as the anticipated growth of the program. In response, the School of Nursing is proposing a new Post MN NP stream with an anticipated start date of September 2022.

The proposed Post MN NP Stream aligns with the University of Victoria's vision to cultivate an extraordinary academic environment and intensify dynamic learning. Incorporating MN prepared students into our existing MN structure will bring valued practice expertise combined with scholarly experience to the program. In addition, as the SON's strategic plan includes supporting innovation and collaboration for excellence in nursing practice education, we have embarked on discussions with Island Health to combine our efforts (and vision) to create a Primary Health Care Centre of Excellence that will include a proposed collaborative learning unit (CLU) for NP student education. Such an initiative requires strong NP students (those with an MN are ideal) along with coordinated teamwork between Island Health and SON, including fulsome evaluation and research by SON NP faculty. Primary Health Care Centres will, over the course of the next decade, become the predominate model of patient care in British Columbia. To our knowledge, no other advanced practice/ NP Primary Health Care CLU exists and will be a model for other SONs both within Canada and internationally.

#### **Rationale for New Stream**

The Nurse Practitioner (NP) program is one of four Master of Nursing (MN) program options offered by the School of Nursing. The School of Nursing is funded by the Ministry of Advanced Education for 30 NP program seats for each entry point (i.e., every September) with the School of Nursing having the responsibility to graduate 30 NP students at each convocation for the NP program to match the funding we receive.

Should we admit students into the NP program with a previously completed Master in Nursing, every student admitted under this scenario would not be eligible to graduate from the program and they would be admitted by the School of Nursing with the intention of not graduating the program. Students admitted with a previously completed Master in Nursing do not "complete" the NP program and hence, do not graduate from the NP program; they complete the NP portion (coursework) of the NP program, but not the MN portion (coursework) of the NP program.

The School of Nursing, in consultation with BC College of Nurses and Midwives (BCCNM), determined which courses a student with a previously completed Master in Nursing must complete in order to meet the competencies of an NP (this is not a preferred option of the BCCNM but exceptions can be made for underserved population settings). While the School of Nursing can admit these students and they can complete coursework offered at the School of Nursing, which will facilitate their ability to practice as an NP through BCCNM registration, these students do not and will not graduate from the NP program and hence do not fill a funded seat. The School of Nursing does not have the capacity to admit these students over and above our 30 funded seats. Often applicants with a previously completed Master in Nursing have very strong and compelling applications, so much so that the School of Nursing developed our present proposal in order to find a way to make them admissible to the NP program and able to occupy a funded seat.

In order to practice as an NP, an individual must be registered with BCCNM as an NP (Nurse Practitioner is a protected title under the Health Professions Act). An individual with an MN that is not an NP-specific MN is not eligible to be registered with BCCNM as an NP, and hence is not permitted to practice as an NP. As part of the NP registration process, the School of Nursing provides BCCNM documentation indicating a student has completed the NP program. The School of Nursing is not required to notify BCCNM of a student's completion of the other MN program options we offer, as the students in those options remain registered with BCCNM as Registered Nurses (RN).

In our proposal, students with a previously completed MN may be admitted into the Post-MN NP program option, complete and graduate from that program option, fill a Ministry of Advanced Education funded seat and be eligible to register as an NP with BCCNM in compliance with BC legislation upon completion of this proposed MN program option.

#### ***C. Labour market, student demand and employment opportunities.***

Demand for Nurse Practitioners in BC (and globally) is at an all-time high. Every graduating NP from our program receives multiple offers of employment. Post pandemic, we anticipate resources to increase the number of graduating NPs and this new stream will provide another option to accommodate future development.

***D. Areas of research & teaching specialization and evidence of adequate faculty complement to support the new stream.***

At this time, no new seats will be allocated for the new Post MN NP stream and thus, the faculty requirements continue as before.

***E. Does the stream result in any change to current policies (admissions, student evaluation, supervision, oral examinations)? If yes, provide details.***

None- all requirements are identical to those already in place.

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



Indicate the stream requirements and design, including core and elective courses and total program units. Identify which courses already exist at UVic and any new courses required for the stream.

**New stream requirements include:** Completion of a Master of Nursing (equivalent to the degree offered by the University of Victoria) with at least a B+ (6.0) average for the MN degree completed within the past 10 years. The Post MN Nurse Practitioner (Post MN NP) stream retains the 12 core NP course requirements as the NP stream with the exception of three courses that will have been taken as part of the previous (and equivalent) MN degree. The Post MN NP students will be required to complete NURS 521 (Advanced Practice Nursing & Professional Identity) along with the NP stream courses as NURS 521 is a foundational theory course unique to the UVic SON and provides fundamental knowledge for advance practice nursing in the 21st century (particularly important post pandemic).

Students will be required to complete the following courses (all of which exist within the program/calendar currently): NURS 521; NUNP 531; NUNP 532; NUNP 540; NUNP 541; NUNP 543; NUNP 544; NUNP 545; NUNP 546; NUNP 547; NUNP 548; NUNP 537; and NUNP 593. There are no new courses required for this new stream/entry pathway into the NP program. Please see Appendix B for proposed Post MN NP stream course sequencing.

**Does the stream include opportunities for experiential learning or other forms of community engagement or research-enriched learning.**

Yes, and these opportunities already exist. As well, we are mindful of potential resources required as the demand for NPs increases (described in the two points below).

**Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit's plans and support to develop placement opportunities.**

Initially, the Post MN NP students will be included in the overall number of seats available. As further resources are approved, the potential of increasing seats will be explored. The School of Nursing would require additional practica support as well as collaboration with our practice partners to increase opportunities for the experiential practice components of the program.

**Opportunities for community engaged and research-enriched learning**

Community practice partners (and employers) are keen to create new learning opportunities for NP students within research-rich environments. While these efforts have been hampered by the on-going unprecedented demands of the COVID pandemic, the SON and local health authorities have continued to explore and collaborate on potential opportunities. For example, we are currently engaged in a project to integrate NP practice, research and education into primary health care through a collaborative learning unit (CLU) approach.

**Does the stream design include plans for distance education delivery? If yes, provide details.**

The stream design will include elements of distance education delivery and these elements currently exist. No new plans will be required. The Post MN-NP Option, like all MN programs, will be delivered online through a variety of distance learning formats, primarily web-based asynchronous learning tools. Specifically, the NP program is web-based with both synchronous and asynchronous delivery. In addition, NP students are required to live in the province of BC (for regulatory purposes). NP faculty make site visits to practicum locations each term, and student attendance is required at skill-building, instructional on-site sessions in Victoria each term (3-5 days).

**Identify the program learning outcomes.**

Learning outcomes will be identical to the existing NP stream courses learning outcomes as these are in accordance with legislation and governing bodies such as the BC College of Nurses and Midwives (BCCNM) and Canadian Association of Schools of Nursing (CASN).

**Provide anticipated times to completion.**

The Post MN NP students will be integrated into the existing NP program and will complete within the same two-year timeline (with one less course than their post BSN counterparts for the Winter/Spring semesters of both Year 1 & 2). Please see the proposed course sequencing grid (Appendix B).

**Describe any plans for international or indigenous opportunities or perspectives.**

At this time, there are no specific plans for this stream of the NP program as the allotment of indigenous seats will remain the same overall for the entire program. As a supplementary note, the School of Nursing is concurrently collaborating with Indigenous scholars and the First Nations Health Authority to create collaborative indigenous nursing research hubs which will include a future MN stream pathway for Indigenous Wellness. Integral to this collaboration is the future evaluation of our MN program from an indigenous perspective.

**Plans for integration of teaching and research.**

The students will be integrated into the existing NP student cohort for their practice courses (18 units) as well as being integrated into the existing theory course (1.5 units). Thus, the plans for teaching and research will continue as before along with an evaluation of the new stream.

<p><b>G. Anticipated enrolment and student financial support plan</b></p>
<p>Anticipated enrolment for the first year will depend on quality of the applicants and will be limited to 3 seats. All new students are eligible for both GPA-based and competitive entrance scholarships.</p>
<p><b>H. Resource requirements. Indicate any resources required (faculty &amp; staff appointments, space, library)</b></p>
<p>No further resource will be required at this time.</p>
<p><b>I. Indicate related Master's programs/streams in other British Columbia post-secondary institutions.</b></p>
<p>There are no other programs in BC that provide post MN education for the NP specialty, although (as outlined above) there is growing demand. Most likely, this innovative MN option will provide a template for other institutions to follow.</p>
<p><b>Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the new stream (emails/letters of support in an appendix).</b></p>

- Appendix A: Current NP MN Stream Course Sequencing
- Appendix B: Proposed Post MN-NP Stream Course Sequencing
- Appendix C: Letter of support, HSD Dean Dr. Helga Hallgrímsdóttir
- Appendix D: Letter of support, Acting SON Chair Dr. Lenora Marcellus
- Appendix E: Evidence of consultation with Acting AVPAP Dr. Elizabeth Adjin-Tettey
- Appendix F: Evidence of consultation with HSD Associate Dean Dr. Esther Sangster- Gormley
- Appendix G: Evidence of consultation with Acting AD FGS Dr. Stephen Evans
- Appendix H: SON Council Minutes – motion passed to support the Post MN NP Stream
- Appendix I: External letter of support (University of British Columbia)
- Appendix J: External letter of support (University of Northern British Columbia)

## Appendix A: Current NP MN Stream Course Sequencing



**Master of Nursing (NP)**  
**Course-Based MN: 24.0 units**  
**4 MN Foundation Courses = 6.0 units**  
**12 NP Required Courses = 18.0 units**

FIRST YEAR		
September - December	January - April	May - August
<b>MN Foundation</b> <b>NURS 520</b> Philosophy for Advanced Practice Nursing  <b>NP Required</b> <b>NUNP 531</b> Applied Pathophysiology  <b>NP Required</b> <b>NUNP 532</b> Pharmacological Interventions in Health and Illness	<b>MN Foundation</b> <b>NURS 521</b> Advanced Practice Nursing & Professional Identity  <b>NP Required</b> <b>NUNP 540</b> Advanced Assessment and Diagnostic Reasoning Theory  <b>NP Required</b> <b>NUNP 541</b> Advanced Assessment and Diagnostic Reasoning Practice	<b>NP Required</b> <b>NUNP 543</b> Integrated Primary Health Care and Advanced Practice Nursing: I (Theory) (Adult 1)  <b>NP Required</b> <b>NUNP 544</b> Integrated Primary Health Care and Advanced Practice Nursing: I (Practice) (Adult 1)
SECOND YEAR		
<b>MN Foundation</b> <b>NURS 524</b> Evidence for Advanced Practice Nursing  <b>NP Required</b> <b>NUNP 545</b> Integrated Primary Health Care and Advanced Practice Nursing Theory II  <b>NP Required</b> <b>NUNP 546</b> Integrated Primary Health Care and Advanced Practice Nursing Practica II	<b>MN Foundation</b> <b>NURS 525</b> Disciplinary Research for Advanced Practice Nursing  <b>NP Required</b> <b>NUNP 547</b> Integrated primary Health Care and Advanced Practice Nursing Theory III  <b>NP Required</b> <b>NUNP 548</b> Integrated primary Health Care and Advanced Practice Nursing Practica III	<b>NP Required</b> <b>NUNP 537</b> Family Nurse Practitioner Integration Internship  <b>NP Required</b> <b>NUNP 593</b> Capstone Synthesis

July 2021

## Appendix B: Proposed Post MN-NP Stream Course Sequencing



### Post Master of Nursing NP

Course-Based MN: 19.5 units

1 MN Foundation Courses = 1.5 units

12 NP Required Courses = 18.0 units

FIRST YEAR		
September - December	January - April	May - August
<p><b>NP Required</b> <b><u>NUNP 531</u></b> Applied Pathophysiology</p> <p><b>NP Required</b> <b><u>NUNP 532</u></b> Pharmacological Interventions in Health and Illness</p>	<p><b>MN Foundation</b> <b><u>NURS 521</u></b> Advanced Practice Nursing &amp; Professional Identity</p> <p><b>NP Required</b> <b><u>NUNP 540</u></b> Advanced Assessment and Diagnostic Reasoning Theory</p> <p><b>NP Required</b> <b><u>NUNP 541</u></b> Advanced Assessment and Diagnostic Reasoning Practice</p>	<p><b>NP Required</b> <b><u>NUNP 543</u></b> Integrated Primary Health Care and Advanced Practice Nursing: I (Theory) (Adult 1)</p> <p><b>NP Required</b> <b><u>NUNP 544</u></b> Integrated Primary Health Care and Advanced Practice Nursing: I (Practice) (Adult 1)</p>
SECOND YEAR		
<p><b>NP Required</b> <b><u>NUNP 545</u></b> Integrated Primary Health Care and Advanced Practice Nursing Theory II</p> <p><b>NP Required</b> <b><u>NUNP 546</u></b> Integrated Primary Health Care and Advanced Practice Nursing Practica II</p>	<p><b>NP Required</b> <b><u>NUNP 547</u></b> Integrated primary Health Care and Advanced Practice Nursing Theory III</p> <p><b>NP Required</b> <b><u>NUNP 548</u></b> Integrated primary Health Care and Advanced Practice Nursing Practica III</p>	<p><b>NP Required</b> <b><u>NUNP 537</u></b> Family Nurse Practitioner Integration Internship</p> <p><b>NP Required</b> <b><u>NUNP 593</u></b> Capstone Synthesis</p>

July 2021

**Appendix C: Letter of support, HSD Dean Dr. Helga Hallgrímsdóttir**

Thursday, September 23, 2021 at 15:16:26 Pacific Daylight Time

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**Subject:** FW: Post MN NP stream - letter of support  
**Date:** Thursday, September 23, 2021 at 14:51:43 Pacific Daylight Time  
**From:** Lenora Marcellus, Acting Director, School of Nursing  
**To:** Lorelei Newton

For your package. L.

---

**From:** Helga Hallgrímsdóttir, Dean of HSD <hsddean@uvic.ca>  
**Sent:** September 23, 2021 1:37 PM  
**To:** Lenora Marcellus, Acting Director, School of Nursing <nursingdirector@uvic.ca>  
**Cc:** HSD Dean Assistant <hsddeanasst@uvic.ca>  
**Subject:** Post MN NP stream - letter of support

Dear Lenora,

As the Dean of the Faculty of Human and Social Development, I support development and implementation of the post MN NP stream in the School of Nursing. This is a growing health human workforce need in BC and we have been expanding the NP program, in response to requests from the Ministry of Advanced Education, Skills, and Training, to meet this need. This stream will facilitate access to the NP program for Registered Nurses who already have a graduate nursing degree. This stream will attract a population of applicants that we are currently not able to accommodate due to admission processes.

Helga Kristín Hallgrímsdóttir, PhD (*she/her/hers*)

Professor and Dean,  
Faculty of Human & Social Development  
University of Victoria, PO Box 1700, STN C  
Victoria, BC, CANADA V8W 2Y2  
Assistant: Nadja Pearce, [hsddeanasst@uvic.ca](mailto:hsddeanasst@uvic.ca)  
1-250-721-8050

*Unceded Lekwungen & W̱SÁNEĆ Territories*

*I acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.*

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**Appendix D: Letter of support, Acting SON Chair Dr. Lenora Marcellus**

**Thursday, September 23, 2021 at 15:17:03 Pacific Daylight Time**

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**Subject:** Support for post MN NP stream

**Date:** Thursday, September 23, 2021 at 13:25:43 Pacific Daylight Time

**From:** Lenora Marcellus, Acting Director, School of Nursing

**To:** Lorelei Newton

Hi Lorelei – I am emailing you to confirm commitment of the School of Nursing to developing and implementing the post-MN NP stream. This stream will allow us to accept Registered Nurse students who already have a graduate degree in nursing who are interested in this career pathway. I anticipate there is a healthy long-term market for this stream. This additional admission pathway will also support us in addressing continual requirements to increase NP seats from the Ministry of Advanced Education, Skills, and Training and contribute to building an NP health human workforce in BC and beyond. Regards - Lenora

**Page 1 of 1**

## Appendix E: Evidence of consultation with Acting AVPAP Dr. Elizabeth Adjin-Tettey

Tuesday, September 21, 2021 at 10:12:45 Pacific Daylight Time

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**Subject:** MN Pathways Proposal  
**Date:** Tuesday, September 21, 2021 at 10:06:27 Pacific Daylight Time  
**From:** Elizabeth Adjin-Tettey - Acting Associate Vice-President Academic Planning  
**To:** Paul Meier, Lorelei Newton  
**CC:** Sandra Duggan – Administrative Assistant to the Associate VP Academic Planning  
**Attachments:** image001.jpg

Dear Paul,

This is to confirm that you consulted with the AVP Academic Planning prior to the School of Nursing submitting to the Senate Committee on Planning the proposal for the Post MN-Nurse Practitioner Option. As this is a graduate program, please be aware that you need FGS approval in addition to your Faculty approval.

Let me know if you have further questions.

Thanks,

Elizabeth



Dr. Elizabeth Adjin-Tettey  
Acting Associate Vice-President Academic Planning  
Professor of Law  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia, Canada  
V8V 2Y2 Canada  
250.853.3761  
<https://www.uvic.ca/law/facultystaff/facultydirectory/adjintettey.php>

*I acknowledge and respect the lək'wəṇən peoples on whose traditional territory the university stands, and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.*

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## Appendix F: Evidence of consultation with HSD Associate Dean Dr. Esther Sangster- Gormley

Wednesday, August 18, 2021 at 12:45:47 Pacific Daylight Time

**Subject:** RE: Post MN NP program

**Date:** Wednesday, June 30, 2021 at 15:05:48 Pacific Daylight Time

**From:** Esther Sangster-Gormley, HSD Associate Dean Academic

**To:** Lorelei Newton

Hi Lorelei, at least we'll be able to continue working together on Kimberly's committee. As for next steps, given Steve Evans said this was a small straight forward change I suggest you, Paul and Maureen as incoming ADA have a conversation with either Steve or Carolyn Swayze to find out what you need to submit, is it a program change template and if so which one or a memo outlining what is in the current memo you attached.

Nadja recently sent out the schedule for Cycle 1 changes which Paul should have a copy of which provides approval deadlines and Paul will take the lead on completing documents to be submitted via Kuali.

Approval Steps:

1. Approval in the SON
2. Approval by the HSD curriculum committee
3. Approval by HSD Faculty Council
4. Approval by GEC/FGS
5. Approval by Senate Committee on Planning
6. Approval by Senate Committee on Curriculum
7. Approval by UVic Senate

Yes a lot of approval steps, but once it is approved by HSD it becomes easier. Carolyn is a great person to work with and she will guide you and Maureen as to how to proceed. I'm available for back up so continue to use my [egorm@uvic.ca](mailto:egorm@uvic.ca) email if you want to reach me directly because after today I will only monitor the ADA email until Maureen takes over. You'll get there and there are a lot of people to support you along the way, all the best Esther

Esther Sangster-Gormley, RN, PhD  
Associate Professor (she/they)  
Associate Dean-Academic Faculty of Human and Social Development (HSD)  
PO Box 1700 STN CSC  
Victoria, BC V8W 2Y2  
250-721-8051  
[hsdasdn@uvic.ca](mailto:hsdasdn@uvic.ca)

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

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**From:** Lorelei Newton <[lorelei@uvic.ca](mailto:lorelei@uvic.ca)>

**Sent:** June 30, 2021 1:59 PM

**To:** Esther Sangster-Gormley <[egorm@uvic.ca](mailto:egorm@uvic.ca)>; Esther Sangster-Gormley, HSD Associate Dean Academic <[hsdasdn@uvic.ca](mailto:hsdasdn@uvic.ca)>

**Cc:** Lorelei Newton <[lorelei@uvic.ca](mailto:lorelei@uvic.ca)>

**Subject:** Post MN NP program

Page 1 of 2

## Appendix G: Evidence of consultation with Acting AD FGS Dr. Stephen Evans

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Wednesday, August 18, 2021 at 12:41:34 Pacific Daylight Time

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**Subject:** New stream for Nursing NP  
**Date:** Friday, July 16, 2021 at 14:57:03 Pacific Daylight Time  
**From:** Associate Dean, Graduate Studies - Evans  
**To:** Lorelei Newton  
**CC:** Paul Meier, Graduate Education Advisor  
**Attachments:** Calendar change submission for Post MN NP Option.draft 1\_SVE.docx

Hi Lorelei,

Sorry about the delay. It's been a bit hectic with the changeover.

Here is some suggested language for the Calendar entry. As Carolyn mentioned, this will have to go through the approval process as a new stream with a proposal. The template for a new stream is on the AVPAP website.

I'm available to meet next week, if that would help.

Steve

Page 1 of 1

Appendix H: SON Council Minutes – motion passed to support the Post MN NP Stream

**SCHOOL OF NURSING  
DRAFT COUNCIL AGENDA  
Wednesday, September 8, 2021**

- Introduction of 4 new faculty members: Sarah Pirani, Don Versluis, Susan Prendergast, Christine Ou
- c. **Administrative Staff Announcements (Jill Nichol)**
  - Welcome to Naomi Poeschek as Office Manager and Assistant to the Director
  - Welcome Stephanie Holmes as Assistant to Faculty and On-campus Course Delivery
  - Welcome to Kimberly Dorio as Admin. Assistant to the NP Program
  - New hire Holly McKenzie, Practica Coordinator – going on maternity leave in mid-October. Posting for term back-fill for this position is currently up
  - Goodbye to Danielle Driscoll and best of luck with your new job with the government! Posting for this full-time continuing position is currently up
  - Esther Mueller-Goller will be back from Temporary Staffing Solutions to support Danielle's role in the meantime
  - Lenora is working through Remote Work Arrangement requests from staff, which will take effect in October
  - An interim schedule for **September only** is posted on the white board in the office. People who are not present in the office are still available online, unless they are sick or on a scheduled vacation day
- d. **Updates re Director's Search (Kim Daly)**
  - Negotiations with Dr. Higginbottom were unsuccessful. The committee has recommended the second candidate, Dr. Caine, for ratification. Ratification vote will open tomorrow, September 9, 2021. Please remember that an eligible vote that is not cast is considered a vote of support
  - We are not privy to the reasons why the negotiations fell through – the Dean manages the negotiations and shares information with the School
  - Kim/Marcia, as School reps on the search committee, will inquire with the Dean for more information on why the negotiations were not successful
- e. **Post-MN NP Masters Entry Pathway Vote (Lorelei Newton) – attachment**
  - This would be a new Master's degree program (cannot be a certificate as there are too many credits)
  - In order to move ahead with calendar changes, approval from the majority of the faculty is required
  - A vote was conducted and received full support – no abstentions
  - For this new stream, students will occupy existing seats (cannot increase the NP seats without additional resources)
- f. **Occupational Health and Safety Update (Jadyn Davidson)**
  - The Communicable Disease Plan (CDP), introduced in July, replaces all Safe Work Plans (SWP) – it involves prevention measures for all CD in general
  - Individuals are still required to complete prevention measures – see the signs with 6 prevention measures on doors of all buildings
  - Daily checks – do not need to be recorded, but everyone still needs to do them for themselves

**Appendix I: External letter of support (University of British Columbia)**

**Requested - To be forwarded ASAP**

**Appendix J: External letter of support (University of Northern British Columbia)**

**Requested - To be forwarded ASAP**



University  
of Victoria

Senate Committee on  
Planning

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposed change to the Graduate Diploma in Evaluation**

At its meeting on December 1, 2021, the Senate Committee on Planning considered the proposed change to the Graduate Diploma in Evaluation.

The proposed change is in response to low completion rates for students enrolled in the Graduate Diploma program. Key factors identified as contributing to the low completion rate of the Diploma program are the scope and time required for the ADMN 596 Evaluation project and the associated tuition costs.

Reducing the unit value of the ADMN Evaluation Project from 4.5 to 3.0 units will have the desired effect of enhancing the appeal of the Graduate Diploma in Evaluation by:

- providing students with the valuable, practical experience of conducting an evaluation,
- limiting the project to a reasonable scope that can be completed within one or two terms, and
- lowering the cost of completing the additional requirement.

**The following motion is recommended:**

Motion: that Senate approve the proposed change to the Graduate Diploma in Evaluation, as described in the document "Unit Value Change: ADMN 596-Evaluation Project, Graduate Diploma in Evaluation".

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair  
Dr. Evanthia Baboula  
Dr. Rustom Bhiladvala  
Dr. Jo-Anne Clarke  
Dr. Adam Con  
Ms. Andrea Giles  
Dr. Rishi Gupta  
Ms. Nicole Greengoe  
Dr. Robin Hicks  
Dr. Cindy Holder (on leave)  
Ms. Sandra Duggan (Secretary)  
Dr. Jie Zhang

Dr. Lisa Kalynchuk  
Dr. Matthew Koch  
Dr. Valerie S. Kuehne  
Dr. Michelle Lawrence  
Dr. Graham McDonough  
Dr. Cynthia Milton  
Dr. Abdul Roudsari  
Dr. Nilanjana Roy (on leave)  
Ms. Ada Saab  
Dr. Ralf St. Clair  
Ms. Christine Todd



UNIVERSITY OF VICTORIA

STANDARD TEMPLATE FOR PROGRAM CHANGE – GRADUATE

*Unit Value Change: ADMN 596 – Evaluation Project, Graduate Diploma in Evaluation*

Submitted by:	Name and title	Email
Contact person	Dr. Astrid Brousselle, Director, School of Public Administration	<a href="mailto:padirect@uvic.ca">padirect@uvic.ca</a>
Dean or designate	Dr. Helga Hallgrímsdóttir, Dean, Faculty of Human and Social Development	<a href="mailto:hsddean@uvic.ca">hsddean@uvic.ca</a>

***Please provide dates of all approvals***

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	Discussion pre-March 2021
Pre-consultation with Faculty of Graduate Studies – please contact <a href="mailto:fgscirc@uvic.ca">fgscirc@uvic.ca</a>	April 15, 2021
Departmental approval	June 1, 2021
Faculty Council* approval <i>*or equivalent Faculty voting body</i>	September 29, 2021
Graduate Executive Committee approval	November 2, 2021
FGS Council approval	November 12, 2021
Senate Committee on Planning approval	December 1, 2021

***Please complete all rows with date or N/A***

Consultations (as applicable; see notes below) *supporting documentation required for all consultations	Date (or N/A)
Libraries	N/A
Executive Director, Co-operative Education and Career Services	N/A
Office of the Registrar – please submit consult request to <a href="mailto:OREGSCPConsultation@uvic.ca">OREGSCPConsultation@uvic.ca</a>	N/A
Indigenous Academic and Community Engagement	N/A

***Other relevant information***

	(Yes* or N/A)
Proposed program change involves non-standard tuition	N/A
*If you answered Yes, complete the UVic Non-Standard Tuition Template	N/A





## *Unit Value Change: ADMN 596 – Evaluation Project, Graduate Diploma in Evaluation*

### PROPOSAL (up to 4,000 words plus appendices)

#### **A. Identification of the change**

Name, Location, Academic units (Faculties, departments, or schools)	ADMN 596 – Evaluation Project, Graduate Diploma in Evaluation School of Public Administration Faculty of Human and Social Development
Anticipated implementation date of change	May 2022
Name, title, phone number and e-mail address of contact person	Marlowe Morrison, Program Manager, School of Public Administration 250-721-8067 <a href="mailto:pamanager@uvic.ca">pamanager@uvic.ca</a>

#### **B. History and context of the program indicating value and impact of the program change**

*Include a description of how the proposed change relates to similar programs in your unit and comparable programs outside UVIC. Provide a rationale for the change and describe the impact on students. How does the proposed change align with unit/Faculty/UVIC strategic plans and priorities?*

In 2011, in response to a growing academic field of study and the needs of governments and the non-profit sector, the School of Public Administration started offering a Graduate Certificate and Graduate Diploma in Evaluation. The Certificate program requires completion of four ADMN 500-level courses (6.0 units) and if students choose, they may also apply to the Diploma program and complete the ADMN 596 Evaluation Project (currently 4.5 units) to obtain the Graduate Diploma. Students may also take the Evaluation Certificate program and their MPA or MACD graduate degrees concurrently, earning both credentials.

Students who enter the Graduate Diploma in Evaluation program and undertake the ADMN 596 project are supervised by a faculty member, have an evaluation client, an agreed-upon project design, and a timeline to complete the project. A written project report is prepared and submitted to an examination committee. Completed evaluation project reports are assessed by a committee consisting of academic instructors and practitioners, including the client for the project.

However, to date, 80+ students have graduated with the Certificate and 2 with the Diploma, though more have been admitted to the Diploma program. Key factors identified as contributing to the low completion rate of the Diploma program are the scope and time required for the ADMN 596 Evaluation project and the associated tuition costs.

Reducing the unit value of the ADMN Evaluation Project from 4.5 to 3.0 units will have the desired effect of enhancing the appeal of the Graduate Diploma in Evaluation by (a) limiting the project to a reasonable scope that can be completed within one or two terms, (b) lowering the tuition costs of completing the additional ADMN 596 project requirement for the

Diploma, and (c) continuing to provide students with the opportunity for valuable, practical experience of conducting an evaluation.

Note: Changing the unit value of the ADMN 596 Evaluation project will also change the total unit value for the Graduate Diploma in Evaluation program from 10.5 to 9.0 units. This meets the requirement at UVic for a Diploma program to be a minimum of 9.0 units.

***C. Indicators of labour market and student demand. (not required for requests for program discontinuation)***

Not applicable to this change, demand for evaluation programs remains consistent.

Over the 10 years since the Evaluation Certificate and Diploma program were established, many students have enquired about the Diploma program option, but declined to apply when details of time and tuition were relayed by program staff.

For example, 22 students were admitted to the Graduate Certificate in Evaluation program in 2021, nine of which have expressed interest in obtaining the practical experience of completing an evaluation project through the Diploma program, but indicated that costs and length of the current diploma program would be prohibitive.

***D. Areas of research & teaching specialization and evidence of adequate faculty complement.***

Not applicable to this change, this program is already taught and operational.

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

**Current ADMN 596 and Graduate Diploma in Evaluation:**

Students who enter the Graduate Diploma in Evaluation program and undertake the ADMN 596 project are supervised by a faculty member, have an evaluation client, an agreed-upon project design, and a timeline to complete the project. A written project report is prepared and submitted to an examination committee. Completed evaluation project reports are assessed by a committee consisting of academic instructors and practitioners, including the client for the project.

**Impact of change on ADMN 596 and Graduate Diploma in Evaluation:**

The reduction in scope and related unit value of the ADMN 596 Evaluation Project will enable students to complete the project (the final requirement for the Graduate Diploma) in one or two terms, creating a reasonable supervision expectation for faculty. We currently have two faculty members in the School whose main expertise is in evaluation. Two other faculty members teach in the program and could supervise students on the project.

The School will admit students to the Graduate Diploma in Evaluation as a cohort and will structure ADMN 596 Evaluation Project as if it were a course, with regular meetings/workshops organized over the term as students work on their projects. Students will be encouraged to work as a team, which is allowed (and often preferred) for an evaluation project, which would also potentially reduce the supervision load.

***F. Curriculum design (Include draft curriculum as Appendix) (not required for requests for program discontinuation)***

*Indicate the requirements and design, including core and elective courses and total program units. Identify which courses already exist at UVic and any new courses required.*

**ADMN 596 Evaluation project**

**Current units: 4.5**

**Proposed new unit value: 3.0**

**Graduate Diploma in Evaluation:**

**Current units: 10.5**

**Proposed new total units: 9.0**

*Does the program change include opportunities for experiential learning or other forms of community engagement or research-enriched learning?*

- *Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit's plans and support to develop placement opportunities. Obtain line authority signature for any resource commitments.*
- *Opportunities for community engaged and research-enriched learning*

The ADMN 596 Evaluation Project provides students the opportunity to obtain a hands-on understanding (experiential learning) of the application of evaluation methodologies in an actual evaluation project by working with a client in their community to complete a practical, useable evaluation.

*Does the program design include plans for distance education delivery? If yes, provide details.*

Courses in the Graduate Certificate and Diploma in Evaluation are offered entirely online. The ADMN 596 Evaluation project required for completion of the Graduate Diploma in Evaluation may also be completed online.

*Identify the program learning outcomes.*

The Graduate Certificate and Diploma in Evaluation will:

- build knowledge and skills in essential methodologies, theoretical approaches and applications in evaluation and performance measurement
- apply a working knowledge of both qualitative and quantitative evaluation methodologies
- are designed to build the evaluator competencies identified by the Canadian Evaluation Society as part of professionalizing evaluation practice in Canada.
- build an understanding of the role that economic analysis plays in evaluation, including cost-benefit and cost-effectiveness analysis

Completion of the Graduate Diploma will:

- provide students with a hands-on understanding of the application of evaluation methodologies in an actual evaluation project by working with a client to complete a practical, useable evaluation

*Provide anticipated times to completion.*

Students will typically complete the Graduate Certificate in Evaluation program by taking one course per term. These courses take four terms to complete. Completion of the ADMN596 – Evaluation Project to meet the requirements of the Diploma should take one or two additional study terms if the project is 3.0 units. The total Diploma program (9.0 units) will be completed in approximately two years.

*Describe any plans for international or indigenous opportunities or perspectives.*

One of the required courses in the Graduate Certificate and Diploma in Evaluation programs is ADMN583 – Culturally Responsive Evaluation which locates evaluation and social inquiry as a cultural product and provides background and description for methodologies that are culturally responsive, specifically highlighting Indigenous perspectives that may apply.

**G. Anticipated enrolment and student financial support plan (not required for requests for program discontinuation)**

It is anticipated that the proposed unit change to the ADMN 596 and related impact of reduction in units for the Graduate Diploma in Evaluation will result in admission of 5-8 students per year into the Graduate Diploma program.

**H. Resource requirements. Indicate any resources required or impacted (faculty & staff appointments, space, library)**

This change does not alter resource requirements.

**I. Indicate related graduate programs in other British Columbia post-secondary institutions.**

There are a number of graduate-level evaluation courses available at British Columbia post-secondary institutions as part of other departments or programs, but fewer that offer a specialized credential in evaluation.

University of the Fraser Valley  
Graduate Certificate in Program Evaluation  
[https://www.ufv.ca/calendar/current/GraduateStudies/GRAD\\_PREV.htm](https://www.ufv.ca/calendar/current/GraduateStudies/GRAD_PREV.htm)

University of British Columbia  
Measurement, Evaluation and Research Methodology (MERM) programs  
MED, MA, PhD  
<https://ecps.educ.ubc.ca/measurement-evaluation-and-research-methodology/merm-graduate-programs/>

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

Other programs will not be impacted by this program change.



University  
of Victoria

Senate Committee on  
Planning

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to establish an Honours Option for the Bachelor of Science Combined Biochemistry and Chemistry Degree program**

---

At its meeting on December 1, 2021, the Senate Committee on Planning considered the proposal to establish an Honours Option for the Bachelor of Science Combined Biochemistry and Chemistry Degree program.

Currently, the Bachelor of Science Combined Biochemistry and Chemistry Degree program does not offer outstanding students the opportunity to carry out in-depth research in a faculty laboratory and then prepare, present and defend an Honours thesis. Adding an Honours option would address this issue and would bring the program in alignment with other combined programs in the Faculty of Science.

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors, that it also approve the proposal to establish an Honours Option for the Bachelor of Science Combined Biochemistry and Chemistry Degree program, as described in the document "Biochemistry and Chemistry (Bachelor of Science – Combined Honours)", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair	Dr. Lisa Kalynchuk
Dr. Evanthia Baboula	Dr. Matthew Koch
Dr. Rustom Bhiladvala	Dr. Valerie S. Kuehne
Dr. Jo-Anne Clarke	Dr. Michelle Lawrence
Dr. Adam Con	Dr. Graham McDonough
Ms. Andrea Giles	Dr. Cynthia Milton
Dr. Rishi Gupta	Dr. Abdul Roudsari
Ms. Nicole Greengoe	Dr. Nilanjana Roy (on leave)
Dr. Robin Hicks	Ms. Ada Saab
Dr. Cindy Holder (on leave)	Dr. Ralf St. Clair
Ms. Sandra Duggan (Secretary)	Ms. Christine Todd
Dr. Jie Zhang	





## TEMPLATE FOR NEW OR REVISED UNDERGRADUATE PROGRAM

### *[Biochemistry and Chemistry (Bachelor of Science – Combined Honours)]*

Submitted by:	Name and title	Email
Contact person	David J. Berg, Assoc. Professor, Chemistry Advisor	djberg@uvic.ca
Dean or designate	Hans-Peter Loock, Dean of Science	scidean@uvic.ca

***Please provide dates of all approvals***

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	Aug 22, 2021
Departmental approval	Sep 28, 2021
Faculty Curriculum Committee approval	Oct. 22, 2021
Faculty Council* approval *or equivalent Faculty voting body	

***Please complete all rows with date or N/A***

Consultations (as applicable; see notes below) *supporting documentation required for all consultations	Date (or N/A)
Libraries	N/A
Executive Director, Co-operative Education and Career Services	N/A
Office of the Registrar – please submit consult request to OREGSCPConsultation@uvic.ca	N/A
Indigenous Academic and Community Engagement	N/A

***Other relevant information***

	(Yes* or N/A)
Proposed program change involves non-standard tuition	N/A
*If you answered Yes, complete the UVic Non-Standard Tuition Template	

**Proposed New Stream or Option within an  
Existing Undergraduate Program**

**Honours Option for the Combined Biochemistry and Chemistry Degree Program.**

The existing Combined Biochemistry and Chemistry B.Sc. degree program was created without an Honours option. This submission rectifies this oversight by adding an Honours option to this combined program.

**A. Identification of new stream**

Name, Location, Academic units (Faculties, departments, or schools) offering the new stream / option	Biochemistry-Microbiology and Chemistry, Faculty of Science
Anticipated stream /option start date	May 2022
Name, title, phone number and email address of contact person	David J. Berg, Assoc. Professor, djberg@uvic.ca

**B. History and context of the program indicating value of a new stream or option**

The Biochemistry and Chemistry Combined program was created several years ago as a Major but an Honours option was not included at that time. Most combined programs within the Faculty of Science offer an Honours option that provide outstanding students with the opportunity to carry out in-depth research in a faculty laboratory and then prepare, present and defend an Honours thesis. Each year, some students in the Biochemistry and Chemistry Combined Major must abandon this program if they wish to complete an Honours degree. Under the current situation, these students must choose either Biochemistry or Chemistry if they wish to complete an Honours degree and this often requires an additional semester or more to add courses not included in the Combined program. Adding an Honours option to the Biochemistry and Chemistry Combined program would address this problem.



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

*Distinctive characteristics*

Allows students in the Biochemistry and Chemistry Combined program to complete an Honours thesis in line with other combined programs.

*Anticipated contribution to the UVic Strategic Framework, Faculty, and academic unit's strategic plans*

Promotes research excellence by providing outstanding students the chance to complete an Honours degree in their chosen program.

Promotes an interdisciplinary approach to learning and research for some of our strongest students.

*Target audience, student demand*

The Biochemistry and Chemistry Combined program typically has a small enrollment (2-3 a year) but all of these are potential Honours students and 1 or 2 per year choose to drop the combined program in favour of completing an Honours degree.

*Include plans for student recruitment*

The lack of an Honours option is very likely a deterrent to students initially interested in the Biochemistry and Chemistry Combined degree program. Biochemistry and Chemistry would both be able to advertise this program as an excellent option for students interested in an interdisciplinary program suitable for entry into graduate school or post-secondary programs in the health sciences.

***D. Admission requirements***

*Include plans for admissions and transfer within BC system where appropriate*

Admission to the program would be made by both the Biochemistry and Chemistry Advisors and would require a GPA of 6 for entry.

***E. Areas of research and teaching specialization of faculty complement who will teach program***

No change from those involved in the Combined Major program.

#### ***F. Curriculum design***

##### *Schedule of course delivery*

- *Identify the prescribed set of core and prerequisite courses.*
- *Identify which courses already exist at UVic and which new courses will be implemented as a result of the program.*

**See attached course list.** The only addition to the Biochemistry and Chemistry Combined Major is the addition of an Honours thesis in either department (3 units of BCMB 499 or CHEM 499) and removal of two electives.

No new courses are required in either Biochemistry or Chemistry.

*Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segments*

BCMB 499 or CHEM 499 are laboratory-based research courses conducted in the laboratories of current faculty; no changes in delivery for other courses.

*Linkages between the learning outcomes and the curriculum design (refer either to program-specific learning outcomes or up to 3 UVic learning outcomes. (See <https://web.uvic.ca/calendar2018-05/cal/uvic/learning-outcomes.html>)).*

Participation in an Honours research project provides the student direct in-laboratory application of skills learned in upper level lectures, exposes them to state-of-the-art science and provides them with an opportunity to communicate their results in a scientific meeting format. The Honours program meets the University's experiential learning goals.

*Integration of opportunities for experiential learning, community-engaged or research-enriched learning*

As stated above, the Combined Honours program actively engages students in hands-on research and provide access to cutting-edge facilities. As a capstone course in the student's degree program, it puts classroom learning in upper level courses to daily use in the research lab.

*Residency requirements and anticipated times to completion*

Not applicable.

*Policies on student evaluation*

Students are evaluated by their research supervisor and a research panel based on their level of engagement, the quality of their work and their ability to present their work in written and oral form.

*Describe the integration of international or Indigenous content or perspectives in the curriculum*

Not directly applicable.

**G. Enrolment plan for the program ( i.e., anticipated annual intake number and graduates)**

Yearly intake has been 1-2 students per year in the Major but we anticipate this will increase to 3-4 per year when an Honours option is provided.

**H. Resource plan**

*When additional resources will be required from the Library, include evidence of consultation with the UVic Librarian (i.e., an email or letter)*

No additional resources required.

**I. Related streams or options in UVic programs or other British Columbia post-secondary institutions**

The Combined programs between Chemistry or Biochemistry and all other departments offer an Honours option with the exception of Chemistry and Microbiology (part of a parallel submission to address this shortcoming).

***J. Evidence of consultation with other UVic Departments/Faculties participating in the delivery of the stream or option, when applicable. (Provide copies of emails or letters of support in an appendix.)***

This is a joint submission between Chemistry, Biochemistry and Microbiology. No other departments are affected by this submission.



University  
of Victoria

Senate Committee on  
Planning

# MEMO

**Date:** December 15, 2021

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to establish an Honours Option for the Bachelor of Science Combined Microbiology and Chemistry Degree program**

---

At its meeting on December 1, 2021, the Senate Committee on Planning considered the proposal to establish an Honours Option for the Bachelor of Science Combined Microbiology and Chemistry Degree program.

Currently, the Bachelor of Science Combined Microbiology and Chemistry Degree program does not offer outstanding students the opportunity to carry out in-depth research in a faculty laboratory and then prepare, present and defend an Honours thesis. Adding an Honours option would address this issue and would bring the program in alignment with other combined programs in the Faculty of Science.

**The following motion is recommended:**

Motion: that Senate approve, and recommend to the Board of Governors, that it also approve the proposal to establish an Honours Option for the Bachelor of Science Combined Microbiology and Chemistry Degree program, as described in the document "Microbiology and Chemistry (Bachelor of Science – Combined Honours)", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Respectfully submitted,

**2021-2022 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair  
Dr. Evanthia Baboula  
Dr. Rustom Bhiladvala  
Dr. Jo-Anne Clarke  
Dr. Adam Con  
Ms. Andrea Giles  
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Dr. Abdul Roudsari  
Dr. Nilanjana Roy (on leave)  
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Dr. Ralf St. Clair  
Ms. Christine Todd







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*[Microbiology and Chemistry (Bachelor of Science – Combined Honours)]*

Submitted by:	Name and title	Email
Contact person	David J. Berg, Assoc. Professor, Chemistry Advisor	djberg@uvic.ca
Dean or designate	Hans-Peter Loock, Dean of Science	scidean@uvic.ca

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*Describe the integration of international or Indigenous content or perspectives in the curriculum*

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This is a joint submission between Chemistry, Biochemistry and Microbiology. No other departments are affected by this submission.



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

<b>DATE:</b>	January 7, 2022
<b>TO:</b>	Senate
<b>FROM:</b>	Dr. Valerie Kuehne, Vice-President Academic and Provost
<b>CC:</b>	Nicole Greengoe, Registrar Dr. Susan Lewis, Acting Vice-Provost
<b>RE:</b>	<b>Recommendation to change the drop deadline for the second term of the 2021/2022 Winter Session</b>

At their emergency December 23, 2021 meeting, the Senate Committee on Agenda and Governance (SCAG) supported the University Executive's recommendation to delay in-person learning until January 24 due to uncertainties related to the COVID-19 pandemic. The University of Victoria announced to the community that the majority of classes will begin online on January 10, 2022. This allows instructors and students to transition back to campus in a timely way while also benefitting from an in-person experience this term.

As part of their discussion, members of SCAG raised concerns regarding the current add and drop deadlines as outlined in the Academic Calendar. In particular, the last day for 100% reduction of second term fees for standard courses is currently January 23—one day prior to the planned resumption of in-person teaching and learning.

Recognizing that students may experience unanticipated challenges in the coming weeks, I requested a task group assemble to identify student, operational and other considerations related to add and drop dates for courses and tuition fee deadlines. This includes any impacts on student awards, scholarships and bursaries.

Based on their work, I am recommending the following motion:

**Motion:** *That Senate approve the extension of the 100% drop deadline from January 23, 2022 to January 30, 2022 as noted in the academic calendars as "Last day for 100% reduction of second term fees for standard courses".*

This change will provide students with additional time and flexibility to decide about their individual courses, overall course load, and related academic and personal considerations, without academic or financial penalty.

Starting January 31 and until February 13, 50% of tuition fees will be assessed for dropped courses. The last day for withdrawing from full year and second term courses without penalty of failure is February 28, as per the Academic Calendar.

If Senate approves the above recommendation, the tuition fee payment deadline will remain January 31, as it still follows the drop deadline, however we will delay the application of overdue tuition service fees until February 15.

Please note that we are also recommending that the “last day for adding courses that begin in the second term,” remain as January 26, 2022. While the add deadline is typically three days after the 100% drop date (to allow for the system to process deregistered students and register waitlisted students), it was determined that moving the add date into February could negatively impact student success and increase instructor workload.

The VPAC COVID-19 Advisory Group has considered and supports this direction, and I am now bringing it forward to the Senate for its consideration and approval based on the Emergency Protocol for Senate Operations.

Following Senate approval, members of the task group and VPAC COVID-19 Advisory Group will work with units across campus to implement and communicate this change and its implications as soon as possible.

Thank you for your consideration.

#### **Appendix A: Members of the task group**

- Nicole Greengoe, University Registrar
- Wendy Taylor, Deputy Registrar
- Sabrina Jackson, Associate Registrar
- Lori Nolt, Director, Student Awards and Financial Aid
- Ashley de Moscoso, Director, Student Support Services
- Amanda Hawkins, Director, Registrar Information Systems
- Ada Saab, Associate University Secretary
- Andrew Coward, Treasurer

#### **Appendix B: Members of the VPAC COVID-19 Advisory Group**

- Susan Lewis, Acting Vice-Provost (Chair)
- Elizabeth Adjin-Tettey, Acting AVP Academic Planning
- Jim Dunsdon, AVP Student Affairs
- Tony Eder, Executive Director, Academic Resource Planning, VP Academic and Provost
- Lindsay Gagel, Director of Academic Communications and Projects, VP Academic and Provost
- Nicole Greengoe, Registrar
- Robin Hicks, Dean, Faculty of Graduate Studies
- Peter Loock, Dean, Faculty of Science
- Wency Lum, Chief Information Officer, University Systems
- Joel Lynn, Executive Director, Student Services
- Michele Parkin, AVP Faculty Relations and Academic Administration
- Carolyn Russell, Executive Director, Global Engagement
- Ada Saab, Associate University Secretary
- Laurene Shields, Executive Director, Learning and Teaching Support and Innovation
- Robina Thomas, AVP Indigenous



## 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: 15 December 2021

To: Senate

From: Kevin Hall  
President and Vice-Chancellor

RE: University Orator

---

As you know, citations for the honorary graduands for whom the Senate approves degrees are written and read at convocation by the university's orators. The citations convey to those attending convocation what the individuals have achieved and why we are recognizing them, as well as communicating to the honorands the university's recognition and appreciation. The terms of reference for orators are attached.

UVic's orators have been led by Dr. Cedric Littlewood since 1 February 2019 when he was appointed to the role. As his current term is scheduled to end 30 June 2022, Dr. Littlewood has agreed to continue to serve for another 3-year term should Senate appoint him.

### **Recommended Motion:**

*That the Senate re-appoint Dr. Cedric Littlewood as University Orator for a 3-year term beginning 1 July 2022 and ending 30 June 2025.*

### Attachment

c. Susan Lewis, Chair of the Convocation Committee



**Name:** Orators  
**Approving Authority:** Senate

**Effective Date:** March 2008

**Supersedes:** March 1991

**Last Editorial Change:** June 19, 2018

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## **TERMS OF REFERENCE**

The Senate of the University of Victoria recognizes and honours individuals for their outstanding achievements by awarding them honorary degrees. Such degrees are presented at Convocation. Orators play a vital role in recognizing and celebrating the recipients. They research, write and deliver citations that articulate for both a general and an academic audience, the reasons why the honorary degree is being granted.

The University maintains a roster of orators, appointed by the Senate, that includes a University Orator, a Deputy University Orator and other orators.

### **I University Orator**

The University Orator will:

1. research and write citations for honorary graduands and read those citations at Convocation;
2. provide instruction and advice to other orators;
3. assign orators to work on particular citations;
4. edit draft citations; and
5. assist in the recruitment and orientation of new orators.

### **II Deputy University Orator**

The Deputy University Orator will:

1. research and write citations for honorary graduands and read those citations at Convocation; and
2. act for the University Orator when he or she is absent.

### **III Orators**

The Orators will:

1. research and write citations for honorary graduands and read their citations at Convocation.

## **PROCEDURES**

1. The University Orator, Deputy University Orator and other Orators will be appointed by the Senate upon the recommendation of the President. The Chair and Vice-Chair of the Convocation Committee will advise the President on such appointments.
2. The Chair and Vice-Chair of the Convocation Committee will seek to appoint as orators members of the university community who:
  - are excellent public speakers;
  - are able to shape biographical materials into a portrait which explains the achievements and qualities of the recipient of the honorary degree (ie: not a mere c.v.);
  - are available at the times of Convocation (spring, fall); and
  - enjoy seeing students convocate and participating in Convocation.
3. The term of appointment will normally be three years, renewable, from July 1 to June 30.

## **NOTES**

1. Service as an orator is deemed to be service to the university under the Collective Agreement (Joint Committee on the Administration of the Framework Agreement Annual Report 2006).
2. An individual who has not yet been appointed as an orator by the Senate may be invited by the University Orator to prepare and deliver a citation.