



The next open meeting of the Senate of the University of Victoria is scheduled for Friday, October 7, 2022, at 3:30 p.m. in the Senate and Board Chambers, Jamie Cassels Centre.

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

1. APPROVAL OF THE AGENDA ACTION

2. REMARKS FROM THE CHAIR

3. MINUTES ACTION

a. May 6, 2022 (**SEN-OCT 7/22-1**)

Motion: That the minutes of the open session of the meeting of the Senate held on May 6, 2022, be approved and that the approved minutes be circulated in the usual way.

4. BUSINESS ARISING FROM THE MINUTES

5. CORRESPONDENCE

a. University of Victoria Financial Statements **INFORMATION**
as at March 31, 2022 (**SEN-OCT 7/22-2**)

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

Advance notice of questions is appreciated. The Vice-President Finance and Operations will be pleased to answer any questions received *prior to* noon on the day of the Senate meeting. Please email questions to Kathy MacDonald in the Office of the University Secretary at usec2@uvic.ca.

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

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

i. Implementation Report on the new Undergraduate Regulation on Academic Concessions (**SEN-OCT 7/22-3**)

INFORMATION

- ii. Proposal to allow academic units which do not offer an active graduate program to offer graduate-level Directed Studies courses using their program code **(SEN-OCT 7/22-4)**

ACTION

Motion: That Senate approve the revisions as outlined in the memo “Proposal to allow academic units which do not offer an active graduate program to offer graduate-level Directed Studies courses using their program code.”

b. Senate Committee on Agenda and Governance - Kevin Hall, Chair

- i. Response to the National Day of Mourning for Queen Elizabeth II: Action made under authority of the Emergency Protocol for Senate Operations **(SEN-OCT 7/22-5)**

INFORMATION

- ii. Appointments to the 2022/2023 Senate standing committees **(SEN-OCT 7/22-6)**

ACTION

Motion: That Senate approve the appointments to the 2022/2023 Senate standing committees for the terms indicated in the attached document.

c. Senate Committee on Awards - Maureen Ryan, Chair

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

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:

- Wendy Diane Esdale Undergraduate Scholarship* (New)
- Wendy Diane Esdale Graduate Scholarship* (New)
- Wendy Diane Esdale Bursary* (New)
- Carol Ann Mitchell Undergraduate Scholarship* (New)
- Carol Ann Mitchell Bursary* (New)
- Carol Ann Mitchell Graduate Scholarship* (New)
- Jack & Doris Horne Memorial Bursary* (New)
- Jacob Noseworthy Memorial Scholarship (New)
- Holly Tuokko Undergraduate Research Scholarship (New)
- Catherine O. Cameron Memorial Scholarship * (Revised)
- Sellemah Scholarship (Revised)
- Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)
- Bibi K. Khan Award (New)

- Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)
- Dr. Margaret "Marmie" Perkins Hess Grad Fellowships in Earth, Ocean, Astronomy and Environmental Sciences (Revised)
- Brian Grieve Entrance Scholarship* (New)
- Beier Memorial Bursary Award* (Revised)
- Promise Bursary (Revised)
- Cindy Kung Memorial Award for Women in Health Information Science (Revised)
- CSSE/EIC Vancouver Island Award (Revised)
- Student Crisis Fund (Revised)
- Edson-Simpson Graduate Scholarship in Nursing (Revised)
- Plint Scholarship* (Revised)
- Salish Weave Indigenous Legal Scholar Award (New)
- Don Ingham Memorial Scholarship (Revised)
- Blake, Cassels & Graydon First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Trudy and Doug Peden Vikes Women in Sport Award* (New)
- John Gough Scholarship for Studies in the History of the Environment* (New)
- Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)
- Helen Pitt Fund for Fine Arts Bursary (Revised)
- E. Harvey Richardson Bursary (Revised)
- PH&N Institutional Undergraduate Scholarship (New)
- Blake, Cassels & Graydon Blakes LLP First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Ukraine Emergency Doctoral Student Fellowship in Humanities (Revised)
- Ted Whelen Graduate Scholarship in Public Administration* (Revised)
- PH&N Institutional Graduate Scholarship (New)
- Helen Pitt Fine Arts Graduate Scholarship (Revised)
- Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)
- CIC Victoria Scholarship (New)
- Peter Coy Scholarship in Music (New)
- Vivian Marshall and Rob Morris Memorial Music Award* (New)
- Geraldine G. Goode Scholarship (New)
- Brittany Waters and Barbara Mervin LeadHERship Award* (New)

- Howard & Donna Denike Memorial Award* (Revised)
- Sto:lo Legacy Scholarship (Revised)
- Eleanor Mitchell Allen Award in Nursing* (New)
- Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)
- ÁTOL,ÁNW: A Season of Just and Fair Treatment Award* (Revised)
- Anthany Dawson Justice Award* (Revised)
- Gold Medal for Outstanding Doctoral Dissertation in the Humanities
- Gold Medal for Outstanding Master's Thesis or Project in the Humanities
- Ross Ian Storey Graduate Scholarship* (New)
- Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)
- First West Credit Union Launi Skinner Indigenous Scholarship (Revised)
- Julia Alice Saddington Memorial Scholarship* (Revised)
- Terry Daniels Scholarship* (Revised)
- 30 by 30 Women in Engineering Award* (Revised)
- Kelly Curtis Memorial Teaching Award* (Revised)
- William G. Bender Scholarship* (Revised)
- Ratcliff LLP & Company Indigenous Law Scholar Award (Revised)
- Sam and June Macey Graduate Scholarship in English or History* (Revised)
- T'Lat'Lakul Dr. Trish Rosborough Memorial Scholarship in ILR* (Revised)
- Woodward & Co. Indigenous Law Scholar Award (Revised)
- Lewis J. Clark Memorial Scholarship Fellowship* (Revised)
- Douglas and Jennifer Mann Scholarship* (New)
- Clark Wilson Recruitment Inclusion Award (Revised)
- IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)
- Betty and Gilbert Kennedy Scholarship in Music* (Revised)

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

i. 2021/2022 Annual Report (**SEN-OCT 7/22-8**)

INFORMATION

e. Senate Committee on Curriculum - Adam Con, Chair

i. 2021-2022 Annual Report (SEN-OCT 7/22-9) **INFORMATION**

ii. 2022/2023 Cycle 3 Curriculum Submissions (SEN-OCT 7/22-10) **ACTION**

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2022/2023 academic calendar, effective January 1, 2023

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

Note: The complete curriculum submissions, including summaries can be found on Senate's Connect site by clicking here.

AND FOR WEBSITE

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

f. Senate Committee on Planning - Elizabeth Adjin-Tettey, Chair

i. Proposal to discontinue the combined English Honours and Medieval Studies Minor (SEN-OCT 7/2-11) **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it approve, the proposal to discontinue the combined English Honours and Medieval Studies Minor, as described in the document "Combined English Honours and Medieval Studies Minor-Discontinuation".

ii. Proposal to extend the Approved Centre Status for the Centre For Indigenous Research and Community-led Engagement (CIRCLE) (SEN-OCT 7/2-12) **ACTION**

Motion: That Senate approve the proposal to extend the Approved Centre Status for the Centre for Indigenous Research and Community-led Engagement (CIRCLE), for an 18-month period from June 1, 2023 through November 30, 2024, as described in the memorandum dated June 21, 2022.

7. PROPOSALS AND REPORTS FROM FACULTIES

a. Faculty of Humanities

- i. Faculty of Humanities - Constitution and Operating Structure Changes for Senate Approval (**SEN-OCT 7/22-13**) **ACTION**

Motion: That Senate approve the revised Faculty of Humanities Constitution and Operating Structure.

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

- i. 2021/2022 Annual Report on the Status of External Review of Academic Units (**SEN-OCT 7/22-14**) **INFORMATION**
- ii. Establishment of Term ECS-CAPI Chair in Inclusive Science, Technology and Engineering (**SEN-OCT 7/22-15**) **ACTION**

Motion: That Senate approve and recommend to the Board of Governors that it also approve the establishment of the ECS-CAPI Chair in Inclusive Science, Technology and Engineering in the Faculty of Engineering and Computer Science and Centre for Asia-Pacific Initiatives for a five-year term, from July 1, 2022 to June 30, 2027.

9. OTHER BUSINESS

- a. Academic Important Dates (**SEN-OCT 7/22-16**) **ACTION**

Motion: That Senate approve the Academic Important Dates for the period January 2024 through April 2024 for submission to the January 2023 undergraduate and graduate academic calendar publications.

- b. Update on Elections to Senate **INFORMATION**
- c. Election of Vice-Chair of Senate **ACTION**
- d. Joint Senate Board Retreat **INFORMATION**

10. ADJOURNMENT



**Meeting of Senate
May 6, 2022**

MINUTES

A meeting of the Senate of the University of Victoria was held on May 6, 2022 at 3:30 p.m. in the Senate and Board Chambers, Jamie Cassels Centre.

1. APPROVAL OF THE AGENDA

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

CARRIED

2. MINUTES

a. Special Senate meeting March 24, 2022

A member of Senate requested clarification to the minutes on statements made by her at the meeting. The Chair agreed to the revision.

Motion: (L. Wilson/M. Ryan)
That the minutes of the open session of the special meeting of the Senate held on March 24, 2022 be approved, as amended and that the amended minutes be circulated in the usual way.

CARRIED

b. Senate meeting April 1, 2022

Motion: (A. Lepp/H. Hall)
That the minutes of the open session of the meeting of the Senate held on April 1, 2022 be approved and that the approved minutes be circulated in the usual way.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was none.

4. REMARKS FROM THE CHAIR

a. President's Report

Kevin Hall began his report by expressing his gratitude to the 25 outgoing senators alongside every member of Senate for their engagement, efforts, and participation this past year. Next, he thanked Susan Lewis, Acting Vice-President Academic and Provost, Dean Ralf St. Clair, as they leave the university, and

Acting Deans Saul Klein and Val Napoleon for their dedication and service as searches to fill these roles continue. Finally, he thanked the University Secretary's Office for their work over the past year.

K. Hall noted that on April 4, 2022, the Board of Governors approved the appointment of Qwul'sih'yah'maht Robina Thomas as the inaugural Vice-President Indigenous for a 3-year term. R. Thomas will retain responsibility for the Office of Indigenous Academic and Community Engagement in this new role.

As an update on the Strategic Plan, K. Hall noted that the campus-wide engagement phase over the last six months engaged over 3000 members of the community. He reminded Senators of the May 24 town hall session.

Concerning the Impact Ranking, K. Hall reported that the University of Victoria had been ranked 12th among the world's top universities by the 2022 Times Higher Education Impact Rankings. He explained that the Impact Rankings are the only global assessment of universities against the United Nations' 17 Sustainable Development Goals (SDGs).

K. Hall congratulated two members of the faculty for winning 3M National Fellowships; Anne Hung, a English, has received a 3M National Student Fellowship and Scott McIndoe, Chemistry, has received a 3M National Teaching Fellowship, Canada's most prestigious recognition of excellence in educational leadership and teaching at the post-secondary.

In April, following Coast Salish protocol, K. Hall noted that Chancellor Marion Buller would formally request permission to work on the territory before being installed as UVic's Chancellor at a ceremony to be shared with the campus and broader community in May

K. Hall reported that at the beginning of May, he would join with the W̱SÁNEĆ school board on W̱SÁNEĆ territory for a signing ceremony to renew the 2014 UVic/W̱SÁNEĆ Collaboration Agreement.

Finally, K. Hall invited members to a festival of celebration, appreciation and reconnection for UVic employees from May 9 to 13. He noted that UVic staff and faculty had come together throughout the pandemic and encouraged each other to keep going. You're the Best-Fest will be a chance to share stories and celebrate all the amazing work that's happened since March 2020.

A Senate member expressed dissatisfaction with how the Chair of Senate had handled the Senate meetings during the pandemic. In addition, the Senator referenced a motion sent to the Senate Committee on Agenda and Governance, which was not on the agenda.

Helga Hallgrímsdóttir, Vice-Chair of Senate, reported that the president had recused himself from the Senate Committee on Agenda and Governance discussion in consideration of the motion. She confirmed that the committee's decision, in consultation with legal counsel, was that the motion was inappropriate for the Senate for the previously provided to the Senator.

Referencing an emailed communication sent to Senate before the meeting by another Senator, other members expressed discomfort and noted disagreement with the email and its sentiment.

5. CORRESPONDENCE

There was none.

a. Office of the Ombudsperson

i. 2021 Annual Report

Annette O'Hara, Ombudsperson, introduced the report.

A Senator asked if the report would be available online. A. O'Hara noted this was the goal.

Another Senator asked if there was an increase in students needing advocacy. A. O'Hara replied that this was not her role but noted that SFU and UBC have dedicated student advocates on their campuses.

b. Campus Planning Committee

i. Semi-annual report

S. Lewis introduced the report. Mike Wilson, Director of Campus Planning, responded to questions from members of Senate on the potential of additional student housing, the completion of the West Campus Greenway, and if there were any future projects planned for additional parking.

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Academic Standards

i. Revisions to the Undergraduate Academic Concessions Regulation

Yasmine Kandil introduced the proposal.

Rob Hancock outlined the proposed revisions to the regulation and adjoining guidelines.

In response to a question regarding the flowchart in the guideline, R. Hancock explained that there were two different ways to complete a request for academic concession (RAC) before the course was complete – by directly speaking with the instructor or filling out the RAC form. He noted that this allowed a student to request a concession without needing to go through multiple disclosures.

In reply to another question, R. Hancock referred to the guidelines on who should be consulted when issues arose and noted that there would be a review of the regulation and guidelines to ensure they served the university community.

Several Senators commented on the flowchart's usefulness for student and instructor guidance. R. Hancock reported that communication on the regulation and guidelines, including a more intuitive RAC form, would be in place for the fall if this was approved.

Finally, a Senator noted an editorial error in that "mypage" was not referred to as "online tools." R. Hancock thanked the Senator.

Motion: (R. Hancock/A. Wang)

That Senate approve the revisions to the Undergraduate Academic Concessions Regulation for the September 2022 academic calendar.

CARRIED

R. Hancock explained the motion to extend the medical waiver already in place over the pandemic.

Motion: (R. Hancock/M. Laidlaw)

That Senate approve the extension of a temporary waiver of medical documentation for all requests for academic concessions during the Summer Session, May 2022 – August 2022.

CARRIED

b. Senate Committee on Agenda and Governance

i. 10-Year Sessional Calendar Proposed Dates

Ada Saab, Associate University Secretary, introduced the proposed dates and revisions to the fall 2022 instructional days. She noted the additional day added to ensure the fall term kept the Senate-approved minimum of 59 days. She noted that a further investigation on gaining additional days for the fall term through approved final exam principles would begin over the summer.

A Senator noted that the additional Monday added to the term would be better served for those instructors teaching on Friday, September 30, to schedule Monday, December 5 as per a Friday course schedule.

Amended Motion: (M. Laidlaw/B. Smith)

That Senate approve the 2021-2031 10-Year Sessional Calendar and the last day of classes for the first term of the 2022 Winter Session, Monday December 5, 2022, be scheduled with the Friday course timetable.

CARRIED

ii. Revision to the Senate Rules and Procedures

As per the Senate Rules and Procedures, A. Saab outlined the response from the Senate Committee on Agenda and Governance to the proposed revision.

Senators discussed the specificity and applicability of the proposal and whether rules and procedures should be created for remote attendance in any future situation.

Motion: (D. Foster/S. Holland)

That the Senate Rules and Procedures be amended by addition a section 12.02 which reads: "Any Senator may participate virtually in Senate and Senate Committee meetings until such time as the Government of British Columbia lifts all public health orders related to the COVID-19 pandemic."

DEFEATED

iii. Election to the Senate Committee on Agenda and Governance

A. Saab introduced the election to the Senate Committee on Agenda and Governance. K. Hall called for nominations. Mauricio Garcia-Barrera nominated Phalguni Mukhopadhyaya to serve on the committee. As there were no additional nominations, P. Mukhopadhyaya was acclaimed to serve on the Senate Committee on Agenda and Governance.

iv. Appointments to the 2022/2023 Senate standing committees

Helen Kurki introduced the recommendations, noting that work would continue over the summer to fill vacancies and to be presented to Senate in the fall.

Motion: (H. Kurki/R. Hancock)

That Senate approve the appointment to the 2022/2023 Senate standing committees for the terms indicated in the attached document.

CARRIED

c. Senate Committee on Appeals

i. 2021/2022 Annual Report

Janna Promislow introduced the report, noting the recommendations related to academic concessions, the Policy on Academic Integrity, increased accessibility, and student advocacy.

A Senator asked if the UVSS could help with student advocacy and asked if a letter could be sent with a recommendation from the committee Chair.

d. Senate Committee on Awards

i. Motion to Suspend the Russian Embassy in Canada Book Prize

Maureen Ryan introduced the proposal. There were no questions.

Motion: (B. Smith/S. Holland)

That Senate approve, and recommend to the Board of Governors that it also approve, that the University of Victoria suspend the Russian Embassy in Canada Book Prize for the 2022-2023 Academic Year.

CARRIED

Motion: (A. Lepp/A. Wang)

The Senate Committee on Awards further recommends that UVic policy be developed in response to matters of social responsibility as they relate to existing awards.

CARRIED

ii. New and Revised Awards

M. Ryan introduced the recommended new and revised awards.

One Senator for noted an editorial typo for the terms of an award and another Senator clarified the adjudication process for another award.

Motion: (B. Smith/M. Garcia-Barrera)

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:

- Working for a Better World Award (Revised)
- Jennifer Davison Undergraduate Scholarship in Russian Studies (Revised)
- Lee Mong Kow Bursary (New)
- St. Jude Scholarship* (Revised)
- Davison Graduate Scholarship in Economics* (Revised)
- Erna Beltsheva Graduate Scholarship in Music* (Revised)
- St. Martin Family Biology Scholarship (New)
- St. Martin Family Engineering & Computer Science Scholarship (New)
- Carbery Family Golf Award (New)
- Brent Fougner Cross Country/Track Annual Award (New)
- Vikes Honour Roll Provost Award for Excellence (Revised)
- Mathew Szymanowski Vikes Men's Rowing Award (New)
- Don Lobb Men's Rugby Award (New)
- Faculty of Law Indigenous Emergency Assistance Fund (New)
- Indigenous Law Student Award (New)
- Irene Cohen Scholarship (Revised)
- Vancouver Security Traders Association (VSTA) Finance Scholarship (New)
- Christine Welsh Scholarship (Revised)
- Doug White Vikes Men's Rowing Award (New)
- Ukraine Emergency Doctoral Student Fellowship in the Humanities (New)
- Chair in Transgender Studies Undergrad Research Scholarship for Trans, Non-Binary & Two-Spirit Students (Revised)
- William R. McIntyre Medal (Revised)
- Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)
- Vancouver Island Compassion Society Cannabis and Psychedelic Studies Scholarship* (New)
- Leslie and Kaye Jowett Graduate Scholarship* (Revised)
- University of Victoria International Mobility Access Grant (IMAG) (New)

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CARRIED

e. Senate Committee on Curriculum

i. 2022/2023 Cycle 2 Curriculum Submissions

Adam Con introduced the Cycle 2 curriculum submissions, thanking committee members for their work. There were no questions.

Motion: (A. Con/J. Salem)

That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2022/2023 academic calendar, effective September 1, 2022.

CARRIED

Motion: (A. Con/G. McDonough)

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

CARRIED

f. Senate Committee on Learning and Teaching

i. 2021/2022 Annual Report

Alexandra D'Arcy introduced the report. There were no questions.

g. Senate Committee on Libraries

i. 2021/2022 Annual Report

Robert Howell introduced the report, highlighting the three areas the committee spent time on; that being reconciliation, communication and open access. There were no questions.

h. Senate Committee on Planning

i. 2021/2022 Annual Report

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

ii. Proposal to extend the Approved Centre Status for the Centre for Youth and Society (CFYS)

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

Motion: (R. Hicks/D. Mucina)

That Senate approve the proposal to extend the Approved Centre Status for the Centre for Youth and Society (CFYS) for the 12-month period from

July 1, 2022 through June 30, 2023, as described in the memorandum dated March 4, 2022.

CARRIED

iii. Proposal to grant School status to the Indigenous Governance Program

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

Motion: (R. Hancock/H. Hallgrímsdóttir)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to grant School status to the Indigenous Governance Program, as described in the document “School of Indigenous Governance Proposal”.

CARRIED

i. Senate Committee on University Budget

i. 2021/2022 Annual Report

K. Hall introduced the report. There were no questions.

7. PROPOSALS AND REPORTS FROM FACULTIES

a. Faculty of Human and Social Development

i. Strategic Plan 2022 – 2026 – Building on Our Collective Strengths

H. Hallgrímsdóttir introduced the Faculty of Human and Social Development’s strategic plan.

One Senator noted their approval of the plan but expressed a desire for better support for students transitioning into professional practice.

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

a. 2021/2022 Annual Report for the Advisory Committee on Academic Accommodation and Access for Students with Disabilities

S. Lewis introduced the report and thanked the advisory committee for the work done.

A Senator expressed approval for the delay to the revisions and noted their worry regarding the problematic process during the policy development.

b. Annual Report on Non-Academic Misconduct Allegations and Resolutions

S. Lewis introduced the annual report and thanked the Division of Student Affairs for its work over the year.

9. OTHER BUSINESS

a. Annual report to Senate on UVic-approved research centre approvals, renewals and closures

Cynthia Milton, Associate Vice-President Research, introduced the annual report and briefly outlined the activities over the past year. There were no questions.

b. Regalia Design – Masters in Management

K. Hall introduced the proposal. There were no questions.

Motion: (B. Smith/A. Con)

That Senate approve the regalia hood for the Masters in Management be burgundy with a mitred neckpiece and a narrow band of pewter blue velvet one inch from the edge of the hood on the outside only.

CARRIED

c. 2021/2022 Emeriti

K. Hall noted that this item was for Senate's information. There were no questions.

d. Elections Update

K. Hall noted that this item was for Senate's information. There were no questions.

There being no other business the meeting was adjourned at 5:12 p.m.

UNIVERSITY OF VICTORIA

2021 - 2022 Management Discussion and Analysis (Unaudited)

2021 – 2022 Audited Financial Statements



University of Victoria

2022 Management Discussion and Analysis (Unaudited)



University
of Victoria



Introduction to Management Discussion and Analysis

The attached financial statements present the financial results of the university for the year ended March 31, 2022 in accordance with Public Sector Accounting Standards, supplemented by directives set out by the Province of British Columbia and consistent with Section 23.1 of the *Budget Transparency and Accountability Act* (BTAA) of the Province of British Columbia. These statements are the consolidation of all university operations, including the results of general operations, ancillary operations, capital projects, endowment returns and spending, research grants and expenditures, etc. As required by Public Sector Accounting Standards, they also include the financial results of each of the university's 12 external entities as well as the staff pension plan. While these entities are required to be included in the financial statements, their assets are restricted for specific purposes (e.g., pension) and therefore are not available to support general operations of the university.

The objective of this Management Discussion and Analysis (MD&A) document is to assist readers of the university's financial statements to better understand the financial position and operating activities of the university for fiscal year March 31, 2022, as presented in accordance with the above reporting framework. This discussion should be read in conjunction with the annual audited financial statements and accompanying notes.

The operations of the university has been guided by the 2018 Strategic Framework for the University of Victoria, which articulates our vision, values and priorities in fulfilling our commitment to contributing to a better future for people, places and the planet. The university is currently consulting on the development of a new vision and strategic direction for the campus which will outline high level commitments based on our shared goals and values. This plan is expected to be complete in fall 2022.

The university annually develops a Planning and Budget Framework (P&BF), which is informed by our strategic priorities and objectives and commitments articulated in other institutional plans: the International Plan, Indigenous Plan, Aspiration 2030: Research and Creative Works Plan, Strategic Enrolment Management (SEM) Plan, Campus Plan, Communications and Marketing Plan, Employment Equity Plan, and other documents such as the UVic Health Initiative concept paper. The P&BF and associated financial models are developed within the context of a three-year planning cycle which provides a more realistic time frame for the development of university initiatives and allows for greater flexibility than permitted within an annual process.

The MD&A provides an overview of the university's

- financial highlights,
- financial information,
- operating environment,
- financial reporting environment,
- risks and uncertainties, and
- related entities.

COVID-19 has had significant impacts on the university and its students, staff, faculty, and the broader community. The notable impacts, from a financial perspective, were to revenue generating areas such as housing, food, athletics and recreation and continuing studies whose services and programs rely heavily on face-to-face interactions. The return to on campus activity resulted in increased revenue from sales and services for the period ended March 31, 2022, compared to prior year. However, sales and services revenue remain below pre-pandemic levels. While overall tuition revenue increased due to strong domestic enrolments and increases in rates, international enrolment were lower than anticipated. Overall expenses increased year over year reflecting a return to more normal activity levels for certain expenses such as travel, supplies, utilities, cost of goods sold and continued additional supports due to the changing COVID environment. Overall the university ended the year with a modest positive operating result which is slightly lower than the prior year. It's been a difficult two years as the campus has had to navigate the changing operational requirements to ensure the continued health and safety of our students, staff and faculty. We are grateful for and our financials results are a result of the dedication, creativity and resilience of our faculty, staff and students.

Financial Highlights

Financial Statement Summary

Despite the continued challenging pandemic environment, the university ended the year with a modest consolidated operating surplus before donations and other adjustments related to the endowment of \$2.6 million (M) or 0.4% of total revenues, down from \$4.9M in the prior year.

Consolidated revenue increased by 7% to \$643M. This increase reflects significant increased sales, mainly within ancillary operations, due to the return on face-to-face activity which was limited during the prior year. Credit tuition increased by 4.6% to \$171.0M.

Consolidated Expenses increased by 8% to \$640M reflecting increased scholarships expense, supplies and services, travel, and costs of goods.

Consolidated assets total \$1.9 billion up from \$1.8 billion mainly as a result of \$87.4M growth in tangible capital assets resulting from investments in new buildings and infrastructure renewal offset by a \$32.8M decrease in portfolio investments due to weak financial markets.

In order to fund significant capital investments, debt increased by \$33.1M.

Each year the university is required to invest in capital expenditures to meet program requirements and/or address deferred maintenance. While these expenditures are made each year, for accounting purposes the expenditures are not shown as an expense in the year made. Instead, the expenditure is expensed, or amortized, over the future life of the asset. The university received approval to restrict \$10.0M of provincial grants for capital

expenditures to provide for better matching of revenues and amortization. This restriction only reflects a portion of total capital spending and therefore the year's operating surplus is higher as capital expenditures are not reflected in the operating surplus.

Government Grants

Revenue from the Provincial Government in the form of grants increased by 0.9% over the previous year. Annual grants received from the Province for capital purposes including routine capital and specific project funding were \$18.9M.

Tuition and Enrolment

Overall, credit tuition increased by 4.6% to \$171.0M. This increase reflects a slight increase in overall student enrolment, a 2% increase in domestic fees (Provincial Government policy limits annual domestic increases to 2%) and graduate international fees, and a 3.75% increase in undergraduate international fees. Non-credit tuition increased by 67.0% to \$17.0M due to increased enrolment as a result of the return to face-to-face instruction.

Investments

Investment income is comprised of both returns on endowments and returns on short-term investments. The university's endowment investments are held in the University of Victoria Foundation and have a fair value of \$519M. The endowments had a return of 1.1% for the year (2020/21 – return of 18.7%) across its six investment mandates. Working capital investments held within the university generated a loss of 0.4% for the year (2020/21 – return of 2.7%).

Major Capital Activity

In 2018/19, the university received approval from the Province to borrow \$123M to partially finance a 620 bed expansion as part of a student housing and dining project. Construction activity started in 2019/20 with the first building scheduled for completion in fall 2022 and the second in spring 2023. The project will be the first passive house buildings on campus, reflecting the universities' commitment to sustainability and carbon reduction. The approved budget for the project is \$234M. As of March 31, 2022 total spending on the student housing and dining project is \$155M.

Financial Implications of COVID-19 Novel Virus

During 2021/22 COVID-19 continued to materially affect the operations of the university. While sales of services and products increased by 80.1% to \$54.6M and non-credit tuition increased by 67.0% to \$17.0M; both remain below pre-pandemic levels of \$70M and \$22M, respectively.

Endowment investments, which were impacted by the downturn in the market in March 2020, recovered to their pre-pandemic market values. Subsequently investment markets across asset classes corrected in the last quarter of 2021/22. In accordance with Public Sector Accounting Standards, unrealized gains and losses on restricted endowment investments are not usually reflected in the surplus for the year, but instead are included in deferred contributions.

The transition back to campus allowed for growth in sales and services and non-credit tuition though it will likely take time to return to pre-pandemic levels. Overall expenses increased, reflecting increased activity on campus, as most programs were face to face in the academic year.

Financial Information

Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they decreased 2.4% to \$539M.

<i>In thousands of dollars</i>	2022	2021
Cash and cash equivalents	162,900	167,136
Accounts receivable	13,918	17,127
Due from governments	19,284	7,037
Inventories for resale	1,364	1,386
Portfolio investments	258,551	291,388
Derivatives	25,808	19,494
Loans receivable	24,495	24,550
Employee future benefits	24,303	15,706
Investments in gov't business enterprises	8,536	8,621
Total Financial Assets	539,159	552,445

Cash and cash equivalents decreased by \$4.2M, reflecting a return to typical cash levels; during 2020/21, funding was received ahead of expenditures on the SHD project which temporarily increased cash. Accounts receivable decreased by \$3.2M and due from governments increased by \$12.2M, reflecting timing differences and year end funding. Portfolio investments, which include the university's working capital, investments underlying endowment expendable funds, investments related to sinking funds held for provincial debt, and supplemental pension obligations, decreased by \$32.8M due largely to losses within the UVic Foundation's endowment investments that were impacted by weak market performance since the start of 2022. In 2020/21, the university entered into two interest rate swaps for the debt related to the student housing and dining project in order to reduce the risk of higher interest rates and subsequent

higher debt payments. Interest rates have risen across 5, 10 and 30 year terms and the swaps have performed as expected. As of March 31, 2022, the market value of the university's derivatives is \$25.8M (2021 - \$19.5M).

Employee future benefits represent a future asset for the Staff Pension Plan and liabilities for supplemental pension obligations, vested sick leave entitlements, and group life insurance plans. Investments in government business enterprises represent the equity held in controlled business operations of Heritage Realty Properties Ltd, the Vancouver Island Technology Park Trust, and GSB Executive Education Inc.

Liabilities

Liabilities increased by 8.2% to \$944M.

<i>In thousands of dollars</i>	2022	2021
Accounts payable	54,744	47,710
Due to governments	7,540	1,748
Deferred revenue	24,571	19,288
Deferred contributions	256,792	241,943
Deferred capital contributions	436,373	430,999
Debt	164,272	131,183
Total Liabilities	944,292	872,871

Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred (e.g. research grants). Deferred contributions increased by \$14.8M. Deferred capital contributions are externally restricted contributions for investment in capital assets amortized over the life of the related tangible capital assets. During the year, deferred capital contributions increased by a net \$5.4M resulting from contributions of \$33.2M less amortization of \$27.8M. Debt increased by \$33.1M resulting from new borrowing for the SHD project offset by scheduled debt repayments.

Non-financial Assets

Non-financial assets increased by 8.9% to \$1,350M.

<i>In thousands of dollars</i>	2022	2021
Tangible capital assets	912,142	824,755
Restricted endowment investments	418,237	392,775
Inventories held for use	2,809	2,384
Prepaid expense	17,225	19,851
Total Non-Financial Assets	1,350,413	1,239,765

Tangible capital assets include land, buildings, site improvements, library holdings, computers, equipment and furnishings but excludes \$11.2M of artwork and collections, as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$87.4M is due to additions of \$135.8M less amortization of \$47.5M and a loss of \$1.0M representing the net book value of deconstruction as part of the Queenswood Child Care Project. The largest single capital asset addition was related to the SHD Project.

Restricted endowment investments represent the portion of endowment investments related to the restricted principal funds (i.e., original donations) plus capitalized inflation. During the year, they increased \$25.5M due to donations of \$12.1M and capitalized investment income of \$13.4M. Restricted endowment assets are considered "non-financial," as the funds have a restricted purpose and cannot be used to meet the liabilities of the university.

Accumulated surplus

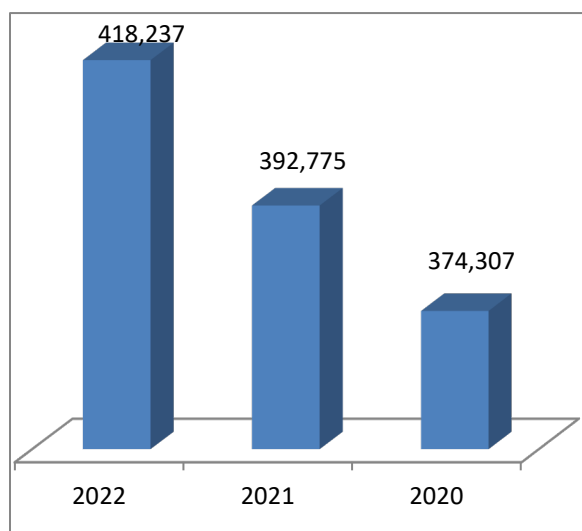
Accumulated surplus represents the university's residual interest in its assets after deducting liabilities (net assets). It increased by 2.8% to \$945M.

<i>In thousands of dollars</i>	2022	2021
Endowment	418,237	392,775
Invested in capital assets	331,004	282,858
Internally restricted	140,897	156,741
Unrestricted	28,964	58,708
Remeasurement gains	26,178	28,257
Accumulated surplus	945,280	919,339

The majority of accumulated surplus is unavailable to fund operations as it is either restricted or has already been used to invest in buildings, equipment and other capital assets. Endowment, Invested in capital assets, and internally restricted are described in the following sections. Unrestricted surplus consists primarily of balances arising from ancillary operations such as student housing and other entities that are consolidated in the Financial Statements (see related entities below). Remeasurement gains represent unrealized gains on university unrestricted or quasi endowment funds and the university's working capital arising after April 1, 2012 (the effective date of the new Public Sector Accounting Standard financial instrument standard).

Accumulated Surplus – Endowment

Endowments increased by 6.5% to \$418M.



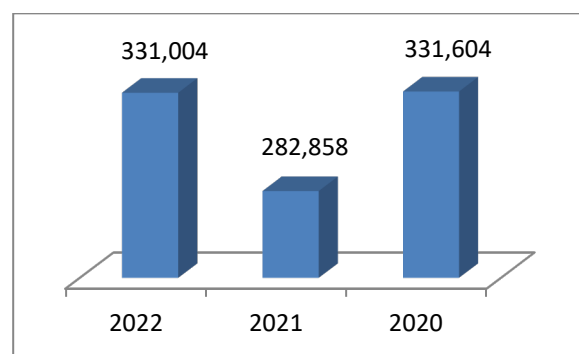
The university's endowments are held by the UVic Foundation. Accumulated surplus-endowment consists of restricted donations and capitalized investment income, which is required to be maintained intact in perpetuity in order to support donor specified activities. The investment earnings generated from endowments must be used in accordance with the various purposes stipulated by the donors. At March 31, 2022 there were 1,521 individual endowment funds providing \$17.6M (2020/21 - \$15.8M) in annual funding.

Per donor wishes and UVic Foundation policies, the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a portion of investment income in order to maintain purchasing power against inflation.

Each endowment has an income stabilization account which is recorded as deferred contributions in order to provide a cushion against market fluctuations. At March 31, 2022 the stabilization account balance is \$94.5M (2020/21 - \$122.4M) or 22% of endowment principal.

Accumulated Surplus – Invested in Capital Assets

Accumulated surplus invested in capital assets increased by 17.0% to \$331M.

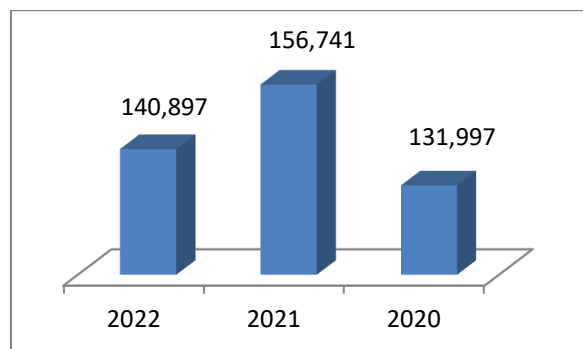


Accumulated surplus invested in capital assets is the amount of internal university funds used for the acquisition of capital assets less amortization of those capital assets. The following comprises the balance of accumulated surplus invested in capital assets:

<i>(in thousands of dollars)</i>	2022	2021
Land	22,582	22,582
Site development	10,248	10,647
Buildings	404,471	319,037
Equipment	25,333	29,633
Library acquisitions	10,291	11,858
Sinking funds	11,997	12,043
Less debt	(156,762)	(122,942)
Invested in capital assets	331,004	282,858

Accumulated Surplus – Internally Restricted

Accumulated surplus – internally restricted decreased by 10.1% to \$141M.



Accumulated surplus – internally restricted consists of balances appropriated by the university Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions on external borrowing by the university, these funds are used on a temporary basis to finance capital projects that will generate future revenues. The reserves are also offset by future liabilities for certain employee benefits. The overall decrease in accumulated surplus –

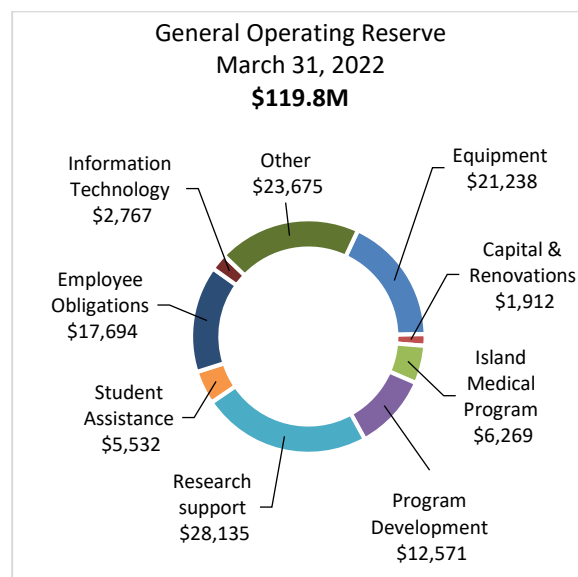
internally restricted is mainly a result of a \$5M decrease in general operating reserves. Additionally, of SHD project expenditures exceeded the external loan resulting in a decrease of \$22M in the capital fund. These decreases were offset by a \$9M positive actuarial valuation for the staff pension and an increase of \$3M in ancillary reserves.

Balances are made up as follows:

<i>(in thousands of dollars)</i>	2022	2021
General operating	119,793	124,304
Ancillary enterprises	17,402	14,854
Capital	(21,554)	583
Less: Vacation pay	(11,793)	(11,189)
Add: Staff pension	37,049	28,189
Total internally restricted	140,897	156,741

General operating reserves decreased by 3.6% to \$119.8M.

General operating funds consist of:



Operating Surplus

The operating surplus was \$2.6M or 0.4% of total revenues (\$4.9M or 0.8% for the prior year). The main reasons for the surplus, with comparison to the prior year, are as follows:

<i>(in thousands of dollars)</i>	2022	2021
<u>Designated Items</u>		
Staff Pension actuarial gain	8,860	3,416
Ancillary fund surplus/(deficit)	2,413	(9,638)
Invested in tangible capital assets	10,973	9,357
<u>Non-Designated Items</u>		
Operating fund surplus/(deficit)	(4,599)	6,329
Operating fund restriction for capital	(10,000)	-
Other	(5,089)	(4,534)
Operating surplus	2,558	4,930

Revenue

Revenue increased by 7.1% to \$643M.

<i>(in thousands of dollars)</i>	2022	2021
Government grants & contracts	326,373	323,352
Tuition & student fees	188,006	173,715
Donations, non-government grants & contracts	13,588	17,387
Sales of services & products	54,618	30,331
Investment income	26,237	23,458
Income/(loss) from business enterprises	524	(43)
Amortization of deferred capital contributions	27,802	27,427
Other revenue	6,571	5,732
Loss on disposal of assets	(1,003)	(1,489)
Total Revenue	642,716	599,870

Government grants and contracts revenue is received from the Province of B.C. (70%), the Government of Canada (24%), and other

governments (6%). Revenue from the Province decreased by \$7.7M overall, due mainly to a \$10M restriction of the operating grant for capital purposes. This was offset by increases in funding for program growth in several faculties and funding related to salary increases resulting from collective bargaining. Tuition and student fees increased by \$14.3M, or 8.2%. Credit tuition increased by \$7.5M as a result of fee increases (2% for domestic and graduate international and 3.75% for undergraduate international) and an increase in undergraduate (1%) and graduate enrolment (6%). Non-credit tuition increased by \$6.8M and sales of services & products increased by \$24.3M due to increased on-campus activity as a result of the return to mainly face-to-face instruction. Income from business enterprises was at \$0.5M as a result of increased operations.

Expenses

Expenses increased by 7.6% to \$640M. Expenses reported by object were as follows:

<i>(in thousands of dollars)</i>	2022	2021
Salaries and benefits	423,598	402,170
Travel	4,134	1,868
Supplies and services	94,754	81,842
Utilities	8,353	7,159
Scholarships and bursaries	50,953	47,154
Cost of goods sold	8,581	5,127
Interest on long term debt	2,334	2,446
Amortization	47,453	47,174
Total Expenses	640,160	594,940

Salaries and benefits represent 66% of total expenses and increased by \$21.4M due to progression through the ranks, negotiated settlements and hiring during the year. Travel, supplies and services, and cost of goods sold all increased as a result of lifting of COVID-19 restrictions and the return of on-campus

activities. Scholarships and Bursaries increased 8.1% reflecting additional supports to students given the difficult employment environment over the last two years.

Expenses reported by function were as follows:

<i>(in thousands of dollars)</i>	2022	2021
Instruction and non-sponsored research	267,791	245,874
Academic and student support	156,693	145,119
Administrative support and general expenses	27,411	26,596
Facilities operations and maintenance	55,894	54,797
Sponsored Research	117,289	109,337
External engagement	15,082	13,217
Total Expenses	640,160	594,940

With the return of face-to-face instruction in fall 2021, the gradual increase in on-campus activity, continued investments to support teaching and learning in the spring and fall terms and the resumption of hiring, expenses across all functions increased in 2022.

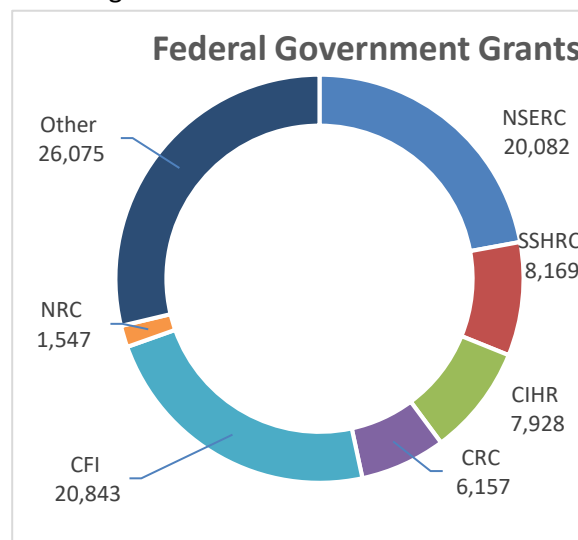
Sponsored Research Contributions

Sponsored research revenue increased by 5.0% to \$114.2M.

<i>(in thousands of dollars)</i>	2022	2021
Province of B.C.	16,265	8,633
Federal government	90,800	82,856
Other governments	12,900	9,362
Gifts, grants & bequests	13,930	12,365
Sales of services	3,849	2,690
Other revenue	<u>1,970</u>	<u>987</u>
Total contributions	139,714	116,893
Transfer (to)/from deferred contributions	(25,562)	(8,133)
Sponsored research revenue	114,152	108,760

In addition to the above, the university also received \$6.8M from the Tri-council for research support funds, which is recorded in the general operating fund.

Federal government grants are comprised of the following:



In 2022, the university ranked second amongst Canadian comprehensive research-intensive universities in total research funding and was first in NSERC/CIHR grants.

Operating Environment

While the university transitioned from online programming back to mainly face-to-face instruction in fall 2021, the significant supports were still needed for teaching, learning, cleaning and safety, though at a reduced level as compared to 2021. With previous investments and infrastructure in place, we expect additional investments specific to supporting the impacts of COVID in 2023 will be limited.

The pandemic environment has had an impact on enrolment, and this year undergraduate international enrolment decreased 4.9% due to challenges related to travel, health and safety.

Tuition revenues are linked to enrolment, and international enrolment levels are always difficult to predict. Recent world events and sustained COVID waves mean continued uncertainty with respect to international enrolment despite adjustments to overall tuition revenue budgets which anticipate lower levels of international students in 2023. Domestic enrolment levels are anticipated to be in line with provincial targets

While ancillary operations, athletics and recreation services and continuing studies were significantly impacted due to reduced activities in 2021, financial results for these operations were overall positive in 2022, with surpluses in housing, parking and continuing studies and small deficits in the bookstore, food services, child care and athletics. Consistent with the prior year planning, each of the ancillary areas is projected to have improved financial results in 2023, although still lower than pre-pandemic results.

UVic's entering a bargaining year with all employee unions in 2022, and Provincial funding for compensation mandates are expected to continue to support these costs. The current high inflation environment will put additional pressure on budgets as there is no annual lift from the Province to meet other inflationary pressures.

UVic's physical infrastructure requires further renewal and enhancement – priorities have been identified in the Capital Plan to address deferred maintenance, increase student housing, enhance or repurpose current spaces and increase academic and research space for those areas with the greatest pressures. Government contributes towards these capital costs; however, fundraising and university resources

are important funding sources for these infrastructure priorities.

Budget plans have been developed that reflect the uncertain environment, including lower international enrolment while providing resources for strategic priorities. Our approach to managing the risk of revenue loss due to an enrolment decline is to retain a portion of a budget for enrolment contingency. We will also carefully monitor student enrolment throughout the year so we can respond to enrolment changes and minimize institutional impacts.

Guided by the Strategic Framework, UVic will deliver on our commitments to our people, our partners and our local and global communities and will ensure that UVic is the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

Financial Reporting Environment

The university is part of the Government Reporting Entity (GRE) of the Province of B.C. and, as such, is required to present its financial statements in accordance with Section 23.1 of the Budget Transparency and Accountability Act supplemented by directives set out by the Province. The Province has directed that PSAS be adopted without the PS4200 not-for-profit elections and that all restricted contributions received for acquiring tangible capital assets be deferred as Deferred Capital Contributions and recognized in revenue at the same rate that the amortization of the related tangible capital asset is recorded. Some highlights of the reporting framework presentations are as follows:

The Statement of Financial Position reflects a “Net Debt model” that presents Net Debt as the difference between liabilities and financial assets and is intended to measure the university’s future revenue requirements or its ability to finance its activities. Net debt at March 31, 2022 is \$(405M) but includes \$436M of Deferred Capital Contribution liabilities that would likely never be repaid, thus bringing into question its relevance. The Statement of Financial Position also presents an Accumulated Surplus of \$945M, representing the university’s net assets. A breakdown of this balance is disclosed on the Statement of Financial Position, and in the notes, to communicate to readers of the financial statements that this figure mostly represents restricted, spent or committed funds.

The Statement of Operations reports revenues, functional expenses and budget figures for the university’s consolidated operations. Endowment donations and investment income capitalized to endowment principal, which used to be recorded as direct increases in net assets, are recorded on the Statement of Operations as Restricted Endowment Contributions and included in Annual Operating Surplus, even though they are not available to fund operational expenses.

Remeasurement gains and losses, representing unrealized gains and losses on unrestricted investments, derivatives and foreign currency, are reported on a separate statement and as a separate category of Accumulated Surplus rather than being included with the other components of investment income on the Statement of Operations. This effectively limits the ability to fund expenses from unrealized gains. Accumulated remeasurement gains commenced as of April 1, 2012 onward reflect the prospective

implementation of the PSAS financial instrument standard.

A Statement of Changes in Net Debt summarizes the key changes in Net Debt and provides information on how Net Debt is impacted by expenditures for, and amortization of, capital assets, changes in other non-financial assets, net remeasurement gains/losses and the annual surplus.

Risks and Uncertainties

The university operates in an increasingly more complex environment with many factors that are outside of the control of the university. The university uses an Enterprise Risk Management approach and develops risk mitigation strategies to reduce the impact where possible. The major risks that can affect the university from a financial perspective are as shown below. The university has institutional risk appetite statements that help guide decision making across all areas of campus.

Provincial funding

Provincial Government grants are a significant component of revenue in the university’s operating budget. Funding for this source is not guaranteed year to year and provincial policy changes can significantly affect institutional budgets. Examples in the past include provincial policy to cap domestic tuition, unexpected grants reductions and the introduction of the employer health tax in 2018. As operating grants are provided and approved for one year only, there is significant uncertainty year to year with respect to the university’s operating funding.

Student recruitment and retention

Enrolment levels can be affected by the economy, competition and significant world events such as war. As noted above, the current

global environment brings significant uncertainty with respect to student recruitment and retention, particularly with respect to international students. International enrolment is monitored closely as UVic has a greater reliance on international students in order to achieve expected tuition revenues.

Pensions and Employee Future Benefits

The university has two pension plans for its faculty, Professional Employee Association members, management exempt and executive (Combination Plan and Money Purchase Plan) and one plan for members of CUPE and exempt clerical staff (Staff Plan). The actuarial valuation of the Combination Plan, with an effective date of December 31, 2018, shows that the Plan is fully funded. The last valuation for the Staff Pension Plan was December 31, 2019, which resulted in a going concern surplus funded ratio of 117% of liabilities but a solvency funded ratio of 78%. The Pension Benefits Standards Regulation was amended effective December 31, 2019, introducing new going concern and funding methodologies. The solvency funding target is now 85%, and a letter of credit may be secured in lieu of making payments. The university has arranged a letter of credit to secure the solvency deficiency payment. Rising interest rates are negatively affecting fixed income investment returns. However, rates are to a greater extent reducing the present value of the pension payment liabilities which will improve the solvency ratio.

While many other post-secondary institutions in B.C. and in other provinces are not required to meet a solvency test, this requirement for the university resulted in a cost of \$663,000 for 2021/22. The next valuation date is December 31, 2022, with a filing requirement of September 2023.

Deferred Maintenance

As the university ages, the risk related to deferred maintenance increases. Priority projects to address deferred maintenance include renewal and seismic upgrading of some of our older buildings. Some priority deferred maintenance projects are addressed annually, but these budgets are limited. Significant major capital renewal funding is needed as outlined in the university's 5-year capital plan.

Inflation

The pandemic stressed global supply chains and the war in Ukraine has further exacerbated existing issues. As a result, inflation in Canada is at its highest level since 1991 and is affecting countries globally with many countries experiencing inflations significantly in excess of central bank target rates. This is driving up costs of goods and services which will result in further escalation in operating and capital costs. This will be closely monitored for institutional impacts. The current most significant risk is with respect to capital projects, as the National Centre for Indigenous Laws and the Engineering expansion projects both are going to tender in 2022/23.

Related Entities

The university's consolidated financial statements include the following related entities:

University Foundations

The University of Victoria Foundation, Foundation for the University of Victoria and U.S. Foundation for the University of Victoria receive and manage the university's endowment funds. The Foundations are tax exempt as a registered charity, agent of the Crown or charitable organization, respectively. They are consolidated in the university's financial statements.

WCUMSS

The Western Canadian Universities Marine Sciences Society (WCUMSS) operates a marine research facility located at Bamfield, B.C. The university is one of five members. The university's interest in this government partnership is proportionately consolidated in the university's financial statements.

Heritage Realty Properties and VITP Trust

The university controls three taxable business enterprises. Heritage Realty Properties Ltd. manages the rental properties, hotel and brew-pub operation donated by the late Michael C. Williams. The Vancouver Island Technology Park Trust (VITP) provides leased space to high-technology companies on Vancouver Island. Both enterprises are accounted for in the university's financial statements on the modified equity basis.

GSB Executive Education Inc.

This taxable business enterprise was created to deliver executive education services by the UVic Gustavson School of Business. It is accounted for in the university's financial statements on the modified equity basis.

UVic Properties Investments Inc.

University of Victoria Properties Investments Inc. manages the university's real estate holdings including the Marine Technology Centre and the Queenswood Campus, and acts as trustee for the Vancouver Island Technology Park Trust. UVic Properties is consolidated in the university's financial statements.

UVic Industry Partnerships

UVic Industry Partnerships is a taxable corporation that facilitates research partnerships between the private sector and the university by assisting with intellectual property management and commercialization of research

discoveries. It is consolidated in the university's financial statements.

Oceans Network Canada Society

Oceans Network Canada Society is a non-profit society that manages the university's two ocean observatories VENUS and NEPTUNE. It is consolidated in the university's financial statements.

Pacific Climate Impacts Consortium

The Pacific Climate Impacts Consortium is a non-profit organization that furthers the understanding of the climate system, its variability and potential for change and the application of that understanding to decision making in both the public and private sectors. It is consolidated in the university's financial statements.

Byron Price & Associates Ltd.

Byron Price and Associates Ltd. is a taxable business enterprise donated to the university, which holds land located in North Saanich. It is consolidated in the university's financial statements.

Consolidated Financial Statements of

UNIVERSITY OF VICTORIA

And Independent Auditor's Report Thereon

Year ended March 31, 2022



University
of Victoria



STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

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

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

The consolidated financial statements have been examined by KPMG LLP, an independent firm of Chartered Professional Accountants. The Independent Auditors' Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2022.

On behalf of the University:

_____ Chair, Board of Governors

_____ Vice-President Finance and Operations



University
of Victoria



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

INDEPENDENT AUDITORS' REPORT

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

Opinion

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

- the consolidated statement of financial position as at March 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2022 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

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

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

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

Emphasis of Matter - Financial Reporting Framework

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



Our opinion is not modified in respect of this matter.

Other Information

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

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

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

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

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

We have nothing to report in this regard.

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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



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

We also:

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

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

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

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

Chartered Professional Accountants

Victoria, Canada
June 16, 2022

UNIVERSITY OF VICTORIA

Consolidated Statement of Financial Position

As at March 31, 2022

(in thousands of dollars)

		2022	2021
Financial Assets			
Cash and cash equivalents	(Note 3)	\$ 162,900	\$ 167,136
Accounts receivable	(Note 4)	13,918	17,127
Due from governments	(Note 5)	19,284	7,037
Inventories for resale		1,364	1,386
Portfolio investments	(Note 6)	258,551	291,388
Derivatives	(Note 6)	25,808	19,494
Loans receivable	(Note 7)	24,495	24,550
Employee future benefits	(Note 8)	24,303	15,706
Investments in government business enterprises	(Note 9)	8,536	8,621
		539,159	552,445
Liabilities			
Accounts payable and accrued liabilities	(Note 11)	54,744	47,710
Due to governments		7,540	1,748
Deferred revenue		24,571	19,288
Deferred contributions	(Note 12)	256,792	241,943
Deferred capital contributions	(Note 13)	436,373	430,999
Debt	(Note 14)	164,272	131,183
		944,292	872,871
Net debt		(405,133)	(320,426)
Non-financial Assets			
Tangible capital assets	(Note 15)	912,142	824,755
Restricted endowment investments	(Note 6)	418,237	392,775
Inventories held for use		2,809	2,384
Prepaid expenses		17,225	19,851
		1,350,413	1,239,765
Accumulated surplus	(Note 17)	945,280	\$ 919,339
Accumulated surplus is comprised of:			
Endowments	(Note 18)	\$ 418,237	\$ 392,775
Invested in capital assets		331,004	282,858
Internally restricted		140,897	156,741
Unrestricted		28,964	58,708
Accumulated operating surplus		919,102	891,082
Accumulated remeasurement gains		26,178	28,257
Accumulated surplus		\$ 945,280	\$ 919,339

Contractual rights (Note 19) Contingent liabilities (Note 21)

Contractual obligations (Note 20)

On behalf of the Board:

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



UNIVERSITY OF VICTORIA

Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2022

(in thousands of dollars)

	Budget (Note 2(o))	2022	2021
Revenue:			
Province of British Columbia grants	\$ 236,589	\$ 229,860	\$ 237,562
Government of Canada grants	69,000	77,860	70,278
Other government grants	19,300	18,653	15,512
Student tuition - credit courses	174,700	171,021	163,543
Student tuition - non-credit courses	13,230	16,985	10,172
Donations, non-government grants and contracts	19,300	13,590	17,387
Sales of services and products	41,599	54,618	30,331
Investment income	20,000	26,237	23,458
Income/(loss) from government business enterprises (Note 9)		524	(43)
Other revenue	6,100	6,571	5,732
Revenue recognized from deferred capital contributions (Note 13)	27,614	27,802	27,427
Loss on disposal of capital assets		(1,003)	(1489)
	627,432	642,718	599,870
Expenses: (Note 22)			
Instruction and non-sponsored research	258,591	267,791	245,874
Academic and student support	152,625	156,693	145,119
Administrative support and general expenses	27,972	27,411	26,596
Facility operations and maintenance	57,631	55,894	54,797
Sponsored research	114,992	117,289	109,337
External engagement	13,901	15,082	13,217
	625,712	640,160	594,940
Annual operating surplus	1,720	2,558	4,930
Restricted endowment contributions			
Endowment principal donations (Note 18)	8,000	12,056	14,327
Donations capitalized (Note 18)	8,000	13,406	2,606
	16,000	25,462	16,933
Funding of previous years capitalizations to endowment		-	1,535
Annual surplus	17,720	28,020	23,398
Accumulated operating surplus, beginning of year	891,082	891,082	867,684
Accumulated operating surplus, end of year	\$ 908,802	\$ 919,102	\$ 891,082

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



UNIVERSITY OF VICTORIA

Consolidated Statement of Changes in Net Debt

Year ended March 31, 2022

(in thousands of dollars)

	Budget (Note 2(o))	2022	2021
Annual surplus	\$ 17,720	\$ 28,020	\$ 23,398
Acquisition of tangible capital assets	(172,591)	(135,843)	(87,575)
Amortization of tangible capital assets	47,493	47,453	47,174
Loss on disposal of capital assets		1,003	1,489
	(125,098)	(87,387)	(38,912)
Increase in restricted endowment investments		(25,462)	(16,973)
Acquisition of inventories held for use		(1,524)	(1,149)
Acquisition of prepaid expense		(15,948)	(18,807)
Consumption of inventories held for use		1,099	1,103
Use of prepaid expense		18,574	17,241
		(23,261)	(18,585)
Net remeasurement gains (losses)		(2,079)	23,228
Increase in net debt	(107,378)	(84,707)	(10,871)
Net debt, beginning of year	(320,426)	(320,426)	(309,555)
Net debt, end of year	\$ (427,804)	\$ (405,133)	\$ (320,426)

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



UNIVERSITY OF VICTORIA

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2022

(in thousands of dollars)

	2022	2021
Accumulated remeasurement gains, beginning	\$ 28,257	\$ 5,029
Unrealized gains (losses) attributed to:		
Portfolio investments	(8,742)	2,571
Derivatives	6,314	20,645
Foreign currency translation	349	12
Net remeasurement gains (losses) for the year	(2,079)	23,228
Accumulated remeasurement gains, end of year	\$ 26,178	\$ 28,257

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



UNIVERSITY OF VICTORIA**Consolidated Statement of Cash Flows**

Year ended March 31, 2022

(in thousands of dollars)

	2022	2021
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 28,020	\$ 23,398
Items not involving cash		
Amortization of tangible capital assets	47,453	47,174
Revenue recognized from deferred capital contributions	(27,802)	(27,427)
Change in employee future benefits	(8,597)	(1,624)
Change in investments in government business enterprises	85	574
Unrealized remeasurement gains on foreign exchange	349	12
Loss on disposal of capital assets	1,003	1,489
Changes in non-cash operating working capital:		
Decrease in accounts receivable	3,209	3,267
Decrease in loans receivable	55	60
Decrease (increase) in inventories	(403)	172
Decrease (increase) in prepaid expenses	2,626	(1,566)
Increase in accounts payable and accrued liabilities	7,034	11,808
Decrease (increase) in due to/from government organizations	(6,455)	2,131
Increase (decrease) in deferred revenue	5,283	2,271
Increase in deferred contributions	14,849	68,539
Net change from operating activities	66,709	130,278
Capital activities:		
Acquisition of tangible capital assets	(135,843)	(87,575)
Net change from capital activities	(135,843)	(87,575)
Investing activities:		
Net sale (acquisition) of portfolio investments	24,095	(122,498)
Net acquisition of restricted endowment investments	(25,462)	(16,973)
Net change from investing activities	(1,367)	(139,471)
Financing activities:		
Proceeds of debt	35,355	87,114
Repayment of debt	(2,266)	(1,678)
Deferred capital contributions	33,176	29,688
Net change from financing activities	66,265	115,124
Net change in cash and cash equivalents	(4,236)	18,356
Cash and cash equivalents, beginning of year	167,136	148,780
Cash and cash equivalents, end of year	\$ 162,900	\$ 167,136

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

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

1. Authority, purpose and COVID-19

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

On March 11, 2020, the COVID- 19 outbreak was declared a pandemic by the World Health Organization. This resulted in governments worldwide, including the Canadian federal and provincial governments enacting emergency measures to combat the spread of the virus. The economic conditions and the University’s response to the pandemic had a material impact on the University’s operating results and financial position for the fiscal year March 31, 2022. While these affects are expected to be temporary, the duration of the disruption and related financial impact cannot be reasonably estimated at this time. Given the unprecedented and pervasive impact of changing circumstances surrounding the COVID-19 pandemic, there is inherently more uncertainty as compared to prior periods.

2. Summary of significant accounting policies

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

(a) Basis of accounting

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

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

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

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

- Contributions for the purposes of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(a) Basis of accounting (continued)

- Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period in which the stipulation or restriction on the contributions have been met.

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

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

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

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

(b) Basis of consolidation

(i) Consolidated entities

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

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

- UVic Industry Partnerships (formerly University of Victoria Innovation and Development Corporation) which facilitates research partnerships between the private sector and the University.
- University of Victoria Properties Investments Inc. which manages the University's real estate holdings including the Vancouver Island Technology Park Trust.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(i) Consolidated entities

- Ocean Networks Canada Society which manages the University's VENUS and NEPTUNE ocean observatories.
- Pacific Climate Impacts Consortium which stimulates collaboration to produce climate information for education, policy and decision making.
- University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria which encourage the financial support of the University and administer the University's endowment funds.
- Byron Price & Associates Ltd. which holds land in North Saanich.

(ii) Investment in government business enterprises

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

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

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

(iii) Investment in government partnerships

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

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

The following organization is a government partnerships and is proportionately consolidated in these financial statements:

- Western Canadian Universities Marine Sciences Society (WCUMSS) which operates a marine research facility at Bamfield on the west coast of Vancouver Island. These financial statements include the University's 20% interest.

Prior to June 1, 2021, the consolidated financial statements included the University's 7.14% interest in Tri-Universities Meson Facility (TRIUMF) a joint venture which operates a research facility for sub-atomic physics located at the University of British Columbia. On June 1, 2021, the University approved an amendment to the TRIUMF Joint Venture Agreement and the transfer of assets and obligations of TRIUMF to TRIUMF INC, a federal not-for-profit corporation. As a result of these changes, TRIUMF is no longer proportionately consolidated in these financial statements. The impact of this is detailed in Note 10.

(iv) Trusts under administration

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

(v) Funds held in trust

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

(c) Cash and cash equivalents

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(d) Loans receivable

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

(e) Financial instruments

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

(i) Fair value category

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

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



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(e) Financial instruments (continued)

(ii) Cost category

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

The underwriting discount along with consulting fees relating to the debenture issuances are capitalized and amortized to match the term of the long-term debenture. Amortization is calculated based on the effective interest rate method.

(f) Short-term investments

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

(g) Inventories for resale

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

(h) Non-financial assets

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

(i) Tangible capital assets

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Tangible capital assets (continued)

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

(h) Non-financial assets (continued)

(i) Tangible capital assets (continued)

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

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

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

(ii) Works of art and historic assets

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

(iii) Leased capital assets

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

(iv) Inventories held for use

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Employee future benefits

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

(j) Revenue recognition

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

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

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

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

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

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

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(l) Use of estimates

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

(m) Foreign currency translation

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

(n) Functional classification of expenses

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

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(n) Functional classification of expenses (continued)

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

(o) Budget figures

Budget figures have been provided for comparative purposes. The budget was approved by the Board of Governors of the University on September 28, 2021 and provided to the Province. The budget is reflected in the statement of operations and accumulated surplus and the statement of changes in net debt.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

3. Cash and cash equivalents

	2022	2021
Cash	\$ 16,736	\$ 35,127
Short-term investments	146,164	131,137
Restricted cash	-	872
	\$ 162,900	\$ 167,136

Restricted cash is comprised of an escrow account balance related to TRIUMF's asset retirement obligations (see Note 10).

4. Accounts receivable

	2022	2021
Revenues receivable	\$ 17,701	\$ 20,547
Accrued interest receivable	665	1,202
Less: provision for doubtful accounts	(4,448)	(4,622)
	\$ 13,918	\$ 17,127

5. Due from governments

	2022	2021
Federal government	\$ 16,831	\$ 5,259
Provincial government	2,186	1,407
Other	267	371
	\$ 19,284	\$ 7,037



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

6. Financial instruments

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

(a) Portfolio investments

Fair Value Hierarchy		2022	2021
Portfolio investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 173,818	\$ 166,339
Canadian equities	Level 1	1,982	16,412
Global equities	Level 1	58,160	64,770
Bonds	Level 2	2,936	16,656
Infrastructure, real estate and private equity	Level 3	20,697	21,819
		257,593	285,996
Portfolio investments at cost which approximates fair value:			
Short-term investments		-	4,305
Cash		581	1,037
Other		377	50
Total portfolio investments		\$ 258,551	\$ 291,388

(b) Restricted endowment investments

Fair Value Hierarchy		2022	2021
Restricted endowment investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 111,706	\$ 46,251
Canadian equities	Level 1	-	43,077
Global equities	Level 1	227,172	181,799
Bonds	Level 2	-	40,938
Infrastructure and real estate	Level 3	77,173	64,933
		416,051	376,998
Restricted endowment investments at cost which approximates fair value:			
Short-term investments		-	12,814
Cash		2,186	2,963
Total restricted endowment investments		\$ 418,237	\$ 392,775



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

6. Financial instruments (continued)

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

	Fair Value Hierarchy	2022	2021
Derivatives - interest rate swaps on debt quoted at fair value:			
Province of BC floating interest rate fixed at 1.86%, commencing 2023 through 2053, unsecured	Level 2	\$ 22,235	\$ 17,241
Province of BC floating interest rate fixed at 1.90%, commencing 2024 through 2054, unsecured	Level 2	3,783	2,981
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2025, unsecured	Level 2	(141)	(403)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured	Level 2	(69)	(325)
Total derivatives		\$ 25,808	\$ 19,494

7. Loans receivable

	2022	2021
Various faculty and senior administrators		
Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages	\$ 4,464	\$ 4,639
Heritage Realty Properties Ltd.		
Promissory note receivable, interest at Royal Bank Prime + 2.0%, due March 31, 2023, secured by an unregistered equitable mortgage	10,634	9,608
Vancouver Island Technology Park Trust loans receivable		
Interest at 5.13%, due April 2030, unsecured	7,510	8,242
Interest at 6.13%, due April 2030, unsecured	1,887	2,061
	\$ 24,495	\$ 24,550



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

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

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

Summary of employee future benefit assets:

		2022	2021
Staff pension plan	(Note 8(a)(ii))	\$ (37,049)	\$ (28,189)
Supplemental pension obligations	(Note 8(a))	9,043	8,854
Special accumulated sick leave	(Note 8(b))	2,806	2,738
Basic group life insurance plan		897	891
		\$ (24,303)	\$ (15,706)

(a) Pension benefits**(i) Combination plan**

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan's benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.00% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.00% of salary in excess of the YMPE. The University makes contributions equal to 6.37% of salary up to the YMPE plus 8.00% of salary in excess of the YMPE. The university also contributes 4.00% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2018 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2021 and is expected to be completed in September 2022. A solely defined contribution plan is available for part-time faculty and administrative and academic professional staff who meet certain eligibility criteria. The University has made contributions to these two plans during the year of \$25,885,000 (2021 - \$24,142,000) and recorded them as a pension expense.

The University provides supplemental pensions in excess of those provided under registered plans. They are fully funded out of the general assets of the University. The accrued liabilities of these arrangements total \$9,043,000 as at March 31, 2022 (2021 - \$8,854,000). The University paid supplemental benefits of \$397,000 in the year (2021 - \$265,000) and recorded employee benefit expense of \$324,000 (2021 - \$256,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

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

(a) Pension benefits (continued)

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2019, the average age of the 1,190 active employees covered by the Plan is 48.1. In addition, there are 618 former employees who are entitled to deferred pension benefits averaging \$279 per month. At December 31, 2019, there were 857 pensioners receiving an average monthly pension of \$1,000. The employees make contributions equal to 4.86% of salary that does not exceed the YMPE plus 6.61% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of \$6,350,000 (2021 – \$6,264,000). The Plan paid benefits in the year of \$14,204,000 (2021 – \$11,833,000).

The pension asset at March 31 includes the following components:

	2022	2021
Accrued benefit obligation	\$ 266,223	\$ 255,957
Pension fund assets	(324,743)	(321,853)
	(58,520)	(65,896)
Unamortized actuarial gains	21,471	37,707
Net asset	\$ (37,049)	\$ (28,189)

Actuarial valuations are performed triennially using the projected benefit prorated method. The latest triennial actuarial valuation completed as at December 31, 2019 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$87,417,000. The next required valuation will be as at December 31, 2022, which will be completed in the summer of 2023. The *Pension Benefits Standards Act* of British Columbia requires minimum annual contributions or the use of letters of credit to fund a portion of the solvency deficiency. The University has chosen to arrange a letter of credit in the amount of \$29.2 million at March 31, 2022 (2021 – \$28.5 million) to satisfy the contribution requirements through 2022.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

This letter of credit will be reassessed in conjunction with the next plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2022 is based on an extrapolation of that 2019 valuation. There is an unamortized gain to be amortized on a straight-line basis over the expected average remaining service life of the related employee group (9 years).

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the University's best estimates. The expected inflation rate is 2%. The discount rate used to determine the accrued benefit obligation is 5.7%. Pension fund assets are valued at market value as at March 31, 2022. Prior year pension fund assets are valued as at December 31, 2020.

The expected rate of return on pension fund assets is 5.7%. The actual rate of return on Plan assets in 2022 was 2.8%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2022	2021
Current period benefit cost	\$ 8,647	\$ 8,403
Amortization of actuarial gains	(4,838)	(1,521)
	3,809	6,882
Less: Employee contributions	(2,437)	(2,325)
Pension benefit expense	1,372	4,557
Interest cost on the average accrued benefit obligation	14,642	14,060
Expected return on average pension plan assets	(18,233)	(15,658)
Pension interest income	(3,591)	(1,598)
Total pension expense/(income)	\$ (2,219)	\$ 2,959

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$129,000 (2021 – \$129,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2022 the balance of this special accumulated sick leave was \$2,806,000 (2021 – \$2,738,000).

(c) Other long-term disability plan

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University contribution for the year ending March 31, 2022 was \$1,308,000 (2021 – \$1,304,000).

9. Investments in government business enterprises

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

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

	2022	2021
Equity at beginning of year	\$ 1,565	\$ 3,245
Dividends/distributions paid	(1,002)	(1,637)
Net earnings (loss)	524	(43)
Equity at end of year	1,087	1,565
Dividends/distributions payable	7,449	7,056
Investment in government business enterprises	\$ 8,536	\$ 8,621

Change in equity in government business enterprises:

	2022	2021
Assets	\$ 36,298	\$ 39,112
Liabilities	(35,211)	(37,547)
Equity	\$ 1,087	\$ 1,565



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

*(tabular figures in thousands of dollars)***9. Investments in government business enterprises (continued)**

Consolidated Statement of Operations

	2022	2021
Revenue	\$ 17,833	\$ 14,070
Expenses	(17,309)	(14,113)
Surplus (deficit) for the year	\$ 524	\$ (43)

10. Investments in government partnerships

The University is one of five university members of the Western Canadian Universities Marine Sciences Society (WCUMSS) for marine field research. The University provided a grant to the Society in 2022 of \$273,400 (2021 – \$273,400). WCUMSS financial results are proportionately consolidated with those of the University based upon the University's share of its total contributions of 20% (2021 – 20%).

Prior to June 1, 2021, the consolidated financial statements included the University's 7.14% interest (2021 - 7.14%) in Tri-Universities Meson Facility (TRIUMF) a joint venture which operates a research facility for sub-atomic physics located at the University of British Columbia. On June 1, 2021, the University approved an amendment to the TRIUMF Joint Venture Agreement and the transfer of assets and obligations of TRIUMF to TRIUMF INC, a federal not-for-profit corporation. As a result of these changes, TRIUMF is no longer proportionately consolidated in these financial statements.

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

Consolidated Statement of Financial Position

	2022	2021
Financial assets	\$ 359	\$ 4,423
Liabilities	(375)	(3,057)
Net assets	(16)	1,366
Non-financial assets	1,320	1,289
Accumulated surplus	\$ 1,304	\$ 2,655

Consolidated Statement of Operations

	2022	2021
Revenue	\$ 301	\$ 6,801
Expenses	(2,002)	(6,581)
Surplus (deficit) for the year	\$ (1,701)	\$ 220



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

10. Investments in government partnerships (continued)

TRIUMF's assets and liabilities have not been included in the consolidated statement of financial position as at March 31, 2022. The accumulated surplus before removal of TRIUMF on June 1, 2021, was \$1,299,000. The removal resulted in an increase of supplies and services expense of \$1,299,000 included in the consolidated statement of operations for the year ended March 31, 2022. As of March 31, 2022, the impact of removing TRIUMF from the consolidated financial statements is as follows:

	2022	2021
Financial Assets (before removal of TRIUMF)	\$ 3,957	\$ 3,957
Removal of TRIUMF	(3,957)	-
Financial Assets, end of year	-	3,957
Liabilities (before removal of TRIUMF)	(2,658)	(2,658)
Removal of TRIUMF	2,658	-
Liabilities, end of year	-	(2,658)
Accumulated Surplus before removal of TRIUMF)	1,299	1,299
Removal of TRIUMF	(1,299)	-
Accumulated Surplus, end of year	\$ -	\$ 1,299

11. Accounts payable and accrued liabilities

	2022	2021
Accounts payable and accrued liabilities	\$ 35,237	\$ 28,752
Salaries and benefits payable	6,496	6,788
Accrued vacation pay	13,011	12,170
	\$ 54,744	\$ 47,710



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

12. Deferred contributions

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

	2022	2021
Specific purpose (including endowment earnings)	\$ 140,217	\$ 160,814
Research	103,790	79,942
Capital	12,785	1,187
	\$ 256,792	\$ 241,943

	2022				2021
	Specific Purpose	Research	Capital	Total	
Balance, beginning of year	\$ 160,814	\$ 79,942	\$ 1,187	\$ 241,943	\$ 173,404
Contributions and endowment investment income	21,283	122,767	12,273	156,323	198,278
Revenue recognized from deferred contributions	(41,880)	(98,919)	(675)	(141,474)	(129,739)
Balance, end of year	\$ 140,217	\$ 103,790	\$ 12,785	\$ 256,792	\$ 241,943

The balance shown under specific purpose includes accumulated unrealized gains of \$51,083,000 (2021 – \$86,566,000) from endowment investments.

13. Deferred capital contributions

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue at the same rate that amortization of the related tangible capital asset is recorded. Treasury Board provided direction on accounting treatment as disclosed in Note 2(a). Changes in the deferred capital contributions balance are as follows:

	2022	2021
Balance, beginning of year	\$ 430,999	\$ 428,738
Contributions received during the year	33,176	29,688
Revenue from amortization of deferred capital contributions	(27,802)	(27,427)
Balance, end of year	\$ 436,373	\$ 430,999



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

14. Debt

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

	2022	2021
Province of British Columbia Commercial paper financing for Student Housing and Dining project to be converted in 2023 and 2024 to term loans due in 2053 and 2054, unsecured (<i>Note 14(c)</i>)	\$ 122,470	\$ 87,114
Royal Bank of Canada 5.38% term loan due 2024, unsecured	3,443	4,468
Province of British Columbia 2.28% bond due 2023, unsecured	3,822	3,858
British Columbia Immigrant Investment Fund 2.48% term loan due 2023, unsecured	6,227	6,701
Province of British Columbia 4.82% bond due 2027, unsecured, with annual sinking fund payments of \$327,000	10,800	10,800
Province of British Columbia 4.74% bond due 2038, unsecured, with annual sinking fund payments of \$302,000	10,000	10,000
Great West Life Insurance Company 5.13% term loan due 2030, unsecured	7,510	8,242
Debt	\$ 164,272	\$ 131,183



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

*(tabular figures in thousands of dollars)***14. Debt (continued)**

(a) Principal repayments

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

	Sinking Fund	Other	Total
2023	\$ 629	\$ 2,376	\$ 3,005
2024	629	9,068	9,697
2025	629	5,686	6,315
2026	629	4,595	5,224
2027	629	4,720	5,349
Thereafter	932	117,027	117,959
	\$ 4,077	\$ 143,472	\$ 147,549

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$11,997,000 (2021 – \$12,043,000) will provide for the retirement at maturity of \$20,800,000 of debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.

(c) Student Housing and Dining project financing

The University is authorized by the Province of British Columbia to borrow \$122,654,000 in order to finance a portion of the construction costs of the Student Housing and Dining (SHD) project. The debt related to the SHD project is \$122,470,000 as at March 31, 2022 (2021 – \$87,114,000). This debt is financed by short term commercial paper loans which will be converted to 30 year term loans at completion of the SHD project in two phases in 2023 and 2024. As at March 31, 2022, the University holds two commercial paper loans with balances of \$65,000,000 and \$57,470,000 and interest rates of 0.14% and 0.79%, respectively.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

15. Tangible capital assets

Cost	Balance as at March 31, 2021	Additions	Disposals	Balance as at March 31, 2022
Land	\$ 22,582	\$ -	\$ -	\$ 22,582
Site improvements	49,274	2,417	-	51,691
Buildings	953,170	109,295	(1,270)	1,061,195
Equipment and furnishings	190,964	20,789	(12,750)	199,003
Information systems	18,441	-	-	18,441
Computer equipment	16,563	2,144	(3,539)	15,168
Library holdings	34,664	1,198	(3,714)	32,148
Total	\$ 1,285,658	\$ 135,843	\$ (21,273)	\$ 1,400,228

Accumulated amortization	Balance as at March 31, 2021	Disposals	Amortization	Balance as at March 31, 2022
Site improvements	\$ 23,620	\$ -	\$ 1,420	\$ 25,040
Buildings	290,387	(267)	18,655	308,775
Equipment and furnishings	98,273	(12,750)	20,437	105,960
Information systems	18,441	-	-	18,441
Computer equipment	9,984	(3,539)	3,940	10,385
Library holdings	20,198	(3,714)	3,001	19,485
Total	\$ 460,903	\$ (20,270)	\$ 47,453	\$ 488,086

Net book value	March 31, 2022	March 31, 2021
Land	\$ 22,582	\$ 22,582
Site improvements	26,651	25,654
Buildings	752,420	662,783
Equipment and furnishings	93,043	92,691
Computer equipment	4,783	6,579
Library holdings	12,663	14,466
Total	\$ 912,142	\$ 824,755



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

Year ended March 31, 2022

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

(a) Contributed tangible capital assets:

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

	2022	2021
Equipment and furnishings	\$ 224	\$ 69

(b) Assets under construction

Assets under construction comprised of buildings having a value of \$163,640,000 (2021 – \$65,333,000) and equipment having a value of \$17,209,000 (2021 – \$14,219,000) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(c) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year had an original cost of \$20,003,000 (2021 – \$21,896,000) and related to fully amortized assets with a net book value of \$nil (2021 – \$nil). The de-recognition of capital assets from the deconstruction of existing buildings on the site of the Queenswood Campus Child Care Centre had an original cost of \$1,270,000 related to assets with a net book value of \$1,003,000.

16. Financial risk management

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

(a) Credit risk

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

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

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

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2022 is \$419,041,000 (2021 – \$401,377,000).



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(a) Credit risk (continued)

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

Credit Rating	%
AAA	13.9%
AA	11.9%
A	11.1%
BBB	6.7%
BB and below	3.0%
Mortgages	14.1%
Foreign exchange	0.3%
Cash and short-term	
R1 high	12.4%
R1 mid	0.6%
R1 low	26.0%
	100.0%

(b) Price risk

Price risk includes market risk and interest rate risk.

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(b) Price risk (continued)

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

Asset Class		Estimated Volatility (% change)
Bonds	+/-	5.8%
Canadian equities	+/-	20.0%
Global equities	+/-	18.0%
Real estate	+/-	12.5%
Infrastructure	+/-	12.5%
Private equity	+/-	21.0%
Benchmark for Investments		Net Impact on Market Value
FTSE Canada Universe Bond index	+/-	\$ 15,827
S&P/TSX Composite index	+/-	396
MSCI All Country World Index	+/-	51,333
Canadian Consumer Price Index (Real Estate)	+/-	7,169
Canadian Consumer Price Index (Infrastructure)	+/-	4,793
Canadian Consumer Price Index (Private Equity)	+/-	87

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

It is management's opinion that the University is exposed to market or interest rate risk arising from its financial instruments. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise (fall) in interest rates will cause a decrease (increase) in bond prices; the longer the duration, the greater the effect. Duration is managed by the investment manager at the fund level. At March 31, 2022, the modified duration of all fixed income in aggregate was 3.6 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.6%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.6%.

The University's debt is fixed rate; accordingly, changes in interest rates do not impact interest payments but may impact the fair value of such debt and the fair value of related derivatives (interest rate swaps on debt). The University uses interest rate swaps to lock in interest rates on future debt issues to protect against rising interest rates.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(c) Liquidity risk

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

17. Accumulated surplus

Accumulated surplus is comprised of the following:

	2022	2021
Endowments	\$ 418,237	\$ 392,775
Invested in capital assets	331,004	282,858
Internally restricted	140,897	156,741
Unrestricted	28,964	58,708
Accumulated remeasurement gains	26,178	28,257
	\$945,280	\$ 919,339

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

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

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

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

*(tabular figures in thousands of dollars)***18. Endowments**

Changes to the endowment principal balances, not including remeasurement gains/losses, (see note 12 for accumulated unrealized gains/ losses on restricted endowment investments) are as follows:

	2022	2021
Balance, beginning of year	\$ 392,775	\$ 374,307
Contributions received during the year	12,056	14,327
Invested income and donations capitalized	13,406	2,606
Funding of previous years capitalization to endowment	-	1,535
Balance, end of year	\$ 418,237	\$ 392,775

The balance shown does not include endowment principal with fair value of \$8,300,000 (2021 – \$8,187,000) and book value of \$4,820,000 (2021 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

19. Contractual rights

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

20. Contractual obligations

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

	2023	2024	2025	2026	2027
Construction contracts	\$ 34,172	\$ 42,944	\$ 13,777	\$ 111	\$ -
Operating leases	347	157	157	86	-
Total	\$ 34,519	\$ 43,101	\$ 13,934	\$ 197	\$ -



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

Year ended March 31, 2022

*(tabular figures in thousands of dollars)***21. Contingent liabilities**

The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the University's financial position or results.

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

22. Expenses by object

The following is a summary of expenses by object:

	2022	2021
Salaries and wages	\$ 363,199	\$ 340,135
Employee benefits	60,399	62,035
Travel	4,134	1,868
Supplies and services	84,024	72,048
Equipment rental and maintenance	10,730	9,794
Utilities	8,353	7,159
Scholarships, fellowships and bursaries	50,953	47,154
Cost of goods sold	8,581	5,127
Interest on long-term debt	2,334	2,446
Amortization of tangible capital assets	47,453	47,174
	\$ 640,160	\$ 594,940

23. Trusts under administration**(a) University of Victoria Long-Term Disability Trust**

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2022

(tabular figures in thousands of dollars)

23. Trusts under administration (continued)

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

As of March 31, 2022, the balances of the long-term disability plan are as follows:

	2022	2021
Assets	\$ 20,703	\$ 20,952
Accrued benefit obligation	(28,935)	(21,398)
	\$ (8,232)	\$ (446)

(b) Funds held in trust

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2022 – \$4,238,000; 2021 – \$3,750,000).

24. Supplemental cash flow information

	2022	2021
Cash paid for interest	\$ 1,865	\$ 1,958

25. Related party transactions

The University is related through common control to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount. The university accounts for its controlled entities, government business enterprises and government partnerships as outlined in Note 2(b). During the year ended March 31, 2022, there have been no material transactions between the university and its key management personnel or their close family members.





University
of Victoria

Senate Committee on
Academic Standards

MEMO

Date: September 13, 2022

To: Senate

From: Senate Committee on Academic Standards

Re: **Implementation Report on the new Undergraduate Regulation on Academic Concessions**

At the May 2022 Senate meeting, the new Undergraduate Academic Concessions Regulation and Guidelines were approved for the September 2022 academic calendar. In connection with this approval, a commitment was made to report on the progress of the communication to campus and any implementation updates. The committee also committed that the regulation would be reviewed after a full year of post-pandemic operations.

Over the past summer months, a communication was relayed in "Teach Anywhere" and "Learn Anywhere" sites through the Division of Learning and Teaching Support and Innovation. As well, the Vice-President Academic and Provost's Office sent out an email communication to Deans, Associate Deans, Chairs and Directors. Finally, a digital communication plan was launched at the start of the fall 2022 term for all students on campus.

In addition to these communications, instructor and student orientation sessions made note of the new regulation for undergraduate students and the Office of Student Life agreed to include this information in the pre-arrival guide for incoming first-year students.

In regards to the implementation of the Request for Academic Concession (RAC) forms, the Office of the Registrar convened a small working group to update the [Undergraduate requests for academic concession web page](#) and RAC forms in alignment with the approved regulations and guidelines. Both the web page and RAC forms have been created using the voice and terminology with which students are familiar. The draft webpage and draft forms were shared amongst the university community and the feedback was included in the final publications for September 8, 2022. Next, the Office of the Registrar will invite feedback on the draft extended deferral process and draft approval forms for use in October 2022.

Based on these implementation activities, the Senate Committee on Academic Standards is reporting to Senate editorial revision to the Undergraduate Academic Concessions Guidelines. The edits include the correction of one instance of inconsistent wording and an update to the flowchart to reflect the new forms developed by the Office of the Registrar. These revisions remain consistent with the May 2022 Senate-approved regulation and guidelines in following a trauma-informed process.

/attachment

Respectfully submitted,

2022/2023 Senate Committee on Academic Standards

Yasmine Kandil (Chair), Faculty of Fine Arts

Elizabeth Adjin-Tettey, Acting Associate Vice-President Academic and Planning
Deborah Berman, UVSS representative
Steve Evans, VPAC's nominee
Kayleigh Francis, GSS representative
Matsuko Friedland, Student Senator
Andrea Giles, Executive Director, Coop Education and Career Services
Rob Hancock, Faculty of Social Sciences
Tim Haskett, Faculty of Humanities
Sabrina Jackson, Associate Registrar
Artem Kuklev, Student Senator
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
Tim Pelton, Faculty of Education
Yang Shi, Faculty of Engineering and Computer Science
Dani Stinson, Faculty of Graduate Studies
Wendy Taylor, Acting Registrar
Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)
Alivia Wang, Convocation Senator
Ada Saab (Secretary), Associate University Secretary

Guidelines for Undergraduate Academic Concessions Regulation

Purpose of Guidelines

These Guidelines are intended to accompany the Undergraduate Academic Concessions Regulation in the Undergraduate Calendar. They provide context to assist in the consistent interpretation and application of the regulation by describing assumptions and processes. While these guidelines provide supplementary information, the regulation itself remains the definitive text.

Purpose of Regulation

The purpose of the Undergraduate Academic Concessions regulation is to provide alternate academic arrangements for students experiencing unexpected and unavoidable circumstances that affect their ability to complete course requirements. Students have the option to drop a course themselves via MyPage before the academic drop deadline without submitting a formal Request for Academic Concessions (RAC).

Related Policies and Regulations

Students who require academic accommodations for long-term and/or chronic medical conditions should contact the [Centre for Accessible Learning \(CAL\)](#).

Students whose ability to complete course requirements is affected by religious observances may, with reasonable notice, request an accommodation from their instructor(s) in accordance with the [Accommodation for Religious Observance policy](#).

Key Values

The Undergraduate Academic Concessions Regulation outlines a series of key values that guide its processes and use. Specifically, it indicates that:

- requests for academic concessions will be treated as confidential and in an equitable, fair, consistent, transparent and timely manner;
- the process for requesting and granting academic concessions will be grounded in an assumption of good faith on the part of students, instructors, administrators and staff, in the absence of compelling evidence to the contrary; and
- the right of the student to request a concession is balanced with the responsibility of the instructor to ensure that course requirements and academic standards are met.

Key Terms

The Undergraduate Academic Concessions Regulation works in conjunction with other regulations, policies and definitions in the Undergraduate Calendar.

Aegrotat (AEG): Transcript notation accompanying a final grade, assigned where valid grounds for a request for academic concession affected the student's performance or prevented completion of all course work.

Backdated Drop: Drop of a course without academic penalty after the last day for withdrawing without penalty of failure.

Backdated drops cannot be requested directly by students; instead, students will request a Withdrawal under Extenuating Circumstances (WE). In exceptional circumstances (e.g., the student was not able to complete any of the course requirements) Backdated Drops represent an option for Deans (or designates) to assign.

Deferral (DEF): Additional time to complete course requirements by a deadline agreed upon by the student and the instructor. A Deferral is temporarily placed on a student's transcript and is used only when deferred status has been granted because of a request for an academic concession.

If a Deferral is granted, any required course work (including exams) must be completed at the latest by a date set by the instructor which is to be no later than the end of the term immediately following the course:

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

In order to support conditions for student success, a significant portion of the course must be completed before a deferral may be granted. If deferred work is not completed by the deadline, the final grade for the course reverts to the grade calculated and submitted originally by the instructor on the basis of the work that was completed. A Deferral may be extended beyond the above deadlines only in exceptional circumstances and only with the written permission of the Dean (or designate) of the student's Faculty. An additional RAC is required to request an Extended Deferral.

Extended Deferral: If a student has been approved for a Deferral but is unable to complete the course work by the deferral completion deadline, the student can apply for an Extended Deferral. This must normally be done no later than the deadline set for completion in the initial Deferral. This is a decision granted by the Dean (or designate), is not guaranteed, and may depend on many factors. A request for an extended deferral is not normally granted more than once per course.

Withdrawal under Extenuating Circumstance (WE): The WE registration status will be assigned to a course and the associated grade removed (if applicable) when approved by the Dean (or designate) following a request for academic concession from a student. This registration status is appropriate when a student has completed a substantial portion of a course but is not able to complete. A course with a WE notation remains on the student's record but does not factor into the grade point average. Students who receive a WE are normally assessed full tuition for the course. A student request for a WE constitutes an exceptional circumstance for which accompanying documentation will be required (see below).

Key Definitions

Justification: Students seeking an academic concession will be required to provide a rationale for their request, which must include a clear indication of the specific grounds upon which they are making the request and the impact of the circumstances on their ability to complete course requirements.

Documentation: Students will not be required to produce documentation for requests for academic concessions related to unexpected ~~or~~ and unavoidable circumstances, except in exceptional circumstances as determined by the Dean (or designate) based on the criteria identified below. There are two situations where documentation will always be required:

1. Students making a request based on conflicting responsibilities:
 - a. For students serving in the armed forces or emergency services, an official letter from a commanding officer or other official;
 - b. For student athletes representing the university, a letter from Vikes Athletics;
 - c. For students representing the province or the country in athletic competitions, a letter of invitation;
 - d. For students representing the university, province or country at an academic event or an artistic performance, a letter of invitation or a copy of the program indicating their participation.
2. Students requesting an academic concession because they are not able to complete the course requirements (WE or AEG).

Exceptional Circumstances: There are certain specific instances where documentation will be required in order to assess the request and identify the appropriate response. These include:

- circumstances where the student is unable to complete the course, whether the request is made before final course grades are submitted or after (WE or AEG);
- requests made by a student who has completed all course requirements but may have been unfit to make the decision to do so;
- requests made a significant amount of time after the course has ended (usually one year or more); and
- other circumstances identified by a Dean (or designate) in accordance with the guiding principles of the regulation and guidelines.

Requests for supplementary documentation for exceptional circumstances will only come from, and will only be provided to, the Dean (or designate) of the student's faculty. Individual instructors are not authorized to request documentation, including notes from health care providers, directly from students.

Alternate Academic Arrangements

Instructors are expected to make reasonable efforts to identify alternate academic arrangements for students who submit valid requests for academic concessions in their courses and are encouraged to respond in a timely manner to such requests. These efforts may include but are not limited to:

- a. an alternate examination date and time; and/or
- b. an agreed upon assignment extension.

There are certain circumstances where alternate academic arrangements may not be possible or appropriate, such as when a student is registered in a practicum or co-op term or when there are considerations related to accreditation, fairness, equity and/or academic standards. For instance, academic concessions for practicum courses may be made in consideration of the host organization. Such requests are made through the academic unit's administrative office and granted pending approval by both the program and school. Instructors are encouraged to be as explicit as possible in their syllabi about course requirements for which an alternate academic arrangement may not be available. Instructors with questions or concerns about student requests for academic concessions are encouraged to consult with their Chair, Director or Associate Dean as appropriate.

Dates for expected completion of missing coursework must be set to ensure that grades are submitted in a timely manner. If a student is unable to complete outstanding course requirements before the submission of final grades for the course, existing policies and procedures governing deferred (DEF) grades and the approval of grades will apply.

Deferred Status

A student who intends to complete the course requirements but is unable to do so before the submission of final grades may request a Deferral. A student who is subsequently unable to complete course requirements before the end date of their approved Deferral, may submit an additional academic concession request for an Extended Deferral.

There are situations where a request for a Deferral or an Extended Deferral may not be approved. These include, but are not limited to, a lack of an appropriate instructor to grade the deferred course requirements and the presence of outstanding course requirements for which alternate academic arrangements cannot be made. A decision on a request for a Deferral will also consider the proportion of course requirements remaining to be finished. If alternate arrangements cannot be made, existing policies governing the approval of grades will apply.

Syllabus

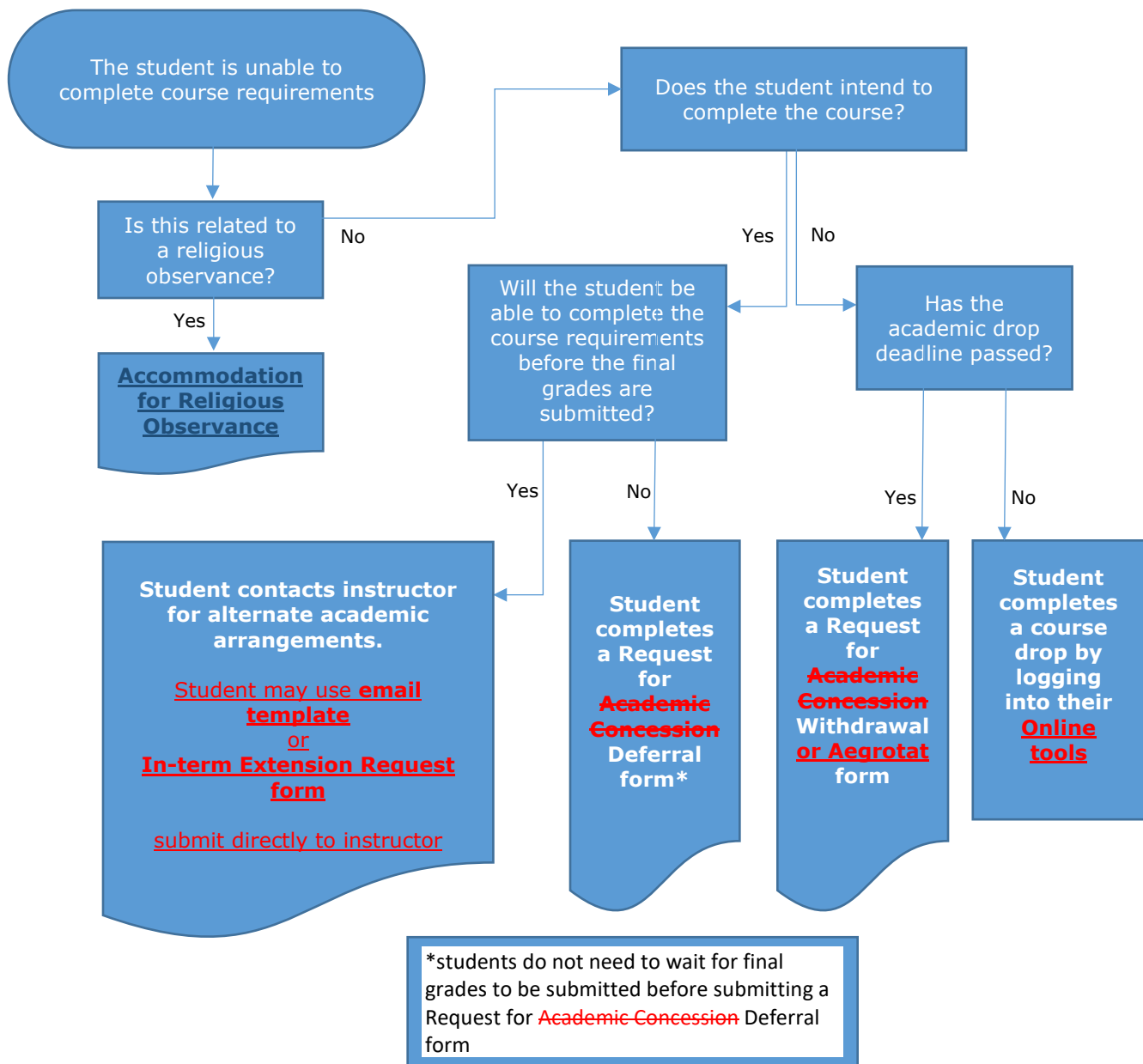
A student is responsible for the completion of their coursework. Instructors can support the successful completion of coursework by providing clear information about any specific plans for and/or limitations on alternate academic arrangements. The process for any alternate academic arrangements should be explained in advance in the course syllabus. Instructors are encouraged to proactively indicate any course requirements for which an academic concession will not be possible.

Suggested syllabus text:

Students have the responsibility to proactively seek advice when facing unexpected and unavoidable circumstances and conflicting responsibilities interfere with their academic obligations.

Procedure for Academic Concessions Requests

There are a number of processes available to students who face challenges completing course requirements. Requests for academic concessions are separated into three categories which are outlined in the flowchart below and further explained in the guidelines following this chart.



Extended Deferrals are normally requested no later than the deadline set for completion in the initial Deferral.

It is the student's responsibility to make a request for an academic concession as soon as possible. In order to support student success, it is essential that Deans (and designates) and instructors respond to requests for academic concessions in a timely way. In a case where a student makes a request for an academic concession a significant time after the end of a course (usually one year or longer), options may be limited and supplemental documentation, including medical documentation where appropriate, will be required.

Receiving an academic concession, particularly those that affect the total number of units in which a student is registered, can have significant impacts on other aspects of a student's academic plan and progress. Students considering requesting an Academic Concession are advised to contact the following offices as applicable:

- Students studying on a visa or study permit: [International Centre for Students \(ICS\)](#)
- Students with questions regarding academic program considerations, time to completion, etc.: [Academic Advising offices](#)
- Students receiving scholarships, bursaries and/or student loans: [Student Awards and Financial Aid](#) (SAFA)
- Indigenous students receiving Band, Nation or external funding: [Indigenous Student Support Coordinator](#) (IACE)

Key Contacts for Deans, Instructors and Staff

Deans, instructors and staff who require further information about grounds for requests for academic concessions made by students are encouraged to connect with the following resources:

- Indigenous cultural or community obligations
 - Indigenous Student Support Coordinator (IACE or OSL)
- Varsity Athletics
 - Associate Director, Sports Compliance and Student Support
- Artistic performance
 - Applicable Chair, Director or Associate Dean
- Academic event
 - Applicable Chair, Director or Associate Dean



University
of Victoria

Senate Committee on
Academic Standards

MEMO

Date: September 21, 2022

To: Senate

From: Senate Committee on Academic Standards

Re: **Proposal to allow academic units which do not offer an active graduate program to offer graduate-level Directed Studies courses using their program code**

At its meeting on May 26, 2022, the Senate Committee on Academic Standards reviewed the proposal to allow academic units which do not offer an active graduate program to offer graduate-level Directed Studies courses using their program code.

Recommended Motion:

That Senate approve the revisions as outlined in the memo "Proposal to allow academic units which do not offer an active graduate program to offer graduate-level Directed Studies courses using their program code."

/attachment

Respectfully submitted,

2022/2023 Senate Committee on Academic Standards

Yasmine Kandil (Chair), Faculty of Fine Arts

Elizabeth Adjin-Tettey, Acting Associate Vice-President Academic and Planning

Deborah Berman, UVSS representative

Steve Evans, VPAC's nominee

Kayleigh Francis, GSS representative

Matsuko Friedland, Student Senator

Andrea Giles, Executive Director, Coop Education and Career Services

Rob Hancock, Faculty of Social Sciences

Tim Haskett, Faculty of Humanities

Sabrina Jackson, Associate Registrar

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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

Tim Pelton, Faculty of Education

Yang Shi, Faculty of Engineering and Computer Science

Dani Stinson, Faculty of Graduate Studies

Wendy Taylor, Acting Registrar

Diana Varela, Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)

Alivia Wang, Convocation Senator

Ada Saab (Secretary), Associate University Secretary



Graduate Studies | Office of the Dean
University Centre A207 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-721-7970 | F 250-721-8957 | fgs@uvic.ca | uvic.ca/gradstudies | @uvicgradstudies

May 18, 2022

From: Robin Hicks, Dean of Graduate Studies'

To: Yasmine Kandil, Chair, Senate Committee on Academic Standards

Re: Proposal to allow academic units which do not offer an active graduate program to offer graduate-level Directed Studies courses using their program code

Currently, academic units which do not offer a graduate program may not offer a graduate course using their program code(s) outside of an Individual Graduate Program by Special Arrangement (SPARR). Although the Graduate Calendar does make allowance for individual graduate courses through the Faculty of Graduate Studies "GS" program code, this deprives the academic unit from receiving appropriate credit on the student transcript:

GS 500 - Special Topics

1.5 or 3 units

Students must seek prior approval from their supervisory committee and graduate adviser for inclusion of this course in their graduate program, although they will be permitted to register in it as "extra" to their program. Proposals for these courses must include approval by the funding academic unit(s) before being submitted to the Dean of Graduate Studies for final approval. Proposal forms and detailed instructions are available through the Faculty of Graduate Studies. Repeatable for credit.

Allowing academic units which do not offer a graduate program to create Directed Studies courses using their program code will allow appropriate recognition of the scholars and scholarship in that unit.

The proposed entry is modelled after that for Individual Graduate Programs by Special Arrangement (SPARR) and GS 500, and is proposed to be placed in the Graduate Calendar Under the **Registration** section.

Authorization of graduate-level Directed Studies courses (DEPT 580)

Academic units without a formal graduate program or who do not otherwise offer a graduate-level directed studies course may create for a single student or for a cohort of students a directed studies course using the program code for their academic unit and the course code 580. The course will be specified as having 1.5 or 3.0 units, and will appear on the transcript as DEPT 580. May be taken for credit in different topics to a maximum of 4.5 units. Pro forma required.

The GS 500 course will remain in the Calendar to serve non-academic units who offer graduate-level course work, such as the LE NONET program.

Recommended Motion:

That the Senate Committee on Academic Standards approve, and recommend to Senate that it also approve, the proposed entry for the Graduate Academic Calendar effective January 2023.



Date: September 22, 2021

To: Senate

From: Senate Committee on Agenda and Governance

Re: **Response to the National Day of Mourning for Queen Elizabeth II:
Action made under authority of the Emergency Protocol for Senate
Operations**

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 can make timely decisions and communicate with students, ensure academic continuity where possible, and make necessary adjustments to academic policy and regulation.

On Sept. 13, 2022, the Government of Canada announced it would mark the passing of Queen Elizabeth II with a National Day of Mourning on Monday, September 19, 2022. The BC government followed suit by directing provincial public-sector organizations, including post-secondary institutions, to also declare a day of mourning. As a result, the University of Victoria campus closed on Monday, September 19, 2022, with all classes cancelled on that day.

The requirement to cancel classes on September 19 had significant academic implications for the university that required immediate consideration. As a result, the Senate Committee on Agenda and Governance, on behalf of Senate and under the authority of the Emergency Protocol for Senate Operations, approved a revision for the Fall term 2022 to observe the September 19, 2022 National Day of Mourning for Queen Elizabeth II.

The Emergency Protocol was activated in response to an unexpected event that had caused significant academic disruption. It was enacted due to the specific need to provide immediate direction so that instructors can complete their planning of their course curriculum. Due to the work previously done to adjust the academic calendar for the September 30 National Day for Truth and Reconciliation, the committee noted that the campus benefited from precedent on the academic and operational consultations required for this adjustment.

The following changes to the Fall 2022 term were approved:

- The Fall 2022 term course schedule has been extended by one day from Monday Dec. 5, 2022 to now end on Tuesday Dec. 6, 2022.
- To account for the previous adjustment to the September calendar for the National Day of Truth and Reconciliation, Tuesday, Dec. 6th will

incorporate the Friday course schedule and all classroom bookings will reflect this revision. Monday, December 5 will be scheduled as normal.

- The National Day of Remembrance and Action on Violence Against Women will be observed between 11:30 am and 12:30 pm on December 6, 2022. Classes and exams are not scheduled during this time.
- The December final exam period will begin on Dec. 8, 2021 and run until Dec. 21, 2022.

These adjustments are reflected in the university's published Academic Important Dates (<https://www.uvic.ca/calendar/dates/>).

Respectfully submitted,

2022/2023 Senate Committee on Agenda and Governance

Kevin Hall, Chair, President and Vice-Chancellor

Carrie Andersen, University Secretary

Chekwube Anyaegbunam, Student Senator

Elizabeth Croft, Vice-President Academic and Provost

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Phalguni Mukhopadhyaya, Faculty of Engineering and Computer Science

Carolyn Russell, Convocation Senator

Joseph Salem, Faculty of Fine Arts

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: September 23, 2022
To: Senate
From: Senate Committee on Agenda and Governance
Re: **Appointments to the 2022/2023 Senate Standing Committees**

The Senate Committee on Agenda and Governance nominations sub-committee met on September 23, 2022 to consider appointments to the 2022/23 Senate committees. These appointments are to fill vacancies on the Senate committees that were not filled at the May 6, 2022 meeting of Senate. The proposed new appointments are bolded in the attached document.

Recommended Motion

That Senate approve the appointments to the 2021/22 Senate standing committees for the terms indicated in the attached document.

Respectfully submitted,

2021/2022 Senate Committee on Agenda and Governance

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

Carrie Andersen, University Secretary

Chekwube Anyaebunam, Student Senator*

Elizabeth Croft, Vice-President Academic and Provost

Aaron Devor, Faculty of Social Sciences

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Phalguni Mukhopadhyaya, Faculty of Engineering and Computer Science

Carolyn Russell, Convocation Senator

Joe Salem, Faculty of Fine Arts

Lara Wilson, Libraries

Ada Saab (Secretary), Associate University Secretary*

Kathy MacDonald (Recording Secretary), Senate Coordinator

*members of the Nominations Sub-committee

/attachment

2022- 2023 Senate CommitteesSenate Committee on Academic Standards

Name	Faculty or Department	Term
Yasmine Kandil (NS)(Chair)	Fine Arts	2025 (2019)
Julio Navarro (S)	Science	2024 (2021)
Danu Stinson (S)	Graduate Studies	2025 (2022)
Andrew Newcombe (S)	Law	2024 (2021)
Jill Walshaw (S)	Humanities	2025 (2022)
Robert Hancock (S)	Social Sciences	2024 (2021)
Sorin Rizeanu (NS)	Peter B. Gustavson School of Business	2023 (2020)
Tania Muir	Continuing Studies	2025 (2019)
Tim Pelton (NS)	Education	2025 (2022)
Yang Shi (S)	Engineering and Computer Science	2023 (2022)
Devi Mucina (S)	Human & Social Development	2024 (2021)
TBD (NS)	Medical Sciences	2025 (2022)
Matsuko Friedland (S)	Student Senator	2023 (2022)
Artem Kuklev (S)	Student Senator	2023 (2022)
Deborah Berman (NS)	Student Representative (UVSS)	2023 (2022)
Kayleigh Francis (NS)	Student Representative (GSS)	2023 (2022)
Alivia Wang (S)	Convocation Senator	2024 (2021)
Steve Evans (NS)	Vice-President Academic and Provost or designate	(ex officio)
TBD	President or nominee	(ex officio)
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
Stuart MacDonald (Chair)	Social Sciences	2025 (2019)
Erin Kelly (S) (Vice Chair)	Humanities	2023 (2020)
Rana El-Sabaawi (NS)	Science	2025 (2022)
Shemine Gulamhusein (NS)	Human and Social Development	2025 (2022)
TBD	TBD	2025 (2022)
Carmen Galang (NS)	Peter B. Gustavson School of Business	2023 (2020)
TBD	TBD	2025 (2022)
Graham McDonough (S)	Education	2025 (2022)
Rebekah Dueck (S)	Student Senator	2023 (2022)
Navinder Hundal (S)	Student Senator	2023 (2022)
Deborah Berman (NS)	Student Representative (UVSS)	2023 (2022)
Viviana Pitton	President or nominee	(ex officio)
Diana Varela (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Trisha Best (NS)	Director or equivalent of International 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	
Tatiana Percival (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)
Phalguni Mukhopadhyaya (S)	Engineering and Computer Science	2025 (2022)
Joseph Salem (S)	Fine Arts	2025 (2022)
Mauricio Garcia-Barrera (S)	Graduate Studies	2023 (2020)
Chekwube Anyaegbunam (S)	Student Senator	2023 (2022)
Carolyn Russell (S)	Convocation Senator	2024 (2021)
TBD (S)	Vice-Chair of Senate	(ex officio)
Elizabeth Croft (S)	Vice-President Academic and Provost	(ex officio)
Carrie Andersen (S)	University Secretary	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	
Kathy MacDonald (Recording Secretary)	Senate Coordinator	

(S) – Senator

(NS) – non Senator

Senate Committee on Appeals

Name	Faculty or Department	Term
Kathryn Chan (NS) (Chair) <i>(January 1, 2023 - June 30, 2023)</i>	Law	2023 (2020)
Janna Promislow (NS) (Chair) <i>(July 1, 2022 - December 31, 2022)</i>		
Mauricio Garcia-Barrera (S) (Vice-Chair)	Graduate Studies	2024 (2021)
Kenneth Stewart (S)	Social Sciences	2025 (2022)
TBD	TBD	2025 (2022)
Dale Ganley	Peter B. Gustavson School of Business	2025 (2022)
Jillian Roberts (NS)	Education	2023 (2017)
Mark Laidlaw (S)	Science	2023 (2020)
Lynne Marks (S)	Humanities	2024 (2021)
Donna Jeffery (S)	Human & Social Development	2025 (2022)
Joseph Salem (S)	Fine Arts	2024 (2021)
Ashmita Grewal (S)	Student Senator	2023 (2022)
Tom Kerr (S)	Student Senator	2023 (2022)
Joban Raiwal (S)	Student Senator	2023 (2022)
Daniel Gudino (NS)	Student Representative (GSS)	2023 (2020)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator

Senate Committee on Awards

Name	Faculty or Department	Term
Maureen Ryan (NS) (Chair)	Human and Social Development	2024 (2021)
Rishi Gupta (S)	Engineering and Computer Science	2025 (2022)
Sudhir Nair (S)	Peter Gustavson School of Business	2025 (2022)
Linda Welling (NS)	Social Sciences	2023 (2017)
Leslee Francis Pelton (NS)	Graduate Studies	2024 (2021)
Alyssa Manankil (NS)	Alumni Association	2024 (2021)
Justin Bonnieux (S)	Student Senator	2023 (2022)
Nahid Safari (NS)	Student Representative (GSS)	2023 (2021)
John Dower (NS)	Chair, Faculty of Graduate Studies Awards Committee	(ex officio)
Donja Roberts (NS)	Scholarships Officer, Faculty of Graduate Studies	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Lalita Kines	President or nominee	(ex officio)
Lori Nolt (NS)	Director, Student Awards and Financial Aid	(ex officio)
Ariel Glidden (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)
TBD	Education	2025 (2022)
Rustom Bhiladvala (S)	Engineering	2023 (2020)
TBD	Fine Arts	2025 (2022)
Doug Magnuson	Human & Social Development	2025 (2022)
Li-Shih Huang (S)	Humanities	2024 (2021)
Mark Gillen (NS)	Law	2024 (2018)
Mark Laidlaw (S)	Science	2023 (2017)
Helen Kurki	Social Sciences	2025 (2022)
Anureet Kaur (S)	Student Senator	2023 (2022)
Ton Tran (NS)	Student Representative (UVSS)	2023 (2022)
Jeffrey Bruton (NS)	Student Representative (GSS)	2023 (2020)
Alanna Maclellan (NS)	Student Representative from diploma or certificate program in Continuing Studies	2023 (2022)
TBD (NS)	Alumni Association	2025 (2022)
Kelly Diether (S)	Convocation Senator	2024 (2021)
Dzifa Dordunoo (NS)	President or Nominee	(ex officio)
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 (NS) (Chair)	Fine Arts	2024 (2021)
Gary MacGillivray (Vice-Chair)	Vice-President Academic and Provost or designate	(ex officio)
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 (NS)	Human & Social Development	(ex officio)
Lisa Surridge (NS)	Humanities	(ex officio)
Geoffrey Loomer (NS)	Law	(ex officio)
Reuben Rose-Redwood (NS)	Social Sciences	(ex officio)
Adam Monahan (NS)	Science	(ex officio)
Michele Martin (NS)	Medical Sciences	(ex-officio)
Sara Humphreys	President or nominee	(ex officio)
Yasmine Kandil (S)	Chair, Senate Committee on Academic Standards	(ex officio)
Matsuko Friedland (S)	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Sara Henderson (NS)	Acting Calendar Coordinator	(ex officio)
Chelsey Evans (NS)	Executive Director designate, 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/Director, 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)
Jonathan Bengtson (S)	University Librarian	2025 (2022)
Elena Pnevmonidou	Humanities	2025 (2022)
Brock Smith (S)	Peter B. Gustavson School of Business	2023 (2017)
Sara Humphreys (NS)	Humanities	2023 (2020)
Nathaniel Hope Tucker (S)	Student Senator	2023 (2022)
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	

(NS) – non Senator

(S) – Senator

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
Alexandra D'Arcy (S) (Chair)	Humanities	2024 (2021)
Michael McGuire (NS)	Engineering and Computer Science	2024 (2018)
Erin Campbell (S)	Fine Arts	2023 (2020)
Cedric Littlewood	Graduate Studies	2025 (2022)
Brock Smith (S)	Peter B. Gustavson School of Business	2025 (2022)
Miranda Angus	Continuing Studies	2025 (2022)
Tim Andersen (NS)	Education	2023 (2020)
Sean Hier (S)	Social Sciences	2024 (2021)
Elizabeth Borycki (NS)	Human & Social Development	2023 (2020)
Deborah Curran (S)	Law	2025 (2022)
TBD	Medical Sciences	2025 (2022)
Scott McIndoe (NS)	Science	2023 (2020)
Tamunobelesa Itamunoala(S)	Student Senator	2023 (2022)
Alannah Jensen (S)	Student Senator	2023 (2022)
Kate Laureta (NS)	Student Representative (UVSS)	2023 (2022)
Izzy Adachi (NS)	Student Representative (UVSS)	2023 (2022)
Nicole Kent (NS)	Student Representative (GSS)	2023 (2021)
Jennifer Whatley (NS)	Alumni Association	2024 (2021)
Matt Huculak (NS)	Library, (FALC)	2025 (2022)
Rebecca Warburton (S)	Convocation Senator	2024 (2021)
TBD (NS)	University Librarian Designate	(ex officio)
Wency Lum (NS)	Associate Vice-President Systems & Chief Information Officer	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Shailoo Bedi (NS)	Executive Director, Learning and Teaching Support and Innovation	(ex officio)
TBD (NS)	Technology Integrated Learning Centre	(ex officio)
Pierre-Luc Landry (NS)	President or Nominee	(ex officio)
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
Adrienne Boyarin (NS) (Chair)	Humanities	2023 (2020)
Deborah Curran (S)	Law	2025 (2022)
Martha McGinnis (NS)	Graduate Studies	2024 (2021)
Sylvia Pantaleo (NS)	Education	2023 (2017)
Tusa Shea (NS)	Continuing Studies	2023 (2020)
TBD	Engineering and Computer Science	2025 (2022)
Kirk McNally (NS)	Fine Arts	2023 (2017)
Brian Thom (NS)	Social Sciences	2025 (2022)
Hao Zhang (NS)	Peter B. Gustavson School of Business	2023 (2017)
Simon Minshall (S)	Human and Social Development	2025 (2022)
TBD	Medical Sciences	2025 (2022)
Fraser Hof (S)	Science	2025 (2022)
David Wu (S)	Student Senator	2023 (2022)
TBD	Student Representative (GSS)	2023 (2022)
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)
Matthew Koch (S)	President or nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Kaalen 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)
Sandra Hundza (S)	Education	2025 (2022)
Cindy Holder	Humanities	2025 (2019)
Adam Con (NS)	Fine Arts	2025 (2019)
TBD	Human & Social Development	2025 (2022)
Annalee Lepp (S)	Dean	2025 (2022)
Rustom Bhiladvala (S)	Engineering and Computer Science	2023 (2020)
Michelle Lawrence (NS)	Law	2024 (2021)
Alex Brolo (S)	Science	2024 (2021)
Eva Baboula (NS)	Graduate Studies	2024 (2021)
TBD	Medical Sciences	2025 (2022)
Jo-Anne Clarke (S)	Continuing Studies	2023 (2017)
Alexandrine Boudreault- Fournier (NS) (Nilanjana Roy (NS) on leave)	Social Sciences	2024 (2021)
Hannah Brown (S)	Student Senator	2023 (2022)
Alyssa Jackson (NS)	Student Representative (UVSS)	2023 (2022)
Ulrich Mueller (NS)	President or nominee	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
TBD	Vice-President Academic and Provost's designate	(ex officio)
TBD	Vice-President Research and Innovation's designate	(ex officio)
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
Graham Voss (S) (Chair)	Social Sciences	2025 (2019)
Jen Baggs (NS)	Peter B. Gustavson School of Business	2024 (2018)
Jill Walshaw (S)	Humanities	2025 (2022)
Phalguni Mukhopadhyaya (S)	Engineering and Computer Science	2025 (2022)
Helen Kurki (NS)	Social Sciences	2023 (2017)
Catherine Harding (S)	Fine Arts	2025 (2022)
James Nahachewsky (NS)	Education	2024 (2021)
Liam Peta (S)	Student Senator	2023 (2022)
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

**University
of Victoria****Senate Committee on
Awards****MEMO**

Date: September 21, 2022

To: Senate

From: Senate Committee on Awards

Re: New and Revised Awards

The Senate Committee on Awards met on May 18, 2022, June 2, 2022, July 7, 2022, August 17, 2022 and September 9, 2022 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:

- Wendy Diane Esdale Undergraduate Scholarship* (New)
- Wendy Diane Esdale Graduate Scholarship* (New)
- Wendy Diane Esdale Bursary* (New)
- Carol Ann Mitchell Undergraduate Scholarship* (New)
- Carol Ann Mitchell Bursary* (New)
- Carol Ann Mitchell Graduate Scholarship* (New)
- Jack & Doris Horne Memorial Bursary* (New)
- Jacob Noseworthy Memorial Scholarship (New)
- Holly Tuokko Undergraduate Research Scholarship (New)
- Catherine O. Cameron Memorial Scholarship * (Revised)
- Sellemah Scholarship (Revised)
- Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)
- Bibi K. Khan Award (New)
- Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)
- Dr. Margaret "Marmie" Perkins Hess Grad Fellowships in Earth, Ocean, Astronomy and Environmental Sciences (Revised)
- Brian Grieve Entrance Scholarship* (New)
- Beier Memorial ~~Bursary~~ Award* (Revised)
- Promise Bursary (Revised)
- Cindy Kung Memorial Award for Women in Health Information Science (Revised)
- CSSE/EIC Vancouver Island Award (Revised)
- Student Crisis Fund (Revised)
- Edson-Simpson Graduate Scholarship in Nursing (Revised)
- Plint Scholarship* (Revised)
- Salish Weave Indigenous Legal Scholar Award (New)
- Don Ingham Memorial Scholarship (Revised)

- Blake, Cassels & Graydon First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Trudy and Doug Peden Vikes Women in Sport Award* (New)
- John Gough Scholarship for Studies in the History of the Environment* (New)
- Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)
- Helen Pitt ~~Fund for~~ Fine Arts Bursary (Revised)
- E. Harvey Richardson Bursary (Revised)
- PH&N Institutional Undergraduate Scholarship (New)
- ~~Blake-Cassels & Graydon~~ Blakes LLP First Year Achievement Prize (Revised)
- Blakes LLP Legal Research and Writing Prize (New)
- Ukraine Emergency Doctoral Student Fellowship in Humanities (Revised)
- Ted Whelen Graduate Scholarship in Public Administration* (Revised)
- PH&N Institutional Graduate Scholarship (New)
- Helen Pitt Fine Arts Graduate Scholarship (Revised)
- Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)
- CIC Victoria Scholarship (New)
- Peter Coy Scholarship in Music (New)
- Vivian Marshall and Rob Morris Memorial Music Award* (New)
- Geraldine G. Goode Scholarship (New)
- Brittany Waters and Barbara Mervin LeadHERship Award* (New)
- Howard & Donna Denike Memorial Award* (Revised)
- Sto:lo Legacy Scholarship (Revised)
- Eleanor Mitchell Allen Award in Nursing* (New)
- Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)
- ÁTOL,ÁNW: A Season of Just and Fair Treatment Award* (Revised)
- Anthany Dawson Justice Award* (Revised)
- Gold Medal for Outstanding Doctoral Dissertation in the Humanities
- Gold Medal for Outstanding Master's Thesis or Project in the Humanities
- Ross Ian Storey Graduate Scholarship* (New)
- Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)
- First West Credit Union Launi Skinner Indigenous Scholarship (Revised)
- Julia Alice Saddington Memorial Scholarship* (Revised)
- Terry Daniels Scholarship* (Revised)
- 30 by 30 Women in Engineering Award* (Revised)
- Kelly Curtis Memorial Teaching Award* (Revised)
- William G. Bender Scholarship* (Revised)
- Ratcliff LLP & ~~Company~~ Indigenous Law Scholar Award (Revised)
- Sam and June Macey Graduate Scholarship in English or History* (Revised)
- T'Lat'Lakul Dr. Trish Rosborough Memorial Scholarship in ILR* (Revised)
- Woodward & Co. Indigenous Law Scholar Award (Revised)
- Lewis J. Clark Memorial Scholarship Fellowship* (Revised)
- Douglas and Jennifer Mann Scholarship* (New)
- Clark Wilson Recruitment Inclusion Award (Revised)
- IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)
- Betty and Gilbert Kennedy Scholarship in Music* (Revised)

** Administered by the University Of Victoria Foundation*

Respectfully submitted,

2022/2023 Senate Committee on Awards

Maureen Ryan (Chair), Human and Social Development

TBD, Student Senator

John Dower, Faculty of Graduate Studies

Nicole Greengoe, Registrar

Lori Nolt, Student Awards and Financial Aid

Donja Roberts, Faculty of Graduate Studies

Nahid Safari, GSS Representative

Sudhir Nair, Peter B. Gustavson School of Business

Linda Welling, Faculty of Social Sciences

Alyssa Manankil-Lakusta, Alumni Association Representative

Rishi Gupta, Faculty of Engineering and Computer Science

Lalita Kines, President's Nominee

Leslee Francis Pelton, Faculty of Graduate Studies

Colin Easton (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~~

Wendy Diane Esdale Undergraduate Scholarship* (New)

One or more scholarships are awarded to academically outstanding transferring or continuing undergraduate students who have demonstrated financial need. Preference shall be given to mature students.

Wendy Diane Esdale Graduate Scholarship* (New)

One or more scholarships are awarded to entering or continuing graduate students who have demonstrated financial need. Preference shall be given to mature students. Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than June 15th. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Wendy Diane Esdale Bursary* (New)

One or more bursaries are awarded to undergraduate or graduate students. Preference shall be given to mature students.

Carol Ann Mitchell Undergraduate Scholarship* (New)

One or more scholarships are awarded to academically outstanding transferring or continuing undergraduate students who have demonstrated financial need. Preference shall be given to mature students.

Carol Ann Mitchell Bursary* (New)

One or more bursaries are awarded to undergraduate or graduate students. Preference shall be given to mature students.

Carol Ann Mitchell Graduate Scholarship* (New)

One or more scholarships are awarded to entering or continuing graduate students who have demonstrated financial need. Preference shall be given to mature students. Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than June 15th. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Jack & Doris Horne Memorial Bursary* (New)

One or more bursaries are awarded to students who have received undergraduate degrees from the University of Victoria and are continuing studies in the post-degree professional programs in the Faculty of Education.

Jacob Noseworthy Memorial Scholarship (New)

One or more scholarships are awarded to academically outstanding undergraduate students majoring in Political Science. Preference will be given to students with a minor in Professional Writing in Journalism and Publishing. Applicants must submit a 500-word essay describing their interest and involvement in Canadian Politics and/or Journalism. Further preference will be given to students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

Holly Tuokko Undergraduate Research Scholarship (New)

One or more scholarships are awarded to academically outstanding undergraduate students whose research interest of study is focused on health and aging. Selection of the recipient will be based on a statement that explains the intent and impact of their research (max 500 words) and a letter of support from a Faculty member supervising their research. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Institute on Aging and Lifelong Health.

Catherine O. Cameron Memorial Scholarship * (Revised)

A scholarship is awarded by the Canadian Federation of University Women Victoria to an academically outstanding undergraduate woman student entering second, third or fourth in the 2nd, 3rd or 4th year of in the Department of Geography. Preference will be given to students with who can demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Geography.

Sellemah Scholarship (Revised)

One or more scholarships, ~~totaling not more than of at least \$1,000 each, will be are~~ awarded to academically outstanding undergraduate Canadian-born Indigenous (First Nations, Métis, or Inuit) students in the School of Environmental Studies. If no applicants meet this criteria, ~~preference will be given to the scholarship will be awarded to Canadian-born~~ Indigenous undergraduate students in the Faculty of Social Sciences.

Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization* (New)

One or more scholarships are awarded to Indigenous graduate students in the Faculty of Education enrolled in a PhD program or the Masters in Indigenous Language Revitalization, who are developing their own language proficiency and have a strong record of contributing to their/a language community through their work. Preference will be given to students from Northwest Territories.

Applications must be accompanied by a letter of recommendation (max 300 words) from a community group/member providing evidence of the contributions the applicant has made. Part-time students are eligible for this scholarship. Applications must be submitted to the Faculty of Education by October 31.

Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Education.

Bibi K. Khan Award (New)

Up to two awards of \$1,000 each are given to women undergraduate students continuing in the Faculty of Law who have demonstrated financial need and who are South Asian or have South Asian descent. Preference is for those of Pakistani and/or Afghan descent. Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

South Asia is the southern region of Asia, which is defined in both geographical and ethno-cultural terms. The region consists of the countries of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Henry J. Warkentyne Scholarship in Applied Linguistics* (Revised)

One or more A scholarships are is-awarded to students entering or continuing in the Diploma in Applied Linguistics program (emphasis on teaching English as a Second an Additional Language). Preference is given to entering students and to those who has have demonstrated outstanding academic achievement in the final year of the Bachelor's degree, taken undergraduate courses in multiple languages, or demonstrated excellence in language studies. Preference is given to students with a multilingual background, and to students who have demonstrated excellence in language studies. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Department of Linguistics.

Dr. Margaret "Marmie" Perkins Hess Grad Fellowships in Earth, Ocean, Astronomy and Environmental Sciences (Revised)

One or more fellowships of a minimum of \$15,000 are awarded to outstanding domestic or international graduate students whose research focus is on earth, ocean, astronomy and/or environmental sciences. These fellowships may be renewed for one additional year for a Master's student and up to two additional years for a PhD student providing the student maintains a first class grade point average and full time registration in their graduate degree program.

Students apply through the Faculty of Graduate Studies and must submit a completed application form, a one page summary of their research subject and one academic reference letter by July 31. Approval of the recipients will be made by ~~the Senate Committee on Awards upon the recommendation of~~ the Faculty of Graduate Studies Graduate Awards Committee.

Brian Grieve Entrance Scholarship* (New)

One or more scholarships are awarded to academically outstanding graduate students entering the University of Victoria. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Beier Memorial Bursary Award* (Revised)

One or more awards are given to bursaries are awarded to 2nd year undergraduate students entering second year in the Faculty of Engineering and Computer Science who have demonstrated financial need. Students with a GPA of 4.0 and above are eligible. Preference will be given to students raised by a single parent ~~and who had at least a 5.0 GPA in their first year of study in the Faculty of Engineering.~~

Promise Bursary (Revised)

One or more bursaries are awarded to Canadian-born Indigenous undergraduate or graduate students who are single parents.

Cindy Kung Memorial Award for Women in Health Information Science (Revised)

One or more awards are given to women undergraduate students continuing in the School of Health Information Science with a preference for students with demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Health Information Science.

CSSE/EIC Vancouver Island Award (Revised)

One or more awards of at least ~~\$1,000~~ \$2,000 each are given to undergraduate students, entering their ~~2nd~~ second or ~~3rd~~ third academic year in any accredited undergraduate engineering program (registered in 2A or higher) who:

- a) are Canadian citizens or permanent residents
- b) have graduated from a high school on Vancouver Island
- c) have completed the previous year with at least a 6.0 or equivalent grade point average.

Preference will be given to students in the following order:

- a) demonstrated financial need
- b) demonstrated participation in campus activities or volunteer and community service

Students must also submit a brief biography including the above criteria, as well as hobbies, career aspirations and name(s)/contact information of relevant references. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Student Crisis Fund (Revised)

This fund is available to all undergraduate and graduate students, including international students, with preference given to students with ~~dependents~~ dependants, who have demonstrated financial need.

Edson-Simpson Graduate Scholarship in Nursing (Revised)

At least ~~twenty-two~~ twenty-two scholarships of at least \$5,000 each are awarded to academically outstanding graduate students in the Nurse Practitioner program in the School of Nursing. Preference is for students with financial need. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the ~~nomination~~ recommendation of the School of Nursing.

Plint Scholarship* (Revised)

Three scholarships are awarded to academically outstanding students in the Department of Mechanical Engineering who have completed 15 units in Terms 3A & 3B ~~and who are registered in Term 4A~~. Preference will be given to a woman student for one of these three scholarships.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Salish Weave Indigenous Legal Scholar Award (New)

One award of at least \$5,000 is given to Canadian-born undergraduate Indigenous student entering or continuing in the Faculty of Law's JD/JID program. Preference will be given to a student from Coast Salish First Nations. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Don Ingham Memorial Scholarship (Revised)

This scholarship of \$400 is awarded by the Victoria-Vancouver Island Newspaper Guild, Local 30223, TNG-CWA Canada ~~Victoria Newspaper Guild, Local 223, A.N.G.~~, in memory of Don Ingham, widely known journalist and amateur astronomer. The scholarship is awarded to the best student in the qualifying 200-level courses of an Honours or Majors Astronomy program, who is returning to the University of Victoria and planning to take further courses in Astronomy.

Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Physics and Astronomy.

Blake, Cassels & Graydon First Year Achievement Prize (Revised)

A prize in the amount of ~~\$1,250~~ \$2,500 is awarded to a student who, in the opinion of the Faculty of Law, has shown excellence in first year studies and who has contributed to extracurricular service in the Faculty of Law. Nominations for the service component of the prize will be supplied by the Law Students' Society. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Blakes LLP Legal Research and Writing Prize (New)

A prize of \$1,000 is awarded to an undergraduate student in the Faculty of Law who has an interest in advocacy as demonstrated by academic excellence in the 1L Legal Research and Writing course. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Trudy and Doug Peden Vikes Women in Sport Award* (New)

One or more awards are given to undergraduate women students who are members of a Varsity team. Eligible students must meet all U Sports eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Senior Director of Athletics and Recreation in consultation with the Varsity Head Coaches and the Director, Varsity Performance Sport. Preference will be given to students who demonstrate financial need.

John Gough Scholarship for Studies in the History of the Environment* (New)

One or more scholarships are awarded to academically outstanding major or honours students entering third or fourth year in the Department of History. Applicants must submit a summary (max 500 words) of an essay they have written, or created an equivalent project (such as a website), that addresses the historical relationship between humans and their environment. Applications must be submitted to the Department of History by March 31. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of History.

Fanny Williams Huu-ay-aht First Nation Scholarship (Revised)

A scholarship of \$1,000 is awarded to an entering, continuing or transferring Indigenous undergraduate or graduate student from the Huu-ah-ayt First Nation. The student must have demonstrated community involvement and must submit a letter of reference (maximum 400 words) outlining their leadership skills in one or more of the following areas: community involvement, leadership, academic performance, athletics, innovation, and creativity. Community can include schools, neighbourhoods, teams, and/or Nations. In the event that a member of the Huu-ay-aht First Nation does not apply for the scholarship, it will be awarded to an undergraduate or graduate student from one of the Nuuchah-nulth nations with connections to the Huu-ay-aht First Nation.

Undergraduate students can apply ~~via~~ on the online application via their Online Tools account ~~by May 31~~ and graduate students can submit their reference letter by ~~June~~ September 15 to the Faculty of Graduate Studies, Office of the Dean ~~Office of Indigenous Academic and Community Engagement (IACE)~~. Upon the recommendation of the Executive Director IACE, an undergraduate student recipient will be approved by Senate Committee on Awards, or by the Faculty of Graduate Studies Graduate Awards Committee for a graduate student.

Helen Pitt Fund for Fine Arts Bursary (Revised)

One or more bursaries, ~~not to exceed \$5,000 in total,~~ are awarded to Visual Arts undergraduate students who demonstrate financial need, with preference given to students from School District 22 (Vernon). For these purposes, Visual Arts will include painting, as well as sculpture, printmaking, drawing and photography.

E. Harvey Richardson Bursary (Revised)

One or more bursaries ~~in the sum of \$1,000 annually~~ are awarded to graduate or undergraduate students in either the Department of Physics & Astronomy or the Faculty of Engineering and Computer Science who are interested in studying optic design. Preference is for students with a GPA lower than 7.0. doing optics research through the Laboratory for Automation Communications and Information Systems Research (LACIR). ~~Selection of the recipients will be made by Student Awards and Financial Aid in consultation with the Director of LACIR.~~

PH&N Institutional Undergraduate Scholarship (New)

One or more scholarships of at least \$1,000 each are awarded to academically outstanding undergraduate student(s) in the Department of Economics, with preference for students with demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Economics.

~~Blake Cassels & Graydon~~ Blakes LLP First Year Achievement Prize (Revised)

A prize in the amount of ~~\$2,500~~ \$1,250 is awarded to an undergraduate student who, in the opinion of the Faculty of Law, has shown excellence in first year studies and who has contributed to extracurricular service in the Faculty of Law. Nominations for the service component of the prize will be supplied by the Law Students' Society.

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

Blakes LLP Legal Research and Writing Prize (New)

A prize of \$1,000 is awarded to an undergraduate student in the Faculty of Law who has an interest in advocacy as demonstrated by academic excellence in the 1L Legal Research and Writing course. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Ukraine Emergency Doctoral Student Fellowship in Humanities (Revised)

One or more fellowships of at least \$40,000 ~~is are~~ awarded to ~~an~~ academically outstanding PhD students who, at the time of application, ~~is are~~ enrolled at any Ukrainian university in a doctoral program in the Humanities. The area of research must focus on any aspect of Ukrainian history, language, and/or culture, the Holodomor, Holocaust Studies, Genocide Studies, human rights, and/or social justice. Preference will be given to Ukrainian citizens. Applicants must submit the following in English:

- an up-to-date academic CV;
- a one-page letter of intent describing your research plans while at the University of Victoria;
- a clear statement of addressing the fit of your research to the Faculty of Humanities and the ways in which it aligns with the study of Ukrainian history, language and/or culture, the Holomodor, Holocaust Studies, Genocide Studies, human rights, and/or social justice.

The successful applicants must have a conversational command of English in order to participate in the intellectual life of the university, as the University of Victoria is an English speaking institution. The successful applicants will be provided an official affiliation with the University of Victoria, access to its library facilities, and an office at the UVic Centre for Global Studies. They will also be provided with a peer mentor and a faculty mentor. The students will be welcomed into the intellectual life of the Centre, the Faculty, and the University.

Applications must be submitted to the Faculty of Humanities by June 30, 2022, care of the Associate Dean Research at humsassistant@uvic.ca. The duration of the Fellowship is one year and may assist with (return) airfare, medical insurance and other living expenses. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Humanities.

Ted Whelen Graduate Scholarship in Public Administration* (Revised)

A scholarship of at least \$12,500 is awarded to an academically outstanding Masters graduate student entering the School of Public Administration. Applicants are chosen based on previous academic achievement and/or relevant work experience and work-related accomplishments. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Public Administration.

PH&N Institutional Graduate Scholarship (New)

One or more scholarships of at least \$1,000 each are awarded to academically outstanding graduate student(s) in the Department of Economics, with preference for students with demonstrated financial need. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Economics.

Helen Pitt Fine Arts Graduate Scholarship (Revised)

One or more A scholarships of at least \$1,000 each are ~~is~~ awarded to an academically outstanding Visual Arts graduate students with an emphasis in painting, sculpture, printmaking, drawing or photography. Preference will be given to students from Vernon, BC. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Visual Arts.

Museum Studies Award in Memory of Dr. Daniel Gallacher (Revised)

One or more awards, at a minimum of \$1,000 each, are awarded to graduate students in the Public History M.A. Program working with museums on curatorial issues and exhibits and whose focus of study is human history. Preference is for students working with new technologies or new approaches to museum studies. A student may not receive the award more than once. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Award Committee upon the recommendation of the Department of History.

CIC Victoria Scholarship (New)

One scholarship of \$1,500 is awarded to an academically outstanding undergraduate student entering third or fourth year in the Department of Political Science who is taking courses in Canadian foreign policy, international relations and/or global affairs at the University of Victoria. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

Peter Coy Scholarship in Music (NEW)

One or more scholarships are awarded to academically outstanding undergraduate students studying piano in the School of Music. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Vivian Marshall and Rob Morris Memorial Music Award* (New)

One or more awards are given to entering or continuing undergraduate students in the School of Music who are residents of BC or Yukon with demonstrated financial need. Preference is for students who, either individually or through their family, are associated with the Freemasons.

Geraldine G. Goode Scholarship (New)

One or more awards are given to undergraduate students entering fourth year in the School of Environmental Studies who demonstrate active, environmentally-related volunteerism within their community.

Applicants must submit the following:

1. A cover letter (maximum 500 words) describing:
 - What led you to your volunteer activity?
 - What did you learn from this involvement?
 - How will these skills/experiences benefit you in your chosen career path?
2. Letter of support (max 350 words) from a supervisor of the volunteer activity.

Selection of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Environmental Studies.

Brittany Waters and Barbara Mervin LeadHERship Award* (New)

One or more awards are given to undergraduate students who compete on the Vikes Women's Varsity Rugby Team, with preference to athletes who participate in leadership activities such as, but not limited to:

- Coaching in the community
- Refereeing in the community
- Participating on the team leadership group
- Participating in varsity council

Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria set by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

Howard & Donna Denike Memorial Award* (Revised)

One or more awards are given to students entering second, third or fourth year of the Bachelor of Music program, with preference for students in Music Education. Further preference is for students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Sto:lo Legacy Scholarship (revised)

One or more scholarships to a total value of \$5,000 per annum, are awarded to registered members of any Stó:lō First Nation (i.e. any First Nation located along the Fraser River and its tributaries between Langley and Yale) entering or continuing in a certificate, diploma or degree program (undergraduate or graduate) at the University of Victoria.

Applicants must submit a short statement of the educational goals they wish to achieve with this scholarship, a high school transcript and/or other relevant educational transcripts, proof of band membership and two letters of reference affirming the students' commitment and capacity to complete their academic program and, where applicable, their community engagement.

Applications for graduate students may be obtained from the Faculty of Graduate Studies, Office of the Dean, Office of Indigenous Academic and Community Engagement (IACE) and must be submitted to that office by ~~April~~ September 15. Undergraduate students may apply via the online application by May 31. In the case of an undergraduate student, approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE); in the case of a graduate student, approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of IACE.

Eleanor Mitchell Allen Award in Nursing* (New)

One or more awards are given to women undergraduate students entering third or fourth year in the School of Nursing who have demonstrated financial need. Students with a minimum GPA of 4.0 are eligible. Students registered in at least 4.50 graded units are eligible for this scholarship.

Norah & Calvin Banks Indigenous Leadership Award in the Sciences* (Revised)

One or more awards are given to undergraduate or graduate Indigenous students in the Faculty of Science, Faculty of Engineering or School of Environmental Studies, with preference to those who demonstrate leadership by encouraging and/or promoting Science, Technology, Engineering and Math (STEM) fields of study in Indigenous communities. Students who have done STEM work must submit a letter of reference from an Indigenous community leader outlining how they demonstrate leadership.

Graduate Applications may be obtained from the ~~Office of Indigenous Academic and Community Engagement (IACE)~~ Faculty of Graduate Studies, Office of the Dean and must be submitted to the office by ~~April~~ September 15th. Undergraduate students must apply via the online application by May 31st. ~~Students who have done STEM work must submit a letter of reference letter from an Indigenous community leader outlining how they demonstrate leadership.~~

Selection of the recipients will be made by the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Director of the Office of Indigenous Academic and Community Engagement (IACE) in consultation with the Dean of Faculty of Sciences, the Dean of the Faculty of Engineering, and the Director of the School of Environmental Studies.

ÁTOL,ÁNW: A Season of Just and Fair Treatment Award* (Revised)

One or more awards are given to Canadian Indigenous undergraduate or graduate students. Students must submit a one-page summary of how their program of study relates to social justice or racism. Preference will be given to students with community or leadership involvement.

Graduate students must submit an application to the Faculty of Graduate Studies by September 15. Undergraduate students apply via the online application by May 31. Approval of the undergraduate recipients will be made by the Senate Committee on Awards and approval of the graduate recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE).

Anthony Dawson Justice Award* (Revised)

One award is given to an Aboriginal Canadian full-time undergraduate or graduate student taking courses in a discipline related to justice in any of the following: Social Work, Child and Youth Care, Law, Political Science, Institute of Dispute Resolution, or Indigenous Governance. The student must have demonstrated community or leadership involvement. Graduate Applications may be obtained from the Faculty of Graduate Studies, Office of the Dean ~~Office of Indigenous Academic and Community Engagement (IACE)~~ and must be submitted to that office by ~~April~~ September 15th. Undergraduate students may apply via the online application by May 31st. In the case of an undergraduate student, approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE); in the case of a graduate student, approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of IACE.

Gold Medal for Outstanding Doctoral Dissertation in the Humanities (New)

The Faculty of Humanities Graduate Steering Committee invites applications for the Gold Medal for Outstanding Doctoral Dissertation in the Humanities. This competitive, non-monetary award is intended to recognize a student from a doctoral program in the Faculty of Humanities who has written an outstanding dissertation and whose research has made (or is expected to make) a significant contribution to their field. One Doctoral Medal will be awarded per year.

We actively encourage nominations of students from groups with historical and/or current barriers to equity, including, but not limited to

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ethnicity, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with a visible and/or invisible disability;
- women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

The selection committee must consider equity and diversity when making its deliberations. All disclosures to the committee are confidential.

ELIGIBILITY

The award is open to all students who have completed a doctoral graduate program in the Faculty of Humanities (this includes graduate programs by special arrangement (SPARR) students in Humanities units, as well as individual interdisciplinary (INTD) students whose

primary administrative home unit is in the Faculty of Humanities) and meet the following criteria:

- their final, cumulative GPA in their program was 7.0 or higher;
- the outcome of their oral exam was that the dissertation was acceptable subject to editorial changes or minor revisions;
- their record contains no academic offenses; and
- all degree requirements were completed in the previous calendar year, including submission of the final dissertation to UVicSpace.

CRITERIA

A nomination package must include the following:

- a nomination letter (two pages maximum) written by the student's supervisor(s) that summarizes why the candidate's thesis or project is outstanding and that outlines the significance of the candidate's work and achievements; the letter must clearly identify how the nominee meets the award criteria;
- the nominee's CV;
- the nominee's UVic academic transcript from their Doctoral program;
- a short abstract (max 500 words) of the thesis or project in non-specialist language that makes clear the impact of the research;
- a digital copy of the External Examiner's Report; and
- a digital copy of the dissertation.

DEADLINE FOR APPLICATIONS

The winner will be selected by the Faculty of Humanities Graduate Steering Committee. This committee is chaired by the Associate Dean Research or their designate. Members having a conflict of interest with any nominee will be asked to recuse themselves and the chair will designate another member from their unit to serve in the selection process.

The committee will evaluate the candidates using the following criteria:

- the calibre and originality of the dissertation research, including the significance of any breakthrough or major advance made by the research;
- the current and future impact of the thesis research on academic knowledge, community or society;
- excellence in presentation of the research;
- excellence in academic achievement as evinced by the transcript and CV;
- any scholarly accomplishments that have arisen from the dissertation research (e.g., peer-reviewed articles or talks, invited talks or lectures, creative works, websites or other digital resources, and so on);
- any public outreach activities or outcomes that have arisen from the dissertation research (e.g., white papers, reports for the public or private sector, including community groups and organizations, K-12 curriculum materials, language learning materials, museum displays, and so on); and
- awards and other forms of recognition for research accomplishments.

The committee will recommend a nominee for the medal to the Dean of Humanities.

The electronic nomination package should be submitted as one PDF, sent via email to the Dean's Office (humsassistant@uvic.ca) and copied to the Associate Dean Research (humsadr@uvic.ca), no later than JANUARY 31. If the deadline falls on a weekend, the nomination is due the following Monday. In order to preserve the confidentiality of the

nomination letter, the electronic nomination package must be submitted by the nominator(s); nominations received from the nominee will not be accepted.

Nominees will be notified of the outcome no later than March 1.

For additional information, please contact the Dean's Office at (250) 721-4677 or humsassistant@uvic.ca.

Gold Medal for Outstanding Master's Thesis or Project in the Humanities

The Faculty of Humanities Graduate Steering Committee invites applications for the Gold Medal for Outstanding Master's Thesis or Project in the Humanities. This competitive, non-monetary award is intended to recognize a student from a thesis or project-based master's program in the Faculty of Humanities who has written an outstanding master's thesis or project and whose research has made (or is expected to make) a significant contribution to their field. One Master's Medal will be awarded per year.

We actively encourage nominations of students from groups with historical and/or current barriers to equity, including, but not limited to

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ethnicity, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with a visible and/or invisible disability;
- women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

The selection committee must consider equity and diversity when making its deliberations. All disclosures to the committee are confidential.

ELIGIBILITY

The award is open to all students who have completed a thesis or project-based graduate program in the Faculty of Humanities (this includes graduate programs by special arrangement (SPARR) students in Humanities units, as well as individual interdisciplinary (INTD) students whose primary administrative home unit is in the Faculty of Humanities) and meet the following criteria:

- their final, cumulative GPA in their program was 7.0 or higher;
- the outcome of their oral exam was that the thesis or project was acceptable subject to editorial changes or minor revisions, or, for projects with no oral exam, that the final assessment resulted in a grade of A or A+;
- their record contains no academic offenses; and
- all degree requirements were completed in the previous calendar year, including submission of the final thesis or project to UVicSpace.

CRITERIA

A nomination package must include the following:

- a nomination letter (two pages maximum) written by the student's supervisor(s) that summarizes why the candidate's thesis or project is outstanding and that outlines the significance of the candidate's work and achievements; the letter must clearly identify how the nominee meets the award criteria;

- the nominee's CV;
- the nominee's UVic academic transcript from their Master's program;
- a short abstract (max 500 words) of the thesis or project in non-specialist language that makes clear the impact of the research; and
- a digital copy of the thesis or project.

DEADLINE FOR APPLICATIONS

The winner will be selected by the Faculty of Humanities Graduate Steering Committee. This committee is chaired by the Associate Dean Research or their designate. Members having a conflict of interest with any nominee will be asked to recuse themselves and the chair will designate another member from their unit to serve in the selection process.

The committee will evaluate the candidates using the following criteria:

- the calibre and originality of the thesis or project research, including the significance of any breakthrough or major advance made by the research;
- the current and future impact of the thesis or project research on academic knowledge, community or society;
- excellence in presentation of the research;
- excellence in academic achievement as evinced by the transcript and CV;
- any scholarly accomplishments that have arisen from the thesis or project research (e.g., peer-reviewed articles or talks, invited talks or lectures, creative works, websites or other digital resources, and so on);
- any public outreach activities or outcomes that have arisen from the thesis or project research (e.g., white papers, reports for the public or private sector, including community groups and organizations, K-12 curriculum materials, language learning materials, museum displays, and so on); and
- awards and other forms of recognition for research accomplishments.

The committee will recommend a nominee for the medal to the Dean of Humanities.

The electronic nomination package should be submitted as one PDF, sent via email to the Dean's Office (humsassistant@uvic.ca) and copied to the Associate Dean Research (humsadr@uvic.ca), no later than JANUARY 31. If the deadline falls on a weekend, the nomination is due the following Monday. In order to preserve the confidentiality of the nomination letter, the electronic nomination package must be submitted by the nominator(s); nominations received from the nominee will not be accepted.

Nominees will be notified of the outcome no later than March 1.

For additional information, please contact the Dean's Office at (250) 721-4677 or humsassistant@uvic.ca.

Ross Ian Storey Graduate Scholarship* (New)

One or more scholarships are awarded to academically outstanding graduate students in the Department of Biology whose focus of study is entomology and who are Canadian citizens. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Biology.

Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in Health Information Science* (New)

One or more awards are given to entering or continuing women undergraduate students in the School of Health Information Science with protected person, permanent resident or refugee status who have demonstrated financial need. Applicants who are a protected person or refugee must submit a letter from the Manager, International Student Advising that confirms this status.

First West Credit Union Launi Skinner Indigenous Scholarship (Revised)

One or more scholarships are awarded to academically outstanding Indigenous undergraduate students entering or continuing in the Bachelor of Commerce program in the Peter B. Gustavson School of Business. Part-time students (minimum 6.0 units), continuing students with a GPA of at least 4.0, and graduating students are eligible for this scholarship. Selection of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Julia Alice Saddington Memorial Scholarship (Revised)

One or more A-scholarships are is awarded to a academically outstanding undergraduate students entering the their final year of a the Bachelor of Science in Nursing program who demonstrates an interest in and an aptitude for community health nursing and who intends to pursue a career in community health nursing. Approval is made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic graded units are eligible for this scholarship.

Terry Daniels Scholarship* (Revised)

Two or more scholarships of a minimum of \$2,000 each are awarded to academically outstanding undergraduate students continuing entering second year in the Department of Electrical and Computer Engineering who intend to pursue the electronics specialization. Preference will be given to students with demonstrated financial need.

30 by 30 Women in Engineering Award* (Revised)

One or more awards of at least \$1,000 each are given to women undergraduate students entering an engineering program. Applicants must submit a cover letter (max 500 words) explaining what inspired them to choose engineering as a potential career and what they want to achieve with their degree. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Kelly Curtis Memorial Teaching Award* (Revised)

One or more awards are An award is given annually to graduate students who, through Teaching Assistantships, show exceptional the most promising student instructor in English 502, the graduate course in Teaching Literature and Composition. This award is given to the graduate student who shows the most promise as a future instructors. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the nomination of the English 502 instructor and approved by a majority vote of the English Department's Graduate Committee.

William G. Bender Scholarship* (Revised)

One or more A single scholarships of \$1,100 or two of \$550 may be are awarded to an academically outstanding graduate students in the Master of Public Administration program who ~~has~~ have achieved high standing in personnel management and/or industrial relations courses. Approval of the recipients will be made by the Faculty of Graduate Studies

Graduate Awards Committee upon the recommendation of the School of Public Administration.

Ratcliff LLP & Company Indigenous Law Scholar Award (Revised)

~~Two~~ One or more awards of at least \$5,000 are given to undergraduate students entering or continuing in the JD/JID program ~~or to Indigenous students enrolling in the JD program of~~ the Faculty of Law who have demonstrated academic ability together with determination, resilience, contribution, and compassion in areas of life such as prior work experience, graduate study, community service, family care, or disability. Approval of the recipients will be made by the Senate Committee on Awards upon recommendation of the Faculty of Law.

Sam and June Macey Graduate Scholarship in English or History* (Revised)

A scholarship is awarded to an outstanding graduate student entering a first year Masters program in English or History. The scholarship will alternate years between the two departments. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of English or the Department of History.

T'Lat'Lakul Dr Trish Rosborough Memorial Scholarship in ILR* (Revised)

One or more scholarships are awarded to graduate students enrolled in Indigenous Language Revitalization who are developing their own advanced language proficiency and have a strong record of contributing to their/a language community through their work. Preference will be given to student(s) who have participated in a program or are working with the First Peoples Cultural Council (FPCC) and/or the First Nations Education Steering Committee (FNESC) to advance language learning.

Applications must provide evidence of the contributions to Indigenous language work that the applicant has made. Part-time students (enrolled in at least 1.5 units) are eligible for this scholarship.

Recipients will be approved by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Indigenous Education. ~~Faculty of Education.~~

Woodward & Co. Indigenous Law Scholar Award (Revised)

One or more awards of at least ~~\$3,000~~ \$5,000 each are given to undergraduate students entering or continuing in the JD/JID program or to Indigenous students enrolling in the JD program of the Faculty of Law who have demonstrated academic ability together with determination, resilience, contribution, and compassion in areas of life such as prior work experience, graduate study, community service, family care, or disability. Approval of the recipients will be made by the Senate Committee on Awards upon recommendation of the Faculty of Law.

Lewis J. Clark Memorial Scholarship Fellowship* (Revised)

~~Two additional awards of \$1,500 may be granted,~~ One scholarship is awarded to an academically outstanding ~~to a graduate student in Biology, with preference to a student in Botany, and one scholarship is awarded to an academically outstanding to a graduate student in Chemistry.~~ Holders of Natural Sciences and Engineering Research Council Awards (NSERC) Postgraduate Scholarships may also receive this ~~award,~~ fellowship in which case \$1,500 will be added to the NSERC scholarship, for a value of \$1,500. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee on the recommendation of the Departments of Biology and Chemistry ~~respectively.~~

Douglas and Jennifer Mann Scholarship* (New)

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Music who show promise as a performer and whose primary instrument is guitar. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Clark Wilson Recruitment Inclusion Award (Revised)

~~Up to eight~~ Four awards of ~~\$625 each~~ will be ~~are~~ given to undergraduate students in the Faculty of Law to assist with costs related to their participation in recruiting interviews or events as part of the Vancouver Bar Association Summer and Articling Recruitment Processes, ~~for firms participating within the designated time period. Three awards will be given to students participating in the Vancouver Summer Recruitment Process and one award will be given to a student participating in the Vancouver Articling Recruitment Process.~~ Costs include but are not limited to: travel, accommodation, meals, child care, lost wages, corporate attire, and personal care. Students must have demonstrated financial need and must have at least one confirmed scheduled interview or event prior to applying. Applications must be submitted to the Dean's Office, Faculty of Law, no later than one week after Interview Call Day for the Recruitment Process in which the applicant is participating.

IEEE Pacific Rim Vijay Bhargava Scholarship* (Revised)

~~One or more~~ Undergraduate scholarships are awarded to academically outstanding undergraduate students in the Faculty of Engineering and Computer Science who have:

- contributed to Institute of Electrical and Electronics Engineers (IEEE) activities, and
- completed two years of studies, either at UVic or Camosun College, preferably in one of the Electrical, Computer, Software, or Biomedical Engineering programs.

~~demonstrated excellence and who have completed two years of studies in one of the Electrical, Computer, Software, or Biomedical Engineering Programs. One scholarship will be awarded in each of the four disciplines.~~

Applicants must be nominated (self-nomination allowed) and include a brief description (max 350 words) on the student's contribution(s) to IEEE activities. ~~Applicants~~ Award winners must be student members in good standing of the IEEE.

Approval of recipient(s) is made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Betty and Gilbert Kennedy Scholarship in Music* (Revised)

~~One or more~~ A scholarship ~~are~~ is awarded to a academically outstanding undergraduate students entering or continuing in the School of Music in any performance area. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.



Date: August 17, 2022
From: Senate Committee on Continuing Studies
Re: **2021/22 Annual Report**

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

The Senate Committee on Continuing Studies met five times during the **Academic Year: October 12, 2021, November 16, 2021, February 15, 2022, March 22, 2022, and April 21, 2022**. All meetings were held remotely. The committee reviewed a number of academic programs and considered other issues over the course of the year, including:

- the review of three diploma/certificate programs with approvals to approve the continued delivery for the next three years of: Adult and Continuing Education Certificate, Foundations in Indigenous Fine Arts Certificate, Intercultural Studies and Practice Diploma
- the review and approval of the discontinuance of the Professional Specialization Certificate in Teaching French Immersion
- a review of the Wound Management for Health Professionals program
- the reduction in elective credits for the Canadian Studies Diploma
- amendment of the terms of reference to reflect a change in the program review cycles
- revisions to the program review template

Bullets of Major Issues:

- **Professional Specialization Certificate in Teaching French Immersion (October 12, 2021)**

Tania Muir, Director and Philippe Provencher, Program Coordinator joined the meeting to provide a brief summary on the proposal to discontinue this Professional Specialization Certificate. The program in its current format does not meet the needs of learners and has been operating with a structural deficit for a number of years. Changes within school districts' policies meant this program no longer included what French immersion teachers needed to advance. Despite the discontinuance of this program, there continues to be a demand for French Immersion education in K-12 schools and the division is still positioned well to help support this need with its new mentorship program.

The committee approved the discontinuance of the Professional Specialization

Certificate in Teaching French Immersion and referred this to the Senate Committee on Planning for further discussion and approval.

- **Adult and Continuing Education Certificate (November 16, 2021)**

Laura Vizina, Director and Alison Brophey, Program Coordinator provided a brief overview of the history of the program and current initiatives. Partnerships have been key to the success of the program. Since the COVID-19 pandemic started, there has been increased interest in online courses rather than face-to-face offerings that learners have been historically attracted. Components of this certificate meet the demands of industry in the area of micro-credentials and custom programming. The program area is looking at how to repackage curriculum in order to meet industry needs and still facilitate deep learning.

The committee approved the continued delivery of the Adult and Continuing Education Certificate for another three years.

- **Foundations in Indigenous Fine Arts Program (February 15, 2022)**

Tania Muir, Director, Janna Wilson, Program Coordinator, Eva Baboula, Advisor, and Tracey Kim Bonneau and Suzanne Johnson from the En'owkin Centre in Penticton BC joined the meeting to provided a brief summary of the document. Courses offered at the En'owkin Centre parallel those offered by the Departments of Writing and Visual Arts at the University of Victoria but with an emphasis on Indigenous perspectives and cultural content. The review identified the next step in the program is to develop a diploma which would provide an additional year of learning at the En'owkin Centre with more opportunities to support students with as they transition to UVic.

The committee approved the continued delivery of the Foundations in Indigenous Fine Arts Certificate program for another three years.

- **Updates to the Program Review Template (February 15, 2022)**

A revised program review template was presented to the committee based on their feedback as well as input from staff members who are involved in preparing these documents.

- **Intercultural Studies and Practice Diploma (March 22, 2022)**

Tania Muir, Director, Maxine Reitsma, Program Coordinator and Audrey Yap, Advisor joined the meeting to provide a brief overview of the report and answer questions. Committee members noted that this is an excellent program that advances the university's commitments to equity, diversity and inclusion.

The division is looking forward to continuing and expanding non-credit courses as part of a non-credit micro-credential. Visibility to students in earlier years has been a challenge and adding a 200 level course should help.

The committee approved the continued delivery of the Intercultural Studies and

Practice Diploma for another three years.

- **Wound Management for Health Professionals (March 22, 2022)**

Laura Vizina, Director and Sandy Meadow, Program Coordinator joined the meeting to provide a brief overview, answer questions and receive feedback from the committee. Providing this program fully online has been very well received and will continue post-pandemic. Instructors have found that engagement online remains high, much the same as in the face-to-face version of Level 2.

- **Canadian Studies Diploma modification (April 21, 2022)**

Miranda Angus, Director joined to answer questions regarding the proposal. She advised that changes to similar programs made in 2011 did not include this program because it was in the early stages of major revisions. As the change in elective units is not particularly significant, it was recommended that the proposal go directly to Senate Committee on Curriculum.

The general list of electives is held by the program coordinator. As new courses are developed on campus, they are added to the list. Courses not on the list must be approved by the program coordinator to ensure they meet learning outcomes. While there are not many students in the program, the courses themselves are popular with learners, including some undergrad students. The current process requires a great deal of advising.

The committee tabled the motion to the fall to enable:

- 1) work with the program coordinator to create a list of the most prescribed courses;
- 2) contact OREG to see if it is possible to retroactively extend the change for students who enroll in September;
- 3) strengthen the language in the calendar so that students know they need to discuss options with the program coordinator.

- **Committee Terms of Reference (March 23, 2021)**

Committee members raised questions about why Continuing Studies' programs are reviewed on a three-year cycle whereas credit programs are reviewed every seven years. Programs offered by the Division of Continuing Studies are often designed to be agile and responsive to learner needs; however, many are long-term programs and reviewing them every three years is laborious for staff, taking time away from other priorities. Dr. Jo-Anne Clarke recommended a change to the Terms of Reference for the Senate Committee on Continuing Studies to amend item four to read:

"Review existing certificate and diploma programs at least every five years."

Reviews may be brought forward at any time, but they will be required to be brought forward a minimum of every five years rather than every three years.

The committee agreed to this change and the Dean's office will update the Terms of Reference and schedule following Senate approval.

Respectfully submitted,

2022-23 Senate Committee on Continuing Studies

Jo-Anne Clarke, (Chair), Division of Continuing Studies
Doug Magnuson, Faculty of Human and Social Development
Elizabeth Adjin-Tettey, Chair, Senate Committee on Planning
Helen Kurki, Faculty of Social Sciences
Jeffrey Bruton, GSS Representative
Joanne Hepplewhite, Continuing Studies Student representative
Kelly Diether, Convocation Senator
Li-Shih Huang, Faculty of Humanities
Mark Gillen, Faculty of Law
Mark Laidlaw, Faculty of Science
Rustom Bhiladvala, Faculty of Engineering
Sanghoon Nam, Peter B. Gustavson School of Business
Ton Tran, UVSS Representative
Kirsten Kopp (Secretary), Division of Continuing Studies

2021-22 Senate Committee on Continuing Studies

Jo-Anne Clarke, (Chair), Division of Continuing Studies
Donna Jeffrey, Faculty of Social Sciences
Elizabeth Adjin-Tettey, AVP Academic Planning (President's Nominee)
Kelly Diether, Convocation Senator
James Nahachewsky, Faculty of Education
Jeffrey Bruton, GSS representative
Mark Gillen, Faculty of Law
Mark Laidlaw, Faculty of Science
Rustom Bhiladvala, Faculty of Engineering
Sanghoon Nam, Peter B. Gustavson School of Business
Tomas Kalyniuk, Student Senator
Wendy Gedney, Alumni Association
Kirsten Kopp (Secretary), Division of Continuing Studies



Date: 12 September 2022
To: Senate
From: Senate Committee on Curriculum
Re: 2021-2022 Annual Report

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

The Senate Committee on Curriculum met three times in during 2021-22: C1 (10 December 2021); C2 (11 March 2022); C3 (26 August 2022).

The committee considered a number of issues over the course of the year:

- Primarily, there was the regular business of the assessment and approval of curriculum change submissions, to proceed to Senate. The Committee assessed 867 submissions over the three Cycles (477, 385, 5), which is slightly lower than previous years.
- Special topics courses: discussion around the current uses of topics courses and possible future usages occurred. The committee determined that no action should be taken regarding special topics courses until future usage scenarios have been evaluated.
- Revision of policy AC1120: work to update curriculum policy has been ongoing, with discussions occurring at multiple SCC meetings.
- Management of back to back cycles: it was determined that back to back cycles will be permitted on a limited basis, as they may involve changing content that has not yet been approved by Senate.
- Consultation requirements: ongoing confusion around consultation processes was observed. The SCC Chair and AVPAP offered a session for FCC Chairs to discuss consultation and other process issues.

Respectfully submitted,

2022-2023 Senate Committee on Curriculum

Adam Con, Chair, Faculty of Fine Arts

Gary MacGillivray, Vice Chair, Vice-President Academic and Provost's Designate

Eva Baboula, Faculty of Fine Arts

Stephen Evans, Faculty of Graduate Studies

Chelsey Evans, Co-operative Education & Career Services

Chris Graham, Peter B. Gustavson School of Business

Nicole Greengoe, Registrar

LillAnne Jackson, Faculty of Engineering
Sara Henderson, UVic Acting Calendar Coordinator
Matsuko Friedland, Student Senator
Geoffrey Loomer, Faculty of Law
Michele Martin, Division of Medical Sciences
Adam Monahan, Faculty of Science
Maureen Ryan, Faculty of Human and Social Development
Reuben Rose-Redwood, Faculty of Social Sciences
Ada Saab, Associate University Secretary
Lisa Surridge, Faculty of Humanities
Paul Whitinui, Faculty of Education
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar

2021-2022 Senate Committee on Curriculum

Adam Con, Chair, Faculty of Fine Arts
Gary MacGillivray, Vice Chair, Vice-President Academic and Provost's Designate
Eva Baboula, Faculty of Fine Arts
Andrea Giles, Co-operative Education & Career Services
Stephen Evans, Faculty of Graduate Studies
Chris Graham, Peter B. Gustavson School of Business
Nicole Greengoe, Registrar
Rishi Gupta, Faculty of Engineering
Sara Henderson, UVic Acting Calendar Editor
Sabrina Jackson, Associate Registrar
Yasmine Kandil, Senate Committee on Academic Standards
Nicole Kent, Student Senator
Michelle Lawrence, Faculty of Law
Michele Martin, Division of Medical Sciences
Adam Monahan, Faculty of Science
Reuben Rose-Redwood, Faculty of Social Sciences
Maureen Ryan, Faculty of Human and Social Development
Ada Saab, Associate University Secretary
Lisa Surridge, Faculty of Humanities
Paul Whitinui, Faculty of Education
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar



University
of Victoria

Senate Committee on
Curriculum

MEMO

Date: 19 September 2022
To: Senate
From: Adam Con, Senate Committee on Curriculum
Re: **2022/2023 Cycle 3 Curriculum Submissions**

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

On the left hand side, click on the link '2021 - 2022 Senate Meeting Agendas and Materials' then select the folder 'Curriculum Changes effective January 1, 2023'.

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2022-2023 academic calendar, effective January 1, 2023.


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

2022/2023 Senate Committee on Curriculum

Adam Con, Chair, Faculty of Fine Arts
Gary MacGillivray, Vice Chair, Designate for Vice-President Academic & Provost, Faculty of Science
Eva Baboula, Faculty of Fine Arts
Sabrina Jackson, Associate Registrar
Yasmine Kandill, Chair, Senate Committee on Academic Standards
Reuben Rose-Redwood, Faculty of Social Sciences
Steve Evans, Faculty of Graduate Studies
Chelsey Evans, Co-operative Education & Career Services
Matsuko Friedland, Student Senator
Chris Graham, Peter B. Gustavson School of Business
Adam Monahan, Faculty of Science
LillAnne Jackson, Faculty of Engineering
Geoffrey Loomer, Faculty of Law
Sara Henderson, Acting Calendar Coordinator
Michele Martin, Division of Medical Sciences
Ada Saab, Associate University Secretary
Maureen Ryan, Faculty of Human and Social Development
Lisa Surridge, Faculty of Humanities
Wendy Taylor, Acting Registrar
Paul Whitinui, Faculty of Education
Asia Longphee (Secretary), Office of the Registrar


UVic undergraduate program changes: January 2023

Faculty of Education

Academic unit(s)	Code	Title	Type(s) of change	Consultation
Department of Educational Psychology and Leadership Studies	PSC-SPED	Special and Inclusive Education	Suspension of admission, re-admission, or declaration in a program	Associate Vice-President Academic Planning (AVPAP)
 Add new item				


UVic undergraduate program changes: January 2023

Faculty of Human and Social Development

Academic unit(s)	Code	Title	Type(s) of change	Consultation
School of Public Administration	UG-ADMN-REQ	Public Administration: Requirements	Change in the description of a program or credential not involving any change in program or credential requirements	
 Add new item				

UVic graduate program changes: January 2023

Faculty of Human and Social Development

Academic unit(s)	Code	Title	Type(s) of change	Consultation
Social Dimensions of Health	MA-SDH	Social Dimensions of Health	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Faculty of Graduate Studies, Associate Vice-President Academic Planning (AVPAP)
Social Dimensions of Health	MSC-SDH	Social Dimensions of Health	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Faculty of Graduate Studies, Associate Vice-President Academic Planning (AVPAP)
Social Dimensions of Health	PHD-SDH	Social Dimensions of Health	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Faculty of Graduate Studies, Associate Vice-President Academic Planning (AVPAP)
<div>  Add new item </div>				



University
of Victoria

Senate Committee on
Planning

MEMO

Date: September 21, 2022

To: Senate

From: Senate Committee on Planning

Re: **Proposal to discontinue the combined English Honours and Medieval Studies Minor**

At its meeting on September 7, 2022, the Senate Committee on Planning considered the proposal to discontinue the combined English Honours and Medieval Studies Minor.

The combined English Honours and Medieval Studies Minor has not had any students registered in the program since 2014. During an external review of the Medieval Studies Program in 2021, the review committee recommended that the English Honours and Medieval Studies Minor be discontinued to avoid sending a confusing message to students about pathways through programming.

The following motion is recommended:

Motion: that Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the combined English Honours and Medieval Studies Minor, as described in the document "Combined English Honours and Medieval Studies Minor-Discontinuation".

Respectfully submitted,

2022-2023 Senate Committee on Planning

Dr. Elizabeth Adjin-Tettey, Chair	Dr. Sandra Hundza
Dr. Evanthia Baboula	Ms. Alyssa Jackson
Dr. Rustom Bhiladvala	Dr. Michelle Lawrence
Dr. Alexandrine Boudreault-Fournier	Dr. Annalee Lepp
Dr. Alexandre Brolo	Dr. Cynthia Milton
Dr. Jo-Anne Clarke	Dr. Ulrich Mueller
Dr. Adam Con	Dr. Joban Raiwal
Ms. Andrea Giles	Ms. Ada Saab
Ms. Nicole Greengoe	Dr. Jie Zhang
Dr. Robin Hicks	Ms. Sandra Duggan (Secretary)
Dr. Cindy Holder	

UNIVERSITY OF VICTORIA
STANDARD TEMPLATE FOR PROGRAM CHANGE – UNDERGRADUATE

[insert title of program discontinuation]

Submitted by:	Name and title	Email
Contact person	Dr. Allan Mitchell (Dr. Catherine Harding acting until June 30, 2022)	dirmedi@uvic.ca
Dean or designate	Dr. Annalee Lepp	deanhums@uvic.ca

Please provide dates of all approvals

Required approvals	Date
Pre-consultation with AVPAP (by contact person and Dean/designate)	December 7, 2021
Departmental/School approval	October 27, 2021
Faculty Curriculum Committee approval	January 4, 2022
*Faculty Council approval (or <u>indicate</u> equivalent Faculty voting body)	January 17, 2022

Please complete all rows with date or N/A

Consultations (as applicable; see notes below) <i>*supporting documentation required for all consultations</i>	Date (or N/A)	Supporting Documentation Attached (Y/N)
Libraries – Jonathan Bengtson, University Librarian bengtson@uvic.ca		June 23, 2022 email
Executive Director, Co-operative Education and Career Services – Andrea Giles, agiles@uvic.ca		June 23, 2022 email
Office of the Registrar – please submit consult request to OREGSCPConsultation@uvic.ca		June 23, 2022, email
Indigenous Academic and Community Engagement – Rob Hancock, Associate Director Academic, iaceadac@uvic.ca	N/A	



UNIVERSITY OF VICTORIA
STANDARD TEMPLATE FOR PROGRAM CHANGE – UNDERGRADUATE*Combined English Honours and Medieval Studies Minor***SUMMARY of PROPOSED DISCONTINUATION****A. Identification of the change**

Name, Location, Academic units (Faculties, departments, or schools)	Medieval Studies Program Department of English
Anticipated implementation date of change	May 2023
Name, title, phone number and e-mail address of contact person	Dr. Allan Mitchell, Director of Medieval Studies, dirmedi@uvic.ca

B. Provide a summary and rationale for the proposed discontinuation (maximum 1 page)

Clearly articulate the proposed discontinuation and provide a rationale for the discontinuation and its impact on students. How does the proposed discontinuation align with unit/Faculty/UVic institutional plans and priorities?

We wish to discontinue the “Combined English Honours and Medieval Studies Minor.” Following our recent External Review of the Medieval Studies Program, the team noted that this option seems not to have been very attractive. In fact, no student has registered in this combined degree since 2014 (and there are no current students in the program). The external examiners recommended that it be discontinued, as, in their opinion, it could send a confusing message to students about pathways through programming. The discontinuance will work to make sure that students are presented with clear Academic Calendaring and advising.

The change will have no impact on current or future students, who remain able to enrol in Medieval Studies Honours, Major, or Minor degrees. Anyone interested in combining degrees may do so as well.

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

The discontinuance of this program will have no impact on current policies.

D. Indicate what impact the discontinuation will have on resources such as faculty, staff appointments, and space.

There will be no impact on resources given that the students taking this pathway were minimal or non-existent.

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

The other unit involved in this discontinuance is English, please see email from Chair of English. Dr. Nowlin, who agrees to the change.



Faculty of Humanities
Medieval Studies Programme

Memo

To: Dr. Adjin-Tettey, Acting Associate Vice President Academic Planning
From: Dr. Catherine Harding, Acting Director (2021-22), Medieval Studies Programme;
Dr. Michael Nowlin, Chair, Department of English

Date: November 16, 2021

Re: Elimination of the Combined English Honours and Minor in Medieval Studies

Medieval Studies had a program review which ended in spring 2021. They recommended that we fade out the Combined English Honours and Medieval Studies Minor to refresh our programming. They state: 'this is boutique programming from a bygone era. It has had no student numbers and it may confuse students who think that they can't Minor in Medieval Studies without also completing an Honours degree in English.'

The Medieval Studies programme committee has reviewed the data and we concur with the assessment of the External Reviewers. We therefore have completed an entry in Kuali, which we believe will remove this option without undue impact on any students, past, present or in the future. The Department of English also supports the removal of this option from the Academic Calendar.

Thank you for your consideration of this request.

Documentation of Consultation Emails:Hi Catherine,

Just sending this again – I got a bounce-back from my reply-all email (the OREGSconsultation@uvic.ca email didn't work).

Andrea

Hi Catherine,

Thanks for the head's up on your proposed discontinuance of the Combined English and Medieval Studies Minor program.

COOP is fine with the discontinuance of this program.

Thanks for consulting.

Regards,

Andrea



Andrea Giles, M.A.
Executive Director
Co-operative Education Program and Career Services

University of Victoria
Business and Economics Building, Room 414
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2 Canada
T 250-721-6211 or 250-721-7628 F 250-721-8996
Web: uvic.ca/coopandcareer | Portal: learninginmotion.uvic.ca

From: dirmedi <dirmedi@uvic.ca>

Sent: June 23, 2022 9:58 AM

To: Jonathan Bengtson <bengtson@uvic.ca>; Andrea Giles
<agiles@uvic.ca>; OREGSConsultation@uvic.ca

Cc: Medieval Studies <medi@uvic.ca>; Michael Nowlin – Chair of English <englchr@uvic.ca>

Subject: Discontinuance of Combined English and Medieval Studies Minor programme: prep for SCP

Hi everyone, apologies for the group email but I need to send you this rationale to discontinue the Combined English and Medieval Studies Minor programme, which, as the memo states, has not attracted students in recent years. We believe that there will be no negative impact on resources or on student's academic progress.

Please let us know if you are comfortable with the discontinuance of the program by return email. Thank you in advance for your time and careful attention to this matter.

Best wishes,
Catherine Harding

Martin Luther King, Jr: 'The arc of the moral universe is long but it bends towards justice.'

I acknowledge and respect the lək'wəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day. I dedicate myself to the ongoing work of social justice for all peoples.
I affirm that Black Lives Matter and that anti-black racism is unacceptable and must be eliminated.

--

Dr. Catherine Harding, Associate Professor
Late Medieval and Early Renaissance Art in Italy
Graduate Advisor (2021-23)
Acting Director, Medieval Studies Programme (2021-22)
Art History & Visual Studies,
University of Victoria
charding@uvic.ca
tel: 250-721-6304
fax: 250-721-7941

she/her
they/them/their

OK thanks for the head's up Catherine.

JB

Jonathan B. Bengtson
[University Librarian](#)
University of Victoria

From: dirmedi <dirmedi@uvic.ca>
Date: Thursday, June 23, 2022 at 9:58 AM
To: Jonathan Bengtson <bengtson@uvic.ca>, Andrea Giles <agiles@uvic.ca>, "OREGSConsultation@uvic.ca" <OREGSConsultation@uvic.ca>
Cc: Medieval Studies <medi@uvic.ca>, Michael Nowlin – Chair of English <englchr@uvic.ca>
Subject: Discontinuance of Combined English and Medieval Studies Minor programme: prep for SCP

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Please let us know if you are comfortable with the discontinuance of the program by return email.

Thank you in advance for your time and careful attention to this matter.

Best wishes,
Catherine Harding

Dear Catherine,

The English department anticipated this change, and we are fine with it.

Regards,

Michael

From: dirmedi <dirmedi@uvic.ca>

Date: Thursday, June 23, 2022 at 9:58 AM

To: Jonathan Bengtson <bengtson@uvic.ca>, Andrea Giles <agiles@uvic.ca>, "OREGSConsultation@uvic.ca" <OREGSConsultation@uvic.ca>

Cc: Medieval Studies <medi@uvic.ca>, Michael Nowlin – Chair of English <englchr@uvic.ca>

Subject: Discontinuance of Combined English and Medieval Studies Minor programme: prep for SCP

Hi everyone, apologies for the group email but I need to send you this rationale to discontinue the Combined English and Medieval Studies Minor programme, which, as the memo states, has not attracted students in recent years. We believe that there will be no negative impact on resources or on student's academic progress.

Please let us know if you are comfortable with the discontinuance of the program by return email.

Thank you in advance for your time and careful attention to this matter.

Best wishes,

Catherine Harding



University
of Victoria

Senate Committee on
Planning

MEMO

Date: September 21, 2022

To: Senate

From: Senate Committee on Planning

Re: **Proposal to extend the Approved Centre Status for the Centre for Indigenous Research and Community-led Engagement (CIRCLE)**

At its meeting on September 7, 2022, the Senate Committee on Planning considered the proposal to extend the Approved Centre Status for the Centre for Indigenous Research and Community-led Engagement (CIRCLE).

The centre status is scheduled to expire on May 31, 2023. The Office of the Vice President Research and Innovation (OVPRI) would like to postpone the external review to allow sufficient time for the newly created Vice President Indigenous, Indigenous Academic and Community Engagement and CIRCLE to establish an interconnected relationship. The current centre director, Heidi Stark, will not be renewing her term that ends on June 30, 2023, therefore the OVPRI will be conducting a search for a new centre director.

The following motion is recommended:

Motion: that Senate approve the proposal to extend the Approved Centre Status for the Centre for Indigenous Research and Community-led Engagement (CIRCLE), for an 18-month period from June 1, 2023 through November 30, 2024, as described in the memorandum dated June 21, 2022.

Respectfully submitted,

2022-2023 Senate Committee on Planning

Dr. Elizabeth Adjin-Tettey, Chair	Dr. Sandra Hundza
Dr. Evanthia Baboula	Ms. Alyssa Jackson
Dr. Rustom Bhiladvala	Dr. Michelle Lawrence
Dr. Alexandrine Boudreault-Fournier	Dr. Annalee Lepp
Dr. Alexandre Brolo	Dr. Cynthia Milton
Dr. Jo-Anne Clarke	Dr. Ulrich Mueller
Dr. Adam Con	Dr. Joban Raiwal
Ms. Andrea Giles	Ms. Ada Saab
Ms. Nicole Greengoe	Dr. Jie Zhang
Dr. Robin Hicks	Ms. Sandra Duggan (Secretary)
Dr. Cindy Holder	

MEMORANDUM

DATE: June 21, 2022

TO: Dr. Elizabeth Adjin-Tettey; Chair, Senate Committee on Planning

FROM: Dr. Cynthia Milton, Associate Vice President Research

RE: Centre for Indigenous Research and Community-Led Engagement (CIRCLE) -
Request for Approved Centre Status Extension


I am writing under the delegated authority of the Vice-President Research & Innovation. Dr. Lisa Kalynchuk has reviewed and is agreement with this recommendation.

The approved centre status of the Centre for Indigenous Research and Community-Led Engagement (CIRCLE) is scheduled to expire on May 31, 2023 in adherence with University of Victoria policy number RH8300, *Establishment, Review, and Closure of Research Centres*. CIRCLE is under the directorship of Dr. Heidi Kiiwetinepinesik Stark until June 30, 2023.

Given the creation of a new Vice-President Indigenous and in order to allow sufficient time to establish the interconnected relationship between VP Indigenous, Indigenous Academic and Community Engagement and CIRCLE, we would like to postpone the external review. Over the next year we will be conducting a search for the next centre director. As well, the OVPRI has made significant investments in CIRCLE as part of the Aspiration 2030 Actions over the past year. We would like to let the impact of these changes to settle prior to conducting an external review. As such, we are requesting an eighteenth-month extension of the Centre's approval status, from June 1, 2023 until November 30, 2024.

I therefore request that the Senate Committee on Planning recommend the following motion to Senate:

That the Senate Committee on Planning recommends that Senate extends for 18 months the Approved Centre Status for the Centre for Indigenous Research and Community-Led Engagement until November 30, 2024.





Faculty of Humanities | Dean's Office
PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-472-4677 | uvic.ca/humanities

MEMO

DATE: September 20, 2022

TO: Senate

FROM: Dr. Annalee Lepp
Dean of Humanities

RE: Constitution and Operating Structure Changes for Senate Approval

Please find attached documents corresponding to the approval of the changes to our Constitution and Operating Structure. The following motion was approved unanimously at Faculty Council on September 20, 2022:

Motion: That Senate approve the revised *Faculty of Humanities Constitution and Operating Structure*.

A handwritten signature in blue ink, reading "A Lepp", written over a horizontal line.

Annalee Lepp
Dean of Humanities



Constitution & Operating Structure



Approved by Senate: October 1, 2021

Vision & Mission Statement

OPEN YOUR MIND, TRANSFORM OUR WORLD.

Vision: What are the Humanities?

The Humanities are concerned with the complex, ever-evolving questions of what it means to be human. They speak to issues of human dignity, creativity, thought, and value amidst myriad peoples and places. Hence, the Humanities build the foundations of freedom, well-being, and justice; they cultivate an ethic of social engagement, intellectual openness, incisive critique, and moral courage.

The Humanities equip us to make critical and difficult choices, to recognize the difference between what is right and what is easy, and to take responsibility for our choices as constitutive of ourselves. The Humanities enable us to reflect on how we are, and how we have been, shaped by our language, our culture, our technology, our environment, and to recognize the richness offered by diversity, difference, distance, and place. They force us to challenge those things that we take for granted. They require disciplined awareness, courageous compassion, and skillful curiosity.

The Humanities are at the foundation of the university's historic mission to make humanity better. They inspire the university to move beyond the provision of instrumental skills, to move beyond the commodification of learning as training, and to embody the highest ideal that education elevates the human condition itself.

Mission: the Humanities at UVic

Enrich Human Dignity

fundamental research and teaching about what it means (and has meant) to be human, and a commitment to enact change to improve conditions for humanity

Provoke Critical Inquiry

fundamental research and teaching about the meaning and methods of reason and critique, including their cultural and historical plurality, and a commitment to uphold these values in society today

Engage Myriad Voices

fundamental research and teaching about the interaction between time, place and knowledge, including its expression through language, and a commitment to a de-colonized and diverse global society

Inspire Innovative Expression

fundamental research and teaching about multifarious modes of human expression, including the full plurality of media, and a commitment to creative interventions in society

Constitution & Operating Structure

A. Faculty Council

The Council of the Faculty of Humanities exercises its powers and duties under the University Act, as amended.

1. The Faculty Council normally convenes once per month, September-May.
2. Quorum for Faculty Council is 15 voting members.
3. *Faculty Board* members of the Council are counted in the quorum and may vote on any motion; the chair does not have a casting vote in case of a tie.

Membership of the Faculty Council includes:

1. The Dean (chair).
2. Associate Deans (chair's delegate).
3. Members of the Faculty of Humanities, consisting of all part- and full-time regular faculty (teaching or research stream) appointed in the Faculty or in a Department of the Faculty, including those on limited-term appointments.
4. In addition, the following groups are invited to provide one (voting) representative to participate in Faculty Council:
 - a. UVSS (the representative shall be registered as a student in the Faculty of Humanities)

- b. GSS (the representative shall be registered as a student in a program/department offered in the Faculty of Humanities)
 - c. Staff member (the representative shall be selected through a nomination/voting process conducted via the Dean's Office each September)
 - d. Sessional lecturers/Music Performance Instructors (the representative shall be currently employed in the Faculty of Humanities, selected in a manner agreeable to CUPE4163:3).
- 5. Any other staff or faculty of the university may attend open meetings, but cannot vote.
 - 6. It is the responsibility of members of Council to contribute to the governance of the Faculty. Regular attendance at scheduled meetings of the Council contributes to discharging this responsibility.

Agenda and Motions

- 1. The agenda of the Faculty Council shall be set by the Dean in consultation with the Faculty Board.
- 2. The agenda and supporting documents shall normally be distributed 1 week before the meeting.
- 3. A call for agenda items shall be sent to members of the Council 2 weeks in advance of the meeting.
- 4. Agenda items shall be: for information; for discussion; proposed motions.
- 5. Proposed motions shall already have been discussed in appropriate (sub)committees before reaching the agenda of the Faculty Council.
- 6. Only those items submitted to the Dean's Office by the appropriate deadline, with all necessary supporting documentation, shall be eligible for the agenda.
- 7. A motion must be moved and seconded to pass, and must be approved by a simple majority of members present.
- 8. All meetings of the Faculty Council shall be conducted in accordance with *Robert's Rules of Order*. New rules of order can be adopted by majority vote.

Other

1. Special meetings of the Faculty Council may be called by the Dean (or delegate).
2. At the written request of 15 voting members, the Dean shall call a special meeting within 10 days.
3. Minutes of the Faculty Council are kept, recording pertinent points and the results of votes on all motions.
4. Minutes shall reside in the Dean's Office and be made available to Council members on request or via the Council Connect site.
5. The Council may establish ad hoc or standing (sub)committees to investigate any matters coming before the Council.
 - a. Notice of (sub)committee meetings and their agenda shall normally be made available to members a week in advance of the meeting.
 - b. Minutes of all (sub)committee meetings shall contain a record of the pertinent points discussed and the results of a vote on all motions.
 - c. A copy of the minutes shall reside in the Dean's Office and be made available to Council members on request or via the Council Connect site.
 - d. Quorum of the (sub)committee shall be 50% of the membership, unless otherwise specified.
 - e. Membership of Faculty Council is not a necessary condition for eligibility for membership on (sub)committees.
 - f. All (sub)committees shall report their findings to the Council.

B. Standing Committees

The Dean, in consultation with the Chairs & Directors of the Faculty, may establish committees (either ongoing or for limited terms) to deal with business pertaining to the functioning and organization of the Faculty.

The Faculty supports the following standing committees:

- [Academic Equity Advisory Committee](#)
- [Advisory Committee to the Associate Dean Academic](#)

- [Advisory Committee to the Associate Dean Research](#)
- [Graduate Steering Committee](#)
- [HUMA Advisory Committee](#)
- [Humanities Curriculum & Academic Standards Committee](#)
- [Salary Advisory Committee](#)
- [Technology & Information Infrastructure Committee](#)

B.1 Academic Equity Advisory Committee

- The Academic Equity Advisory Committee shall have the following membership:
 - 5 or 7 regular faculty members nominated by members of the Council, normally for a 3-year period. In 2020, 3-4 members shall be appointed for 3 years, 2-3 members for 2 years.
- Members of the Council shall submit nominations (humsoff@uvic.ca); these must be signed by the nominee, indicating that they are prepared to stand. The nominees shall meet and determine among themselves the optimal composition of the committee in relation to the membership criteria below:
 - to the extent possible, membership shall reflect equity categories recognized by the University of Victoria;
 - to the extent possible, membership shall reflect diverse pedagogical and research methodologies;
 - to the extent possible, membership shall reflect a diversity of institutional ranks; and
 - membership shall include no more than 2 individuals from the same academic unit.
- [The Indigenous Resurgence Coordinator will be asked to serve as a standing member.](#)
- The Committee may appoint ad-hoc members to assist the AEAC in the performance of its duties.

- The names of the members who agree to serve shall be forwarded to the Dean for appointment, along with a description of how equity categories, pedagogy/methods, and rank are represented.
- The Chair shall be elected by the members of the AEAC and appointed by the Dean.
- The Chair is responsible to the Dean.

Responsibilities:

1. The AEAC shall provide solicited and unsolicited advice to Dean, Associate Deans, and Director of Administration in the following areas:
 - a. Academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit; and
 - b. Faculty Evaluation Policy and Unit Standards.
2. The AEAC may provide advice, information, and guidance to Faculty Council on issues pertaining to academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit.
3. The AEAC shall report to the Faculty Council each April on its activities of the year.

B.2. Advisory Committee to the Associate Dean Academic

- The Advisory Committee to the Associate Dean Academic shall have the following members:
 - The Associate Dean Academic (chair); and
 - ~~○ The Director of the Academic & Technical Writing Program (ATWP); and~~
 - Five members from different departments in the Faculty for a term of 2 years, one member who shall be from the Teaching Stream.
- Members of the Advisory Committee shall represent a diversity of rank, stream, unit, and EDI principles. To achieve these principles, the process shall be as follows:
 - a. The Faculty Board shall create a shortlist;
 - b. The short list shall be presented to Chairs & Directors for feedback; and
 - c. Committee members shall be finalized based on the feedback.

- Members of the Advisory Committee are appointed by the Dean.
- When appropriate, Chairs shall nominate new members from their departments; the Associate Dean Academic shall negotiate their agreement to serve.

Responsibilities

1. The Committee shall provide solicited and unsolicited advice to the Associate Dean Academic on matters relevant to the Associate Dean Academic's mandate, with a focus on issues surrounding undergraduate teaching and undergraduate culture of the Faculty of Humanities. Such issues may involve (but need not be limited to):
 - a. Selection of annual Award for Teaching Excellence winner and other pertinent awards;
 - b. Monitoring and assessment of undergraduate programs;
 - c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - d. Monitoring and assessment of international exchange
 - e. Monitoring and assessment of student recruitment;
 - f. Monitoring and assessment of co-op and internship procedures and performance;
 - g. Monitoring and assessment of guidelines and practices of effective academic program delivery; and
 - h. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Committee may appoint ad hoc members to assist the Committee in the performance of its duties. The Committee shall report to the Faculty Council as necessary.

B.3. Advisory Committee to the Associate Dean Research

- The Advisory Committee to the Associate Dean Research shall have the following members:
 - The Associate Dean Research (chair); and

- Five members from different departments in the Faculty for a term of 2 years.
- Members of the Advisory Committee shall represent a diversity of rank, stream, unit, and EDI principles. To achieve these principles, the process shall be as follows:
 - a. The Faculty Board shall create a shortlist;
 - b. The short list shall be presented to Chairs & Directors for feedback; and
 - c. Committee members shall be finalized based on the feedback.
- Members of the Advisory Committee are appointed by the Dean.
- When appropriate, Chairs shall nominate new members from their departments; the Associate Dean Research shall negotiate their agreement to serve.

Responsibilities

1. The Committee shall provide solicited and unsolicited advice to the Associate Dean Research on matters relevant to the Associate Dean's mandate, with a focus on issues surrounding graduate teaching and the research culture of the Faculty of Humanities. Such issues may involve (but need not be limited to):
 - a. Selection of annual Award for Research Excellence, Engaged Scholar Award, Early Career Excellence in Research Award winners and other pertinent awards;
 - b. Monitoring and assessment of graduate programs;
 - c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - d. Monitoring and assessment of international exchange where appropriate;
 - e. Monitoring and assessment of student recruitment;
 - f. Monitoring and assessment of guidelines and practices of effective academic program delivery; and
 - g. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Committee may appoint ad hoc members to assist the Committee in the performance of its duties. The Committee shall report to the Faculty Council as necessary.

B.4. Graduate Steering Committee

- The Graduate Steering Committee shall have the following members:
 - The Associate Dean Research (chair); and
 - All Graduate Advisors in the Faculty of Humanities

Responsibilities

1. Exercising collaborative and flexible recommendations regarding the award of BC Graduate Scholarships, the Dean's Dissertation Year Scholarship in the Humanities, the Hugh Campbell and Marion Alice Small Graduate Teaching Fellowship in Scottish Studies, the Murray Dawson Scholarship, the Falkenstein Scholarships, and the Hackett Research Travel Award to maximize their impact across the Faculty and ensure they are used effectively and strategically to recruit, retain, and/or support exceptional graduate students;
2. Exercising collaborative and flexible recommendations regarding Faculty TA funds, to ensure they are invested efficiently to support the needs of both Undergraduate and Graduate students in the Faculty of Humanities, and that they are otherwise invested in support of Graduate student research and training;
3. Exercising collaborative and flexible recommendations regarding FGS base funds when opportunities arise, so as to ensure that the funds are distributed effectively and strategically within the Faculty in ways that are responsive to need and innovation; and
4. Coordinating graduate content and offerings that can be shared among units in Humanities, as appropriate; in this capacity, it shall consult and work with the Advisory Committee to the Associate Dean Academic, the Advisory Committee to the Associate Dean Research, the HUMA Advisory Committee, and the Humanities Curriculum & Academic Standards Committee, as needed.

B.5. HUMA Advisory Committee

- The HUMA Advisory Committee shall have the following members:

- Associate Dean Academic and Associate Dean Research (co-chairs);
 - Two faculty members nominated by the HUMA instructors who have taught in the HUMA program in the last 3 years; and
 - Three faculty members.
- Members of the Advisory Committee shall serve a term of two years and represent a diversity of rank, stream, unit, and EDI principles. To achieve these principles, the process shall be as follows:
 - a. The Faculty Board shall create a shortlist, giving consideration to the rank, stream, and unit of the HUMA-nominated members;
 - b. The short list shall be presented to Chairs & Directors for feedback; and
 - c. Three committee members shall be finalized based on the feedback.
- Members of the Advisory Committee are appointed by the Dean

Responsibilities

1. Review and approve HUMA special topics course proposals on an annual basis;
2. Review and approve HUMA curriculum program changes;
3. Provide advice on the development of HUMA programming; and
4. Provide advice on the Humanities Scholars Program.

B.6. Humanities Curriculum & Academic Standards Committee

The HCASC functions within UVic policy 2100, Policy on Calendar Submissions.

- It shall have the following voting members:
 - Associate Dean Academic (chair, ex officio), or delegate; and
 - One faculty member from each Department and Program, as designated within their units to be curriculum coordinators (ex officio).
- It shall have the following non-voting members:
 - Advising Officer from the Academic Advising Centre;
 - Records Officer from the Office of the Registrar;
 - Admissions and Records Officer from Graduate Admissions & Records;
 - A representative from the Library; and

- Additional non-voting members may be appointed by the chair as appropriate.
- The chair shall report the membership of the committee to the Dean.

Responsibilities

1. To review Curriculum Submissions from units for consistency with Faculty and University policies and strategic goals, and to approve and recommend those Submissions to the Faculty Council for approval.
2. To determine and announce the deadlines for receipt of curriculum proposals.
3. To review the regulations of the Faculty as published in the Calendar, with a view to recommending any necessary or desirable changes to the Faculty provision.
4. To examine on a continuing basis all of the Calendar entries for the Faculty and all units of the Faculty, with a view to making those entries as clear, consistent and accurate as possible.
5. To consider curricular matters which may be referred to it from time to time by the Vice-President Academic and Provost, the Dean, the Senate, the Faculty Council, the University Secretary, the Registrar, or any Department or Committee of the Faculty.
6. To discuss as appropriate the curricular proposals submitted by other Faculties, and to respond to them as appropriate when they affect the Faculty of Humanities.
7. To submit a report at the end of each cycle to the Faculty Council summarizing the volume and character of the changes it approves, including the number of course additions and deletions, any major issues that have arisen and recommending any changes that would make the curriculum change process more effective.

In addition, the Committee may also consider matters related to academic standards and, in particular, it shall:

1. Advise the Faculty Council on matters concerning academic standards, criteria for admission and grading practices.
2. Advise the Faculty Council on matters concerning standards, which are referred to the Faculty by the Senate.

B.7. Salary Advisory Committee

As outlined in the Faculty Evaluation Policy (v.2020-2023), the SAC functions as an advisory to the Dean for the allocation of PPI and (from 1 January 2021) OPR to all members of the Faculty of Humanities (excluding Chairs & Directors).

- The committee shall have the following members:
 - the Dean (chair);
 - one Associate Dean;
 - five faculty members with regular appointments nominated by the chairs and directors and elected by faculty members with regular appointments.
 - while not representative, the membership shall be attentive to academic diversity, with no more than one member from the same unit
 - the SAC may seek advice from beyond its membership, if appropriate.
- If there is need to discuss the allocation of PPI or (after 1 January 2021) OPR for any member of the SAC, that member shall be required to recuse themselves from that discussion.

Responsibilities

1. To provide advice as needed to the Dean on the distribution of PPIs and (after 1 January 2021) OPR, recognizing stream and rank.

B.8. Technology & Information Infrastructure Committee

The TIIC functions as an advisory to the Humanities Computing and Media Centre (HCMC) – an academic support unit – to ensure its centrality and integration into the teaching and research activities of the Faculty.

- The committee shall have the following members:
 - Associate Dean Research (chair), or delegate;
 - Manager of HCMC (ex officio);
 - One representative of the staff of HCMC, selected by the members of HCMC;

- One faculty member from three different departments and programs in Humanities; members are selected by the Dean, following consultation with the Chairs & Directors; and
- One representative of the University Library, selected by the University Librarian.
- Additional members may be invited as representatives of other programs or constituencies within the Faculty or elsewhere, as appropriate.
- The chair shall report the membership of the committee to the Dean.

Responsibilities

1. To provide advice and guidance on the effective integration of HCMC into the teaching and research activities of the Faculty of Humanities.
2. To set priorities for teaching and research proposals that seek substantial support from HCMC.
3. To review teaching and research proposals that seek substantial support (>40 hours of programming time) from HCMC.
4. To consider and support fundraising opportunities for the work of HCMC.
5. To serve as a sounding board for HCMC in consideration of its planning, policy-making, and practices
6. To monitor and assess the success of the integration of computing and media technology into the teaching, research, and support activities of the Faculty.
7. To ensure that the Dean and Faculty are aware of relevant developments in the technology and information infrastructure of the Faculty of Humanities.
8. To support the integration of digital services and infrastructure into other units and projects, as appropriate.

C. Chairs & Directors

The Faculty of Humanities is structured into 10 departments, 2 non-departmental programs, 4 non-departmental interdisciplinary programs, and 1 academic support unit. Departments, led by a Chair, are personnel units; they provide research and teaching capacity for various

programmatic components (certificate, minor, major, undergraduate, graduate etc.). Non-departmental programs, led by a Director, are not normally personnel units. Those units that are not personnel units draw teaching capacity from the various departments to provide unique, trans-departmental content.

1. The Faculty Board normally meets with the Chairs & Directors once per month.
2. The Chairs & Directors Meeting (CDM) is chaired by the Dean (or delegate).
3. Participation in the CDM is part of the assigned duties of Chairs and Directors; in case of unavoidable absence, a delegate shall attend.
4. CDM is a consultative meeting, assisting in the promotion of communication, transparency, and collegiality between the Faculty Board and the Departments & Programs. It plays a formative role in decision making and policy making, and enables responsible oversight.
5. A representative from an academic support unit may be invited to participate in CDM.
6. Other members of the Faculty or other guests may be invited to attend specific meetings.

D. Dean's Office & Faculty Board

The mandate for leadership and governance of the Faculty of Humanities resides with the Dean of Humanities. The Dean is the chair of the Faculty under the University Act. The Dean is committed to leadership consistent with the Vision & Mission Statement of the Faculty, as ratified by the Faculty Council.

1. The Dean is assisted in the exercise of this mandate by a Faculty Board.
2. The Faculty Board consists of the Dean (chair), the Associate Dean Academic, the Associate Dean Research, the Associate Dean Advising, the Director of Administration.
3. The Faculty Board is supported by the Dean's Assistant as secretary.
4. Other staff, faculty, and students of Humanities may attend the Board by invitation of the Dean.
5. The Board shall normally hold an open meeting with students once per term.

6. The Board works to support decision-making, implementation, and coordination of the (sub)mandates present in the Dean's Office.
 - a. The Faculty Board is the locus of the sub-mandates of the Associate Deans and Director of Administration, providing a collaborative context for their execution, enabling mutual support and responsible oversight by the Dean.
 - b. The portfolios and responsibilities of the Associate Deans are particular, but also responsive to requests from the Dean. Associate Deans are specific delegates of the Dean.
7. The Faculty Board normally meets once per week. The timetable of meetings shall be made available to the Chairs & Directors and other members of Faculty, for their information.
8. Agenda items for the Board shall be submitted before the Board meeting. Items may be submitted by Board members or any staff, faculty, or students of the Faculty of Humanities. The agenda is set at the discretion of the Dean.
9. Record of the Board meetings are kept in the Dean's Office and made available to Chairs & Directors on the Connect site.

E. Amendment

1. This 'Constitution & Operating Structure' shall be reviewed by Faculty after it has been in effect for 3 academic years.
2. Amendments to the 'Constitution & Operating Structure' shall be made by a vote of 66% of the Faculty Council, followed by approval of the university Senate.
3. The Faculty of Humanities Vision & Mission Statement is a commitment of the Faculty and not formally part of the Operating Structures; it need not be approved by Senate.



Constitution & Operating Structure



Approved by Senate: October 1, 2021

Vision & Mission Statement

OPEN YOUR MIND, TRANSFORM OUR WORLD.

Vision: What are the Humanities?

The Humanities are concerned with the complex, ever-evolving questions of what it means to be human. They speak to issues of human dignity, creativity, thought, and value amidst myriad peoples and places. Hence, the Humanities build the foundations of freedom, well-being, and justice; they cultivate an ethic of social engagement, intellectual openness, incisive critique, and moral courage.

The Humanities equip us to make critical and difficult choices, to recognize the difference between what is right and what is easy, and to take responsibility for our choices as constitutive of ourselves. The Humanities enable us to reflect on how we are, and how we have been, shaped by our language, our culture, our technology, our environment, and to recognize the richness offered by diversity, difference, distance, and place. They force us to challenge those things that we take for granted. They require disciplined awareness, courageous compassion, and skillful curiosity.

The Humanities are at the foundation of the university's historic mission to make humanity better. They inspire the university to move beyond the provision of instrumental skills, to move beyond the commodification of learning as training, and to embody the highest ideal that education elevates the human condition itself.

Mission: the Humanities at UVic

Enrich Human Dignity

fundamental research and teaching about what it means (and has meant) to be human, and a commitment to enact change to improve conditions for humanity

Provoke Critical Inquiry

fundamental research and teaching about the meaning and methods of reason and critique, including their cultural and historical plurality, and a commitment to uphold these values in society today

Engage Myriad Voices

fundamental research and teaching about the interaction between time, place and knowledge, including its expression through language, and a commitment to a de-colonized and diverse global society

Inspire Innovative Expression

fundamental research and teaching about multifarious modes of human expression, including the full plurality of media, and a commitment to creative interventions in society

Constitution & Operating Structure

A. Faculty Council

The Council of the Faculty of Humanities exercises its powers and duties under the University Act, as amended.

1. The Faculty Council normally convenes once per month, September-May.
2. Quorum for Faculty Council is 15 voting members.
3. *Faculty Board* members of the Council are counted in the quorum and may vote on any motion; the chair does not have a casting vote in case of a tie.

Membership of the Faculty Council includes:

1. The Dean (chair).
2. Associate Deans (chair's delegate).
3. Members of the Faculty of Humanities, consisting of all part- and full-time regular faculty (teaching or research stream) appointed in the Faculty or in a Department of the Faculty, including those on limited-term appointments.
4. In addition, the following groups are invited to provide one (voting) representative to participate in Faculty Council:
 - a. UVSS (the representative shall be registered as a student in the Faculty of Humanities)

- b. GSS (the representative shall be registered as a student in a program/department offered in the Faculty of Humanities)
 - c. Staff member (the representative shall be selected through a nomination/voting process conducted via the Dean's Office each September)
 - d. Sessional lecturers/Music Performance Instructors (the representative shall be currently employed in the Faculty of Humanities, selected in a manner agreeable to CUPE4163:3).
5. Any other staff or faculty of the university may attend open meetings, but cannot vote.
6. It is the responsibility of members of Council to contribute to the governance of the Faculty. Regular attendance at scheduled meetings of the Council contributes to discharging this responsibility.

Agenda and Motions

1. The agenda of the Faculty Council shall be set by the Dean in consultation with the Faculty Board.
2. The agenda and supporting documents shall normally be distributed 1 week before the meeting.
3. A call for agenda items shall be sent to members of the Council 2 weeks in advance of the meeting.
4. Agenda items shall be: for information; for discussion; proposed motions.
5. Proposed motions shall already have been discussed in appropriate (sub)committees before reaching the agenda of the Faculty Council.
6. Only those items submitted to the Dean's Office by the appropriate deadline, with all necessary supporting documentation, shall be eligible for the agenda.
7. A motion must be moved and seconded to pass, and must be approved by a simple majority of members present.
8. All meetings of the Faculty Council shall be conducted in accordance with *Robert's Rules of Order*. New rules of order can be adopted by majority vote.

Other

1. Special meetings of the Faculty Council may be called by the Dean (or delegate).
2. At the written request of 15 voting members, the Dean shall call a special meeting within 10 days.
3. Minutes of the Faculty Council are kept, recording pertinent points and the results of votes on all motions.
4. Minutes shall reside in the Dean's Office and be made available to Council members on request or via the Council Connect site.
5. The Council may establish ad hoc or standing (sub)committees to investigate any matters coming before the Council.
 - a. Notice of (sub)committee meetings and their agenda shall normally be made available to members a week in advance of the meeting.
 - b. Minutes of all (sub)committee meetings shall contain a record of the pertinent points discussed and the results of a vote on all motions.
 - c. A copy of the minutes shall reside in the Dean's Office and be made available to Council members on request or via the Council Connect site.
 - d. Quorum of the (sub)committee shall be 50% of the membership, unless otherwise specified.
 - e. Membership of Faculty Council is not a necessary condition for eligibility for membership on (sub)committees.
 - f. All (sub)committees shall report their findings to the Council.

B. Standing Committees

The Dean, in consultation with the Chairs & Directors of the Faculty, may establish committees (either ongoing or for limited terms) to deal with business pertaining to the functioning and organization of the Faculty.

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- [Salary Advisory Committee](#)
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B.1 Academic Equity Advisory Committee

- The Academic Equity Advisory Committee shall have the following membership:
 - 5 or 7 regular faculty members nominated by members of the Council, normally for a 3-year period. In 2020, 3-4 members shall be appointed for 3 years, 2-3 members for 2 years.
- Members of the Council shall submit nominations (humsoff@uvic.ca); these must be signed by the nominee, indicating that they are prepared to stand. The nominees shall meet and determine among themselves the optimal composition of the committee in relation to the membership criteria below:
 - to the extent possible, membership shall reflect equity categories recognized by the University of Victoria;
 - to the extent possible, membership shall reflect diverse pedagogical and research methodologies;
 - to the extent possible, membership shall reflect a diversity of institutional ranks; and
 - membership shall include no more than 2 individuals from the same academic unit.
- The Committee may appoint ad-hoc members to assist the AEAC in the performance of its duties.
- The names of the members who agree to serve shall be forwarded to the Dean for appointment, along with a description of how equity categories, pedagogy/methods, and rank are represented.

- The Chair shall be elected by the members of the AEAC and appointed by the Dean.
- The Chair is responsible to the Dean.

Responsibilities:

1. The AEAC shall provide solicited and unsolicited advice to Dean, Associate Deans, and Director of Administration in the following areas:
 - a. Academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit; and
 - b. Faculty Evaluation Policy and Unit Standards.
2. The AEAC may provide advice, information, and guidance to Faculty Council on issues pertaining to academic equity in the context of structures, policies, and practices, including issues of discrimination and bias, explicit or implicit.
3. The AEAC shall report to the Faculty Council each April on its activities of the year.

B.2. Advisory Committee to the Associate Dean Academic

- The Advisory Committee to the Associate Dean Academic shall have the following members:
 - The Associate Dean Academic (chair); and
 - Five members from different departments in the Faculty for a term of 2 years, one member who shall be from the Teaching Stream.
- Members of the Advisory Committee shall represent a diversity of rank, stream, unit, and EDI principles. To achieve these principles, the process shall be as follows:
 - a. The Faculty Board shall create a shortlist;
 - b. The short list shall be presented to Chairs & Directors for feedback; and
 - c. Committee members shall be finalized based on the feedback.
- Members of the Advisory Committee are appointed by the Dean.
- When appropriate, Chairs shall nominate new members from their departments; the Associate Dean Academic shall negotiate their agreement to serve.

Responsibilities

1. The Committee shall provide solicited and unsolicited advice to the Associate Dean Academic on matters relevant to the Associate Dean Academic's mandate, with a focus on issues surrounding undergraduate teaching and undergraduate culture of the Faculty of Humanities. Such issues may involve (but need not be limited to):
 - a. Selection of annual Award for Teaching Excellence winner and other pertinent awards;
 - b. Monitoring and assessment of undergraduate programs;
 - c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - d. Monitoring and assessment of international exchange
 - e. Monitoring and assessment of student recruitment;
 - f. Monitoring and assessment of co-op and internship procedures and performance;
 - g. Monitoring and assessment of guidelines and practices of effective academic program delivery; and
 - h. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Committee may appoint ad hoc members to assist the Committee in the performance of its duties. The Committee shall report to the Faculty Council as necessary.

B.3. Advisory Committee to the Associate Dean Research

- The Advisory Committee to the Associate Dean Research shall have the following members:
 - The Associate Dean Research (chair); and
 - Five members from different departments in the Faculty for a term of 2 years.
- Members of the Advisory Committee shall represent a diversity of rank, stream, unit, and EDI principles. To achieve these principles, the process shall be as follows:
 - a. The Faculty Board shall create a shortlist;

- b. The short list shall be presented to Chairs & Directors for feedback; and
- c. Committee members shall be finalized based on the feedback.
- Members of the Advisory Committee are appointed by the Dean.
- When appropriate, Chairs shall nominate new members from their departments; the Associate Dean Research shall negotiate their agreement to serve.

Responsibilities

1. The Committee shall provide solicited and unsolicited advice to the Associate Dean Research on matters relevant to the Associate Dean's mandate, with a focus on issues surrounding graduate teaching and the research culture of the Faculty of Humanities. Such issues may involve (but need not be limited to):
 - a. Selection of annual Award for Research Excellence, Engaged Scholar Award, Early Career Excellence in Research Award winners and other pertinent awards;
 - b. Monitoring and assessment of graduate programs;
 - c. Monitoring and assessment of standards of admission, progression, and withdrawal;
 - d. Monitoring and assessment of international exchange where appropriate;
 - e. Monitoring and assessment of student recruitment;
 - f. Monitoring and assessment of guidelines and practices of effective academic program delivery; and
 - g. Monitoring and assessment of best practice guidelines for assurance of learning.
2. The Committee may appoint ad hoc members to assist the Committee in the performance of its duties. The Committee shall report to the Faculty Council as necessary.

B.4. Graduate Steering Committee

- The Graduate Steering Committee shall have the following members:
 - The Associate Dean Research (chair); and

- All Graduate Advisors in the Faculty of Humanities

Responsibilities

1. Exercising collaborative and flexible recommendations regarding the award of BC Graduate Scholarships, the Dean's Dissertation Year Scholarship in the Humanities, the Hugh Campbell and Marion Alice Small Graduate Teaching Fellowship in Scottish Studies, the Murray Dawson Scholarship, the Falkenstein Scholarships, and the Hackett Research Travel Award to maximize their impact across the Faculty and ensure they are used effectively and strategically to recruit, retain, and/or support exceptional graduate students;
2. Exercising collaborative and flexible recommendations regarding Faculty TA funds, to ensure they are invested efficiently to support the needs of both Undergraduate and Graduate students in the Faculty of Humanities, and that they are otherwise invested in support of Graduate student research and training;
3. Exercising collaborative and flexible recommendations regarding FGS base funds when opportunities arise, so as to ensure that the funds are distributed effectively and strategically within the Faculty in ways that are responsive to need and innovation; and
4. Coordinating graduate content and offerings that can be shared among units in Humanities, as appropriate; in this capacity, it shall consult and work with the Advisory Committee to the Associate Dean Academic, the Advisory Committee to the Associate Dean Research, the HUMA Advisory Committee, and the Humanities Curriculum & Academic Standards Committee, as needed.

B.5. HUMA Advisory Committee

- The HUMA Advisory Committee shall have the following members:
 - Associate Dean Academic and Associate Dean Research (co-chairs);
 - Two faculty members nominated by the HUMA instructors who have taught in the HUMA program in the last 3 years; and
 - Three faculty members.

- Members of the Advisory Committee shall serve a term of two years and represent a diversity of rank, stream, unit, and EDI principles. To achieve these principles, the process shall be as follows:
 - a. The Faculty Board shall create a shortlist, giving consideration to the rank, stream, and unit of the HUMA-nominated members;
 - b. The short list shall be presented to Chairs & Directors for feedback; and
 - c. Three committee members shall be finalized based on the feedback.
- Members of the Advisory Committee are appointed by the Dean

Responsibilities

1. Review and approve HUMA special topics course proposals on an annual basis;
2. Review and approve HUMA curriculum program changes;
3. Provide advice on the development of HUMA programming; and
4. Provide advice on the Humanities Scholars Program.

B.6. Humanities Curriculum & Academic Standards Committee

The HCASC functions within UVic policy 2100, Policy on Calendar Submissions.

- It shall have the following voting members:
 - Associate Dean Academic (chair, ex officio), or delegate; and
 - One faculty member from each Department and Program, as designated within their units to be curriculum coordinators (ex officio).
- It shall have the following non-voting members:
 - Advising Officer from the Academic Advising Centre;
 - Records Officer from the Office of the Registrar;
 - Admissions and Records Officer from Graduate Admissions & Records;
 - A representative from the Library; and
 - Additional non-voting members may be appointed by the chair as appropriate.
- The chair shall report the membership of the committee to the Dean.

Responsibilities

1. To review Curriculum Submissions from units for consistency with Faculty and University policies and strategic goals, and to approve and recommend those Submissions to the Faculty Council for approval.
2. To determine and announce the deadlines for receipt of curriculum proposals.
3. To review the regulations of the Faculty as published in the Calendar, with a view to recommending any necessary or desirable changes to the Faculty provision.
4. To examine on a continuing basis all of the Calendar entries for the Faculty and all units of the Faculty, with a view to making those entries as clear, consistent and accurate as possible.
5. To consider curricular matters which may be referred to it from time to time by the Vice-President Academic and Provost, the Dean, the Senate, the Faculty Council, the University Secretary, the Registrar, or any Department or Committee of the Faculty.
6. To discuss as appropriate the curricular proposals submitted by other Faculties, and to respond to them as appropriate when they affect the Faculty of Humanities.
7. To submit a report at the end of each cycle to the Faculty Council summarizing the volume and character of the changes it approves, including the number of course additions and deletions, any major issues that have arisen and recommending any changes that would make the curriculum change process more effective.

In addition, the Committee may also consider matters related to academic standards and, in particular, it shall:

1. Advise the Faculty Council on matters concerning academic standards, criteria for admission and grading practices.
2. Advise the Faculty Council on matters concerning standards, which are referred to the Faculty by the Senate.

B.7. Salary Advisory Committee

As outlined in the Faculty Evaluation Policy (v.2020-2023), the SAC functions as an advisory to the Dean for the allocation of PPI and (from 1 January 2021) OPR to all members of the Faculty of Humanities (excluding Chairs & Directors).

- The committee shall have the following members:
 - the Dean (chair);
 - one Associate Dean;
 - five faculty members with regular appointments nominated by the chairs and directors and elected by faculty members with regular appointments.
 - while not representative, the membership shall be attentive to academic diversity, with no more than one member from the same unit
 - the SAC may seek advice from beyond its membership, if appropriate.
- If there is need to discuss the allocation of PPI or (after 1 January 2021) OPR for any member of the SAC, that member shall be required to recuse themselves from that discussion.

Responsibilities

1. To provide advice as needed to the Dean on the distribution of PPIs and (after 1 January 2021) OPR, recognizing stream and rank.

B.8. Technology & Information Infrastructure Committee

The TIIC functions as an advisory to the Humanities Computing and Media Centre (HCMC) – an academic support unit – to ensure its centrality and integration into the teaching and research activities of the Faculty.

- The committee shall have the following members:
 - Associate Dean Research (chair), or delegate;
 - Manager of HCMC (ex officio);
 - One representative of the staff of HCMC, selected by the members of HCMC;
 - One faculty member from three different departments and programs in Humanities; members are selected by the Dean, following consultation with the Chairs & Directors; and

- One representative of the University Library, selected by the University Librarian.
 - Additional members may be invited as representatives of other programs or constituencies within the Faculty or elsewhere, as appropriate.
- The chair shall report the membership of the committee to the Dean.

Responsibilities

1. To provide advice and guidance on the effective integration of HCMC into the teaching and research activities of the Faculty of Humanities.
2. To set priorities for teaching and research proposals that seek substantial support from HCMC.
3. To review teaching and research proposals that seek substantial support (>40 hours of programming time) from HCMC.
4. To consider and support fundraising opportunities for the work of HCMC.
5. To serve as a sounding board for HCMC in consideration of its planning, policy-making, and practices
6. To monitor and assess the success of the integration of computing and media technology into the teaching, research, and support activities of the Faculty.
7. To ensure that the Dean and Faculty are aware of relevant developments in the technology and information infrastructure of the Faculty of Humanities.
8. To support the integration of digital services and infrastructure into other units and projects, as appropriate.

C. Chairs & Directors

The Faculty of Humanities is structured into 10 departments, 2 non-departmental programs, 4 non-departmental interdisciplinary programs, and 1 academic support unit. Departments, led by a Chair, are personnel units; they provide research and teaching capacity for various programmatic components (certificate, minor, major, undergraduate, graduate etc.). Non-departmental programs, led by a Director, are not normally personnel units. Those units that

are not personnel units draw teaching capacity from the various departments to provide unique, trans-departmental content.

1. The Faculty Board normally meets with the Chairs & Directors once per month.
2. The Chairs & Directors Meeting (CDM) is chaired by the Dean (or delegate).
3. Participation in the CDM is part of the assigned duties of Chairs and Directors; in case of unavoidable absence, a delegate shall attend.
4. CDM is a consultative meeting, assisting in the promotion of communication, transparency, and collegiality between the Faculty Board and the Departments & Programs. It plays a formative role in decision making and policy making, and enables responsible oversight.
5. A representative from an academic support unit may be invited to participate in CDM.
6. Other members of the Faculty or other guests may be invited to attend specific meetings.

D. Dean's Office & Faculty Board

The mandate for leadership and governance of the Faculty of Humanities resides with the Dean of Humanities. The Dean is the chair of the Faculty under the University Act. The Dean is committed to leadership consistent with the Vision & Mission Statement of the Faculty, as ratified by the Faculty Council.

1. The Dean is assisted in the exercise of this mandate by a Faculty Board.
2. The Faculty Board consists of the Dean (chair), the Associate Dean Academic, the Associate Dean Research, the Associate Dean Advising, the Director of Administration.
3. The Faculty Board is supported by the Dean's Assistant as secretary.
4. Other staff, faculty, and students of Humanities may attend the Board by invitation of the Dean.
5. The Board shall normally hold an open meeting with students once per term.
6. The Board works to support decision-making, implementation, and coordination of the (sub)mandates present in the Dean's Office.

- a. The Faculty Board is the locus of the sub-mandates of the Associate Deans and Director of Administration, providing a collaborative context for their execution, enabling mutual support and responsible oversight by the Dean.
 - b. The portfolios and responsibilities of the Associate Deans are particular, but also responsive to requests from the Dean. Associate Deans are specific delegates of the Dean.
7. The Faculty Board normally meets once per week. The timetable of meetings shall be made available to the Chairs & Directors and other members of Faculty, for their information.
8. Agenda items for the Board shall be submitted before the Board meeting. Items may be submitted by Board members or any staff, faculty, or students of the Faculty of Humanities. The agenda is set at the discretion of the Dean.
9. Record of the Board meetings are kept in the Dean's Office and made available to Chairs & Directors on the Connect site.

E. Amendment

1. This 'Constitution & Operating Structure' shall be reviewed by Faculty after it has been in effect for 3 academic years.
2. Amendments to the 'Constitution & Operating Structure' shall be made by a vote of 66% of the Faculty Council, followed by approval of the university Senate.
3. The Faculty of Humanities Vision & Mission Statement is a commitment of the Faculty and not formally part of the Operating Structures; it need not be approved by Senate.



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

memo

Date: September 21, 2022

To: Senate

From: Dr. Elizabeth Croft, Vice-President Academic and Provost

Re: **2021/22 Annual Report on the Status of External Review of Academic Units**

Under policy AC1145, the Provost reports annually to the Senate Committee on Planning, Senate, and the Board of Governors on the status of external reviews.

UVic's external review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2021/22 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB). The assessors' report including recommendations is available [here](#).

Scheduling of Reviews

The following is a summary of academic units that underwent external reviews virtually during the 2021/2022 academic year, and academic units up for review in 2022/23. Executive summaries of the assessors' reports may be found on the Quality Assurance website:

<https://www.uvic.ca/vpacademic/resources/howto/quality-assurance/>

Due to the impacts of COVID-19, site visits for the 2021/22 academic year were conducted virtually rather than in-person. The changes implemented to the AC1145 policy and associated procedures in October 2020 are more flexible and allowed for remote site visits. Site visits in 2021/22 were conducted via Zoom and materials shared through each unit's Connect sub-site. It is anticipated that the 2022/23 review site visits will be conducted in person, however units will be offered the option to hold the visit virtually should it be necessary.

Reviews Scheduled/Conducted in 2021/22	Schedule of Reviews to Initiate in 2022/23
Medieval Studies Program	School of Environmental Studies
Cultural, Social and Political Thought Program	European Studies Program
Department of Hispanic and Italian Studies	Department of Mechanical Engineering
Department of Greek and Roman Studies	Department of Political Science
Human Dimensions of Climate Change Program	Technology and Society Program/Digital & Interactive Media in the Arts (DIMA) Program Combined
Social Justice Studies Program	Global Development Studies
Social Dimensions of Health Program	Department of Curriculum Instruction & Teacher Education Program
Department of Theatre	Department of Indigenous Education

Department of Visual Arts	Department of Gender Studies
Faculty of Law	
Department of Electrical and Computer Engineering	



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memo

To: Members of Senate

From: Elizabeth Croft, Vice-President Academic and Provost 

CC: Mina Hoorfar, Dean, Faculty of Engineering and Computer Science
Peter Loock, Dean, Faculty of Science
Victor V. Ramraj, Director, Centre for Asia-Pacific Initiatives
Pooja Parmar, Acting Director, Centre for Asia-Pacific Initiatives

Date: September 21, 2022

Re: **Establishment of Term ECS-CAPI Chair in Inclusive Science, Technology and Engineering**

The engineering profession is facing a diversity crisis. Despite efforts to attract and train more female-identifying engineering professionals, particularly in recent decades, male-identifying professionals vastly outnumber women. In Canada, women make up 22% of engineering undergraduates, specifically in areas such as bio-systems and environmental engineering. In mechanical, software and computer engineering, women comprise about 14% of students. Just 13% of licensed engineers in the country are women. As well, Indigenous students comprise only 1.2% of undergraduate enrolment in Canadian engineering programs and Indigenous men are twice as likely to graduate from a science and engineering program as Indigenous women.¹

Supported by a gift from a consortium of regional and national development organizations in software, electrical, mechanical and civil engineering, we respectfully request approval to establish the ECS-CAPI Chair in Inclusive Science, Technology and Engineering to be held jointly between the Faculty of Engineering and Computer Science and the Centre for Asia-Pacific Initiatives (CAPI), in collaboration with the Faculty of Science, for a five-year term. This term position will complement and expand the university's capabilities in STEM education and global outreach (focused on Asia) to build pathways and programs that attract and retain women and other under-represented and equity-deserving groups.

With external support from industry donors, as well as regional and Asia-based community partners, the Chair will engage UVic students in a community-driven, sustainability-focused approach to experiential learning that develops skills, connections and a supporting network for the underrepresented talent in Science, Technology and Engineering.

¹ According to Engineers Canada

Background

The Policy for the Establishment of Endowed and Term Chairs and Professorships (AC1100) guides the establishment and naming of endowed chairs. Chair holders are established through the generosity of benefactors who work with UVic to establish terms of reference for the chair position. Endowed chairs advance academic programs of the university, enhancing teaching, research and creative activity.

Strategic relevance

The ECS-CAPI Chair in Inclusive Science, Technology and Engineering will significantly contribute to the university's commitment to equity, diversity and inclusion (EDI); its leadership in increasing the participation and retention of women in science and engineering; and its global reputation and leadership in sustainability and the UN's Sustainable Development Goals (SDGs), especially SDG 5 (gender equality). The establishment of the Chair supports UVic's strategic priorities around cultivating an extraordinary academic environment, promoting sustainable futures, dynamic and experiential learning, fostering respect and reconciliation, and engaging locally and globally. It aligns with UVic's societal impact and global engagement aspirations, and will bring a significant contribution in four Aspiration 2030 impact areas: social justice and equity; technology and the human experience; health and wellness; and climate, environmental change and sustainability.

Focus and duties

The Chair and the funds provided will support the academic infrastructure and resources to attract, train, retain and empower the next generation of scientists and engineers that learn and work in—and advocate for—an equitable and inclusive STEM environment. Solutions for an inclusive society is best achieved by teams that are diverse and inclusive of the multiple perspectives that characterize the needs of a sustainable society and planet. The Chair will have the following objectives:

1. **Develop pathways for more women and other under-represented and equity deserving groups** to enter and succeed in science, technology and engineering. The *first* pathway targets the retention of existing UVic students from under-represented groups by developing programs that engage students in team-based experiential learning projects that address authentic, community-engaging problems that relate specifically to the SDGs. The programs will include ongoing reflection on experiences of working in diverse teams and industry mentorship secured through the donor organizations. The CAPI connection to Asia will allow student mobility and engagement in community-engaged internships in Asia. Through a collaboration with the Faculties' Indigenous STEM program and the Verna J. Kirkness Education Foundation, students will work on impactful projects in remote, Indigenous communities.

The *second* pathway targets education, engagement and recruitment of the younger generation, from middle and secondary schools into the fields of science, technology and engineering. Leveraging a collaboration with UVic's Faculty of Education, the program will 1) engage UVic students, including those graduating from the experiential learning program (ambassadors from *first* pathway), to work directly with teachers at middle and secondary schools in developing and delivering educational programs that highlight the power of science,

technology and engineering, and 2) develop a framework for measuring and tracking the impact of the program in terms of recruitment into the field.

2. **Increase the sense of belonging and create a culture of inclusion** for under-represented and equity-deserving groups on the UVic campus and in our learning and research environments in science and engineering. The Chair will develop a supportive network that pairs mentorship and a focus on experiential learning and social impact with a long-term, enduring community of practice that supports women and minorities at all phases of their careers. The Chair will also provide EDI training specifically to science and engineering students, as well as ongoing opportunities and events for networking in Canada and Asia.
3. **Increase research capacity around EDI issues and best practices** by studying existing barriers to inclusive learning and research environments in science and engineering. The Chair will create opportunities for research exchanges with the NSERC Chairs for Women in Science and Engineering program in Canada and with academic, industry and community partners in Asia. The Chair will also develop an evidence-based evaluation strategy and report on the impact of the Chair's activities in changing the culture of inclusion in science and Engineering at UVic.
4. **Increase international student mobility and outreach** by creating opportunities for outbound (UVic) and inbound (Asia-based) students to engage regionally, nationally and internationally in real-world problems to address sustainability goals and EDI-related initiatives. These opportunities will draw on CAPI's decades-long experience and established reputation in facilitating student mobility opportunities in and with Asia.

Funding to support the Chair

This Chair is made possible through a gift provided by the consortium of engineering development firms, including a generous donation by IBM.

Planned further action

The donors have a strong working relationships with Dr. Daniela Damian, Professor and PEng in UVic's software engineering program and CAPI Senior Research Fellow. If the Chair is approved, Dr. Damian will be the inaugural Chair and appointed for a five-year term starting in 2022 (retroactively from July 1, 2022). Support for the ECS-CAPI Chair in Inclusive Science, Technology and Engineering is provided in the expectation that the opportunities for training and retaining under-represented talent through the support of the donors and community partners will be leveraged and advanced to the benefit of all stakeholders.

Recommended motion

That Senate approve and recommend to the Board of Governors that it also approve the establishment of the ECS-CAPI Chair in Inclusive Science, Technology and Engineering in the Faculty of Engineering and Computer Science and Centre for Asia-Pacific Initiatives for a five-year term, from July 1, 2022 to June 30, 2027.



University
of Victoria

University
Secretary

MEMO

Date: August 29, 2022

To: Members of Senate

From: Carrie Andersen
University Secretary

Re: **Academic Important Dates**

Attached for Senate's approval is a revised Academic Important Dates for the period of January 2024 through to April 2024. As you may recall, at the February 4, 2022, Senate meeting, the dates to December 2023 were approved. The key dates in the attached calendar are drawn from the 10-Year Sessional Calendar previously approved by Senate.

The following additional revisions are included:

- Adjustment to the final exam period and the last day of classes in the first term of the 2023/24 Winter Session
- Adjustment to the 2023 National Day of Remembrance and Action on Violence Against Women
- Additional information regarding the start of the course registration period for the Winter and Summer Sessions
- Additional information for all public holidays days to indicate a university closure
- Removal of Christmas and Boxing Day during the Winter Break campus closure

Recommended motion:

That Senate approve the Academic Important Dates for the period January 2024 through April 2024 for submission to the January 2023 undergraduate and graduate academic calendar publications.

/attachment

Academic important dates

In recognition of the fact that the University of Victoria is a diverse community, the Office of Equity and Human Rights has compiled a list of [high holy days](#). Faculty and staff may wish to refer to this list in responding to requests from members of religious groups for variations in examination schedules due to religious observances.

Classes are cancelled on all [statutory-public](#) holidays and during reading breaks. Administrative offices and academic departments are closed on [statutory-public](#) holidays. Holidays that fall on a weekend are observed on the next available weekday, normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.

2022/2023 academic year

Winter session - second term

January 2023

[New Year's Day](#)

[Sunday, January 1st](#)

University closed ([Winter Break](#))

Sunday, January 1st and Monday, January 2nd

Senate meets

Friday, January 6th

Second term classes begin for all faculties

Monday, January 9th

Last day for course changes in Faculty of Law

Thursday, January 19th

Last day for 100% reduction of second term fees for standard courses

Sunday, January 22nd

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) [course add and drop dates](#).

Last day for graduate students to register in a personal leave in second term

Sunday, January 22nd

Last day for adding courses that begin in the second term (except Faculty of Law)

Wednesday, January 25th

Last day for paying second term fees without penalty

Tuesday, January 31st

February 2023

Senate meets

Friday, February 3rd

Last day for 50% reduction of tuition fees for standard courses

Sunday, February 12th

100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) ~~C~~course add and drop dates.

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Wednesday, February 15th

Students completing in the Spring term only

[University Closed](#) (Family Day)

Monday, February 20th

Reading Break for all faculties

Monday, February 20th until Friday, February 24th

Last day for withdrawing from full year and second term courses without penalty of failure

Tuesday, February 28th

March 2023

Senate meets

Friday, March 3rd

[First registration date for Summer Session 2023](#)

Monday, March 13th

[Course registration important dates and deadlines](#)

April 2023

Last day of classes for all faculties

Thursday, April 6th

[University Closed](#) (Good Friday)

Friday, April 7th

[University Closed](#) (Easter Monday)

Monday, April 10th

Examinations begin for all faculties

Tuesday, April 11th

Senate meets

Friday, April 14th

Examinations end for all faculties

Wednesday, April 26th

End of Winter Session

2023/2024 Official academic year begins

Summer session

See [undergraduate](#) and [graduate](#) Summer Session add and drop dates.

May 2023

May - August courses begin for all faculties

Wednesday, May 3rd

Senate meets
Friday, May 5th

Last day for Faculty of Law course changes
Wednesday, May 10th
For more details regarding Summer 2023 Important Dates, see www.uvic.ca/law/jd/courseregistration/index.php

May and May-June courses begin
Monday, May 15th

Last day for graduate students to register in a personal leave in summer
Tuesday, May 16th

University Closed (Victoria Day)
Monday, May 22nd

Senate Committee on Academic Standards meets to approve Convocation lists
Thursday, May 25th

Fees deadlines for summer
Wednesday, May 31st
See undergraduate and graduate Add and Drop Dates for Standard Summer Courses

June 2023
May Courses End
Wednesday, June 7th

June Courses Begin
Thursday, June 8th

First registration date for Winter Session 2023/2024
Monday, June 12th
Course registration important dates and deadlines

Spring Convocation
Monday, June 12th – Friday, June 16th

May-June and June Courses End
Friday, June 30th

July 2023
University Closed (Canada Day)
Saturday, July 1st

Reading Break May-August sections only
Monday, July 3rd and Tuesday, July 4th

July and July-August courses begin
Wednesday, July 5th

Deadline to apply to graduate for Fall Convocation (all faculties)
Saturday, July 15th

July courses end
Thursday, July 27th

Supplemental and deferred examinations for Winter Session 2022-2023 (except for Business and Law courses)
Thursday, July 27th – Monday, July 31st

August courses begin
Friday, July 28th

May-August classes end for all faculties
Friday, July 28th

August 2023

University Closed (British Columbia Day)
Monday, August 7th

May-August examinations begin for all faculties
Tuesday, August 8th

May-August examinations end for all faculties
Friday, August 18th

July-August and August courses end
Monday, August 21st

Winter session - first term

September 2023

University Closed (Labour Day)
Monday, September 4th

First year registration and opening assembly for Faculty of Law
Tuesday, September 5th

First term classes begin for all faculties
Wednesday, September 6th

Last day for adding or dropping courses ~~changes in the~~ Faculty of Law
Thursday, September 14th

Last day for 100% reduction of tuition fees for standard first term and full year courses
Tuesday, September 19th
50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see undergraduate and graduate ~~C~~course add and drop dates.

Last day for graduate students to register in a personal leave in first term
Friday, September 22nd

Last day for adding courses that begin in the first term
Friday, September 22nd

Last day for paying first term fees without penalty
Saturday, September 30th

October 2023

Senate meets

Friday, October 6th

University Closed (Thanksgiving Day)

Monday, October 9th

Last day for 50% reduction of tuition fees for standard courses

Tuesday, October 10th

100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see undergraduate and graduate ~~C~~course add and drop dates.

Senate Committee on Academic Standards meets to approve Convocation lists

Wednesday, October 18th

Last day for withdrawing from first term courses without penalty of failure

Tuesday, October 31st

November 2023

Senate meets

Friday, November 3rd

University Closed (Remembrance Day, November 11th)

~~Saturday, November 11th~~ Monday, November 13th

Reading Break for all faculties

Monday, November 13th – Wednesday, November 15th

Fall Convocation

Tuesday, November 14th and Wednesday, November 15th

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Wednesday, November 15th

Students completing in the Fall term only

December 2023

National Day of Remembrance and Action on Violence Against Women

Friday, December 1st

Classes and exams cancelled from 11:30 am – 12:30 pm

Senate meets

Friday, December 1st

Last day of classes in first term for all faculties

~~Friday, December 1st~~ Monday, December 4th

National Day of Remembrance and Action on Violence Against Women

~~Friday, December 1st~~ Monday, December 4th

Classes and exams cancelled from 11:30 am - 12:30 pm

First-term examinations begin for all faculties

~~Monday, December 4th~~ Thursday, December 7th

Undergraduate deadline to apply to graduate for Spring Convocation

Friday, December 15th

To be approved by Senate October 2022

First term examinations end for all faculties

~~Monday, December 18th~~ - Wednesday, December 20th

~~Christmas Day~~

~~Monday, December 25th~~

~~Boxing Day~~

~~Tuesday, December 26th~~

University closed (Winter Break)

Monday, December 25th – Sunday, December 31st

Winter session - second term

January 2024

University closed (Winter Break)

Monday, January 1st

Senate meets

Friday, January 5th

Second term classes begin for all faculties

Monday, January 8th

Last day for adding or dropping courses in the Faculty of Law

Thursday, January 18th

Last day for 100% reduction of second term fees for standard courses

Sunday, January 21st

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see undergraduate and graduate course add and drop dates.

Last day for graduate students to register in a personal leave in second term

Sunday, January 21st

Last day for adding courses that begin in the second term (except Faculty of Law)

Wednesday, January 24th

Last day for paying second term fees without penalty

Wednesday, January 31st

February 2024

Senate meets

Friday, February 2nd

Last day for 50% reduction of tuition fees for standard courses

Sunday, February 11th

100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see undergraduate and graduate course add and drop dates.

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Thursday, February 15th

Students completing in the Spring term only

University Closed (Family Day)

Monday, February 19th

To be approved by Senate October 2022

Reading Break for all faculties

Monday, February 19th until Friday, February 23rd

Last day for withdrawing from full year and second term courses without penalty of failure

Thursday, February 29th

March 2024

Senate meets

Friday, March 1st

First registration date for Summer Session 2024

Monday, March 11th

[Course registration](#) important dates and deadlines

University Closed (Good Friday)

Friday, March 29th

April 2024

University Closed (Easter Monday)

Monday, April 1st

Senate meets

Friday, April 5th

Last day of classes for all faculties

Monday, April 8th

Examinations begin for all faculties

Thursday, April 11th

Examinations end for all faculties

Friday, April 26th

End of Winter Session
