



University
of Victoria

Office of the University Secretary
Tel (250) 721-8101, Fax (250) 721-6223

SENATE
Notice of
Meeting and Agenda

The next open meeting of the Senate of the University of Victoria is scheduled for Friday, January 6, 2017 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

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

1. APPROVAL OF THE AGENDA ACTION

2. MINUTES ACTION

a. December 2, 2016 (SEN-JAN 6/17-1)

Motion: That the minutes of the open session of the meeting of the Senate held on December 6, 2016 be approved and that the approved minutes be circulated in the usual way.

3. BUSINESS ARISING FROM THE MINUTES

4. REMARKS FROM THE CHAIR

a. President's report INFORMATION

5. CORRESPONDENCE

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Academic Standards – Dr. Sara Beam, Chair

i. Proposed Policy and Guidelines Regarding the Use of Editors ACTION
(SEN-JAN 6/17-2)

Motion: That Senate approve the revised Policy on Academic Integrity for inclusion in the May 2017 academic calendar;

AND

That Senate approve the Guidelines for Instructors on the Use of an Editor for Student Work, effective May 1, 2017.

- ii. Changes to Academic Standards within the Department of Theatre (SEN-JAN 6/17-3) **ACTION**

Motion: That Senate approve the proposed changes to the GPA requirements to the BA Honours in Theatre History and the BFA Major in Theatre, as recommended by the Faculty of Fine Arts.

- iii. Changes to Faculty of Engineering Deferred and Supplemental Examinations sections of the Academic Calendar (SEN-JAN 6/17-4) **ACTION**

Motion: That Senate approve the proposed changes to the deferred and supplemental examinations sections of the academic calendar, as recommended by the Faculty of Engineering.

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

- i. 2015/2016 Annual Report (SEN-JAN 6/17-5) **INFORMATION**

- ii. Consultation regarding Sunday Examinations and Fall Reading Break (SEN-JAN 6/17-6) **ACTION**

- iii. Appointments to 2016/2017 Senate Standing Committees (SEN-JAN 6/17-7) **ACTION**

Motion: That Senate approve the appointments to the 2016/2017 Senate standing committees for the terms indicated in the attached document.

- iv. Upcoming Senate committee vacancies (SEN-JAN 6/17-8) **INFORMATION**

c. Senate Committee on Awards - Dr. John Walsh, Chair

- i. New and Revised Awards (SEN-JAN 6/17-9) **ACTION**

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

- Chair in Transgender Studies Undergraduate Research Scholarship (revised)
- Chair in Transgender Studies Doctoral Degree Research Scholarship (revised)
- Chair in Transgender Studies Master's Degree Research Scholarship (revised)

- Chair in Transgender Studies Doctoral Degree Research Scholarship for Trans and Non-Binary Students (revised)
- Chair in Transgender Studies Master’s Degree Research Scholarship for Trans and Non-Binary Students (revised)
- Dennis, Jerome, and Peter Zachary Award in Ukrainian Studies (new)*
- Elizabeth (Betty) Valentine Prangnell Scholarship (revised)*
- Freedom 55 Financial Fitness and Community Wellness Award (new)

** Administered by the University of Victoria Foundation*

7. PROPOSALS AND REPORTS FROM FACULTIES

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

- a. Teaching and the Organization of Courses and Programs **ACTION**
(AC1150) (SEN-JAN 6/17-10)

Motion: That Senate rescind the university policy AC1150 “Teaching and the Organization of Courses and Programs”.

- b. Examinations and Grades (AC1125) (SEN-JAN 6/17-11) **ACTION**

Motion: That Senate approve adding the sentence:

“Each faculty assumes complete responsibility for the invigilation of its own examinations.”

to the “Regulations Governing Administration of university Examinations: section of the Undergraduate Calendar.

AND

That Senate rescind the university policy AC1125 “Examinations and Grades”.

9. OTHER BUSINESS

10. ADJOURNMENT



University
of Victoria

DRAFT MINUTES

A meeting of the Senate of the University of Victoria was held on December 2, 2016 at 3:30 p.m. in the Senate and Board Chambers, University Centre.

1. APPROVAL OF THE AGENDA

Motion: (B. Lukenchuk/D. Castle)

That the agenda be approved as circulated.

CARRIED

2. MINUTES

a. November 4, 2016

Motion: (R. Lipson/B. Lukenchuk)

That the minutes of the open session of the meeting of the Senate held on November 4, 2016 be approved and that the approved minutes be circulated in the usual way.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was none.

4. REMARKS FROM THE CHAIR

a. President's Report

Prof. Cassels provided a report to Senate. He began by informing members of the passing of Dr. Andrew Rippin, former Dean of Humanities and valued member of the university community. Prof. Cassels thanked members for their participation in the Joint Senate Board Retreat. He also reminded members that the call for nominations for faculty members on the Board of Governors and Senate had been issued.

With respect to matters at the federal level, Prof. Cassels reported that the President of Universities Canada had been on campus the previous week. Prof. Cassels commented that the report of the federal Science Panel was expected shortly and outlined the university's input into that process. Prof. Cassels provided information about recent meetings in Ottawa to discuss the JD/JID program proposal.

On the provincial front, Prof. Cassels commented on discussions to expand Engineering programs. He also reported discussions related to residence expansion, including signing a memorandum of understanding with BC Housing.

With respect to matters at the university, Prof. Cassels commented on the successful November Convocation ceremonies. He noted that the event acknowledging the National Day of Remembrance and Action on Violence Against Women had taken place earlier in the day. Prof. Cassels reminded members of Senate that it was Dr. MacDonald's last Senate meeting. Members acknowledged Dr. MacDonald for a wonderful job as Dean of Continuing Studies.

b. University rankings

Mr. Tony Eder, Executive Director Academic Resource Planning provided a presentation on university rankings. He reviewed the university's results in major domestic and international rankings. Mr. Eder discussed some of the challenges with rankings, including the disconnect between the quality measures and reputational information being gathered. In particular, he noted that the reputational information was not comparable to the data gathered regarding the university's quality, which indicated high quality. Mr. Eder provided information about the strategies being undertaken to understand and improve reputational responses, and spoke about the importance of doing so.

Members of Senate engaged in a brief discussion regarding rankings, noting the subjective nature of reputational information. Prof. Cassels commented that a focus on reputation was important because it helped to inform decisions that students are making about the university.

5. CORRESPONDENCE

a. Campus Planning Committee

i. Semi-annual report

The report was presented. In response to a question regarding building plans, it was noted that these are included in the Capital Plan.

b. Working Group on Sexualized Violence Programs and Policy Development – Executive Summary of the Interim Report and Preliminary Recommendations

Dr. Lepp provided members of Senate with an update on the work being undertaken by the working group. She reported on consultations that had taken place over the course of the fall, and on the policy drafting that was currently underway. Dr. Lepp said consultation on the draft policy would begin in the new year, with the goal of having it approved by the Board of Governors in May.

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

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

i. 2015/2016 Annual Report

Dr. Francis Pelton introduced the report.

b. Senate Committee on Agenda and Governance

i. Report from the Chair

Prof. Cassels provided a report on activities being undertaken at the committee level. He reminded members of the discussion regarding the Fall Reading Break proposal that took place in November and said consultations were underway. Prof. Cassels reported that a request to consider the addition of a question period as a regular agenda item had been submitted by some members of Senate and was being discussed by the committee. He also reported that, in accordance with the procedure instituted last year, a list of Senate committee vacancies would be circulated in January. In response to a question, Ms. Andersen said nominations would be accepted until the end of February.

c. Senate Committee on Awards

i. New and Revised Awards

Dr. Walsh introduced the proposal. He indicated that one award, the Freedom 55 Financial Fitness and Community Wellness award, was being removed from the list of proposed awards in order to undertake further refinement. In response to a question, Dr. Walsh noted that the inclusion of gender specific wording was being reconsidered.

A question was posed regarding the collaboration requirements in the Stephens Family Graduate Research Awards in Organic and Sustainable Food Systems. It was noted that this was a unique arrangement.

Motion: (J. Walsh/B. Peterson)

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

- Helen Pitt Fine Arts Scholarship (new)
- Spiritbear Foundation Scholarship in the School of Child and Youth Care (new)
- The Stephens Family Graduate Research Awards in Organic and Sustainable Food Systems (new)
- Albert Hung Chao Hong Scholarships in International Business and Entrepreneurship (revised)*
- Barry Gough Scholarship in History (new)*
- Constance Ann Pettit Scholarship (revised)*
- Helen Pitt Fine Arts Bursary (new)
- Mischa Weisz Foundation Youth in Care Cost of Living Award (new)*
- The Stephens Family Undergraduate Research Awards in Organic and Sustainable Food Systems (new)

- Scholarship Beyond Boundaries (new)*
- Caroline Anderson-Zsolnay Women's Basketball Award (new)

* *Administered by the University of Victoria Foundation*

CARRIED

d. Senate Committee on Planning

i. Request for a change in name to the “Master of Social Work Foundation Program”

Dr. Wright introduced the proposal.

Motion: (D. Capson/J. Walsh)

That Senate approve the change in name of the “Non-Bachelor of Social Work Entry Master of Social Work Program” to the “Master of Social Work Foundation Program”.

CARRIED

ii. Request to establish a Graduate Certificate in Health Terminology Standards

Dr. Wright introduced the proposal. In response to a question, it was confirmed that sufficient faculty resources were in place to support the program.

Motion: (D. Capson/B. Peterson)

That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a Graduate Certificate in Health Terminology Standards, as described in the document “Graduate Certificate in Health Terminology Standards Program Proposal”, dated October 25, 2016, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

CARRIED

7. PROPOSALS AND REPORTS FROM FACULTIES

There were none.

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

There were none.

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

Name	In Attendance	Regrets		Position
Alamchandani, Dheeraj	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Andersen, Carrie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate University Secretary	By invitation
Aragon, Janni	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Armstrong, Alicia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Baer, Doug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Bashir, Rizwan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Beam, Sara	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Beaveridge, Chandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Begoray, Deborah	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the faculty members
Bengtson, Jonathan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	University Librarian	Ex officio
Bennett, Paige	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Brown, Michelle	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Butler-Palmer, Carolyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Calder, Gillian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law	Elected by the Faculty
Capson, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Graduate Studies	Ex officio
Cassels, Jamie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President and Vice-Chancellor	Chair of Senate
Castle, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice-President Research	Ex officio
Charlton, Lauren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Coates, Zoë-Blue	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Colby, Jason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Dechev, Nikolai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Devor, Aaron	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Diacu, Florin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Science	Elected by the Faculty
Driessen, Peter	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Dunsdon, Jim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Student Affairs	By invitation
Durno, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Librarian	Elected by the Professional Librarians
Eastman, Julia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Secretary	Secretary of Senate
Francis Pelton, Leslee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the faculty members
Gagné, Lynda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Gillen, Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law	Elected by the Faculty
Gillis, Kathy	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Goto-Jones, Christopher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Humanities	Ex officio
Grant, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
Gray, Garry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Greengoe, Nicole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Registrar	By invitation
Hallgrimsdottir, Helga	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Haskett, Tim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the faculty members
Hicks, Robin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Jackson, LillAnne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the faculty members
Klein, Saul	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Peter B. Gustavson School of Business	Ex officio
Kostek, Patricia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Krull, Catherine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Social Sciences	Ex officio
Kuehne, Valerie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice-President Academic and Provost	Ex officio
Kushniruk, Andre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Lemieux, Andrew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Lepp, Annalee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Lewis, Susan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Fine Arts	Ex officio
Liddell, Peter	<input type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Lipson, Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Science	Ex officio
Lukenchuk, Ben	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
MacDonald, Maureen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Division of Continuing Studies	Ex officio
Marck, Patricia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Human and Social Development	Ex officio
Maroney, Samuel	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Peterson, Bernadette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Prendergast, Monica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education	Elected by the Faculty
Renwick-Shields, Brontë	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Rogers, Shelagh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chancellor	Ex officio
Salem, Joseph	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Schallië, Charlotte	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Shankman, Cory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Smith, Brock	<input type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
St. Clair, Ralf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Education	Ex officio
Thomas, Ann-Bernice	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Tiedje, Tom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Engineering	Ex officio
Timayo, Susan	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Ulysses, Alicia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continuing Sessional	Elected by the Continuing Sessionals
Vance, Marie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Varela, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Walsh, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Warburton, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by faculty members
Webber, Jeremy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Law	Ex officio
Wright, Bruce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Head, Division of Medical Sciences	
Wright, Nancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Academic Planning	By invitation
Wyatt, Victoria	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members

MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA
Effective October 7, 2016

EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)

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

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI: Rebecca Grant (30/6/19)
 Brock Smith (30/6/18)
 EDUC: Monica Prendergast (30/6/19)
 John Walsh (30/6/17)
 ENGR : Peter Driessen (30/6/19)
 Nikolai Dechev (30/6/17)
 FINE: Carolyn Butler Palmer (30/6/19)
 Patricia Kostek (30/6/18)
 GRAD: Sara Beam (30/6/19)
 Charlotte Schallié (30/6/17)
 HSD: Lynda Gagné (30/6/19)
 Andre Kushniruk (30/6/18)
 HUMS: Jason Colby (30/6/18)
 Annalee Lepp (30/6/19)
 LAWF: Gillian Calder (30/6/17)
 Mark Gillen (30/6/19)
 SCIE: Florin Diacu (30/6/17)
 Diana Varela (30/6/17)
 SOSC: Janni Aragon (30/6/18)
 Doug Baer (30/6/17)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Deborah Begoray – EDUC (30/6/18)
 Aaron Devor – SOSC (30/6/17)
 Kathryn Gillis – SCIE (30/6/17)
 Garry Gray – SOSC (30/6/19)
 Helga Hallgrimsdottir – SOSC (30/6/18)
 Tim Haskett – HUMS (30/6/17)
 Robin Hicks – SCIE (30/6/18)
 LillAnne Jackson – ENGR (30/6/17)

MEMBERS ELECTED BY THE FACULTY

MEMBERS (continued)

Leslee Francis Pelton – EDUC (30/6/17)
 Joseph Salem – FINE (30/6/17)
 Rebecca Warburton - HSD (30/6/19)
 Victoria Wyatt - FINE (30/6/19)

MEMBERS ELECTED FROM THE STUDENT

SOCIETIES – Section 35 (2) (h)

Dheeraj Alamchandani (ENGR) (30/6/17)
 Alicia Armstrong (BUS) “
 Paige Bennett (SOSC) “
 Michelle Brown (SOSC) “
 Zoë-Blue Coates (HUMA) “
 Andrew Lemieux (GRAD) “
 Ben Lukenchuk (SOSC) “
 Samuel Maroney (LAW) “
 Bernadette Peterson (SCIE) “
 Brontë Renwick-Shields (SOSC) “
 Cory Shankman (GRAD) “
 Ann-Bernice Thomas (FINE) “
 Susan Timayo (SOSC) “
 Marie Vance (GRAD) “
 TBA (HSD) “
 TBA (GRAD) “

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

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

ADDITIONAL MEMBERS - Section 35 (2) (k)

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

John Durno (30/06/18)

Continuing Sessional: Alicia Ulysses (30/06/17)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Julia Eastman

BY INVITATION - Seated with specified speaking rights

Assoc. V.P. Student Affairs: Jim Dunsdon
 Assoc. V.P. Academic Planning: Nancy Wright
 Registrar: Nicole Greengoe
 Associate University Secretary: Carrie Andersen



Date: December 14, 2016
To: Senate
From: Senate Committee on Academic Standards
Re: **Proposed Policy and Guidelines Regarding the Use of Editors**

Early in 2014, the Senate Committee on Academic Standards (SCAS) began to explore whether there is a need for a policy or guidelines on the use of editors by students at the university. After a review of the present UVic policies and practices, of practices at other institutions and of the academic literature, the committee engaged in a series of consultations with Chairs and Directors, undergraduate and graduate students, Teaching Assistants and staff at The Centre for Academic Communication. After careful review of all of the relevant information, the committee determined that there was strong institutional desire for clarity regarding the use of an individual or service to edit students' work. The committee presented a preliminary report to Senate in May 2015 (available at http://www.uvic.ca/universitysecretary/assets/docs/smeetings/2014%20to%202015%20meetings/May_open_docket_website..pdf).

The May 2015 report included three recommendations, as follows:

1. Add a section to the Policy on Academic Integrity in the Academic Calendar
2. Propose guidelines to provide a university-wide minimum standard
3. Consider awareness raising activities on academic integrity and its importance, including the provision of responsibility to a university body to administer academic integrity information at the university level.

Members of Senate agreed with the proposed approach and asked the committee to continue to develop and consult about a proposal.

Over the course of the 2015/16 year, the sub-committee established to consider this issue on behalf of (SCAS) continued to develop and consult on revisions to the Policy on Academic Integrity and proposed guidelines. During the process, the guidelines to provide a minimum standard for the university community were amended to become guidelines for instructors. This change was made in order to ensure that students had access to one clear source regarding regulations for the use of an editor (the Policy on Academic Integrity).

In January 2016, draft policy revisions and guidelines were circulated for consultation. The following groups and individuals were invited to provide feedback - Centre for Academic Communication, Deans, Chairs and Directors, student members of Senate, UVSS and GSS, Division of Academic Writing, Ombudsperson, Resource Centre for Students with a Disability, and the Senate Committee on Academic Standards as a whole. The sub-committee received thoughtful and detailed responses from a number of those consulted and the proposal was revised significantly to address challenges and concerns raised during the consultation process.

A second round of consultation was undertaken in April 2016 with selected individuals and departments who had engaged during the January 2016 consultations, including the Ombudsperson, the Division of Academic Writing, the Writing Department, and the English Department. The proposal was finalized following review of feedback received.

Attached for your review and approval are:

1. Proposed revisions to the Policy on Academic Integrity to add a section regarding "Unauthorized Use of an Editor" and associated penalties.
2. Guidelines for Instructors on the Use of an Editor for Student Work, which are intended to guide instructors as they consider granting authorization to students to use an editor.

If the revised policy and proposed guidelines are approved by Senate, a robust plan for communication with the university community will be developed in order to ensure that students, instructors and administrators are aware of the policy revisions, and that instructors have ongoing access to the guidelines.

Recommended Motion:

That Senate approve the revised Policy on Academic Integrity for inclusion in the May 2017 academic calendar;

AND

That Senate approve the Guidelines for Instructors on the Use of an Editor for Student Work, effective May 1, 2017.

Respectfully submitted,

2016/2017 Senate Committee on Academic Standards

Rosaline Canessa (Acting Chair), Faculty of Social Sciences

Eva Baboula, Faculty of Fine Arts

Laurie Barnas, Associate Registrar

Gillian Calder, Faculty of Law

Jordan Crocker, UVSS Representative

Nikolai Dechev, Faculty of Engineering

Nicole Greengoe, Registrar

David Harrington, Faculty of Science

Cindy Holder, Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)

Susan Lewis, Dean, Faculty of Fine Arts (VPAC designate)

Peter Liddell, Convocation Senator

Michele Martin, Division of Medical Sciences

Norah McRae, Executive Director, Cooperative Education and Career Services

Michael Nowlin, Faculty of Humanities

Tim Pelton, Faculty of Education

Bernadette Peterson, Student Senator

Abdul Roudsari, Faculty of Human and Social Development

Richard Rush, Division of Continuing Studies

Ada Saab, Director, Graduate Admissions and Records

Brock Smith, Peter B. Gustavson School of Business

Sarah Warder, GSS Representative

Nancy Wright, Associate Vice-President Academic Planning (President's nominee)

Carrie Andersen Secretary, Associate University Secretary

Policy on Academic Integrity

Principles of Academic Integrity

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students, faculty members and staff at the University of Victoria, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community. This policy is designed to ensure that the university's standards are upheld in a fair and transparent fashion.

Students are responsible for the entire content and form of their work. Nothing in this policy is intended to prohibit students from developing their academic skills through the exchange of ideas and the utilization of resources available at the university to support learning (e.g., ~~The Writing Centre~~ **Centre for Academic Communication**). Students who are in doubt as to what constitutes a violation of academic integrity in a particular instance should consult their course instructor.

Definitions

In this policy:

- “work” is defined as including the following: written material, laboratory work, computer work, computer code, assignments, research materials, research results, musical or art works, oral reports, audiovisual or recorded presentations, lesson plans, and material in any medium submitted to an instructor for grading purposes.
- “Dean” is defined as the Dean of a student’s faculty and, in the case of graduate students, is defined as the Dean of Graduate Studies.
- “Chair” is defined as including the Chair or Director of a unit or, in the case of non-departmentalized faculties, the Dean.
- “instructor” is defined to include instructors and graduate supervisors.

Academic Integrity Violations

Academic integrity violations covered by this policy can take a number of forms, including the following:

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person in whole or in part as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly (through accepted practices within the discipline, such as footnotes, internal references and the crediting of all verbatim passages through indentations of longer passages or the use of quotation marks) the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgment as described above

The university reserves the right to use plagiarism detection software programs to detect plagiarism in essays, term papers and other work.

Unauthorized Use of an Editor

An editor is an individual or service, other than the instructor, who manipulates, revises, corrects, alters or contributes to a student's written or non-written work.

The use of an editor, whether paid or unpaid, is prohibited unless the instructor grants explicit written authorization. The instructor should specify the extent of editing that is being authorized.

Peer review and tutoring that do not include editing are normally permitted. In addition to consulting with their instructors, students are encouraged to seek review of and feedback on their work that prompts them to evaluate the work and make changes themselves.

Multiple Submission

Multiple submission is the resubmission of work by a student that has been used in identical or similar form to fulfill any academic requirement at UVic or another institution. Students who do so without prior permission from their instructor are subject to penalty.

Falsifying Materials Subject to Academic Evaluation

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results
- using work prepared in whole or in part by someone else (e.g., commercially prepared essays) and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

Cheating on Work, Tests and Examinations

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests or examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those authorized by the examiners
- accessing unauthorized information when doing take-home assignments, tests or examinations
- impersonating a student on an examination or test, or being assigned the results of such impersonation
- accessing or attempting to access examinations or tests before it is permitted to do so

Students found communicating with one another in any way or having unauthorized books, papers, notes or electronic devices in their possession during a test or examination will be considered to be in violation of this policy.

Aiding Others to Cheat

It is a violation to help others or attempt to help others to engage in any of the conduct described above.

Procedures for Dealing with Violations of Academic Integrity

Procedures for determining the nature of alleged violations involve primarily the course instructor and the Chair. Procedures for determining an appropriate penalty also involve Deans, the Vice-President Academic and Provost and, in the most serious cases, the President.

Allegations

Alleged violations must be documented by the instructor, who must inform the Chair. The Chair shall then inform the student in writing of the nature of the allegation and give the student a reasonable opportunity to respond to the allegation. Normally, this shall involve a meeting between the instructor, the Chair, the student and, if the student requests in advance, another party chosen by the student to act as the student's adviser. If the student refuses to provide a response to the allegation or to participate in the process, the Chair may proceed to make a determination.

Determining the Nature of the Violation

The Chair shall make a determination as to whether compelling information exists to support the allegation.

Determining Appropriate Penalties

If there is compelling information to support the allegation, the Chair shall contact the Office of the Registrar to determine if the student's record contains any other confirmed academic integrity violations.

If there is no record of prior violations, the Chair shall make a determination with respect to the appropriate penalty, in accordance with this policy.

Referral to the Dean

Where there have been one or more prior violations and the Chair has determined that compelling information exists to support the allegation, the Chair shall forward the case to the Dean (or the Dean's designate. In the Faculties of Humanities, Science and Social Sciences, the designate may be the Associate Dean Academic Advising). In situations where the student is registered in more than one faculty, the case will be forwarded to the Dean responsible for the course. The Chair may submit a recommendation to the Dean with respect to a proposed penalty.

Letters of Reprimand

Any penalty will be accompanied by a letter of reprimand which will be written by the authority (Chair, Dean, President) responsible for imposing the penalty. The letter of reprimand will be sent to the student and a copy shall be included in the record maintained by the Office of the Registrar.

Rights of Appeal

Students must be given the right to be heard at each stage, and have the right to appeal decisions in accordance with university policy, procedures and regulations. A student may:

- appeal a decision made by the Chair to the Dean of the faculty in which the student is registered within 21 business days of the date of the Chair's decision.
- appeal a decision made by the President under the provisions of section 61 of the University Act to the Senate Committee on Appeals in accordance with the Senate Committee on Appeals' Terms of Reference and Procedural Guidelines.

Deans who receive an appeal of the decision of a Chair should attempt to make a finding with respect to the appeal within 21 business days. In the case of a successful appeal, any penalty will be rescinded.

Penalties

Penalties for First Academic Integrity Violation

In situations where a determination is made that a student has committed a first academic integrity violation, the following penalties will normally be imposed. The penalties for violations relating to

graduate dissertations, theses or final projects are different than those for other violations.

Plagiarism

Single or multiple instances of inadequate attribution of sources should result in a failing grade for the work. A largely or fully plagiarized piece of work should result in a grade of F for the course.

Unauthorized Use of an Editor

Unauthorized use of an editor should result in a failing grade for the work.

In situations where unauthorized use of an editor to extensively edit work results in a student submitting work that could be considered that of another person, penalties for plagiarism may apply.

Multiple Submission Without Prior Permission

If a substantial part of a piece of work submitted for one course is essentially the same as part or all of a piece of work submitted for another course, this should result in a failing grade for the assignment in one of the courses. If the same piece of work is submitted for two courses, this should result in a grade of F for one of the courses. The penalty normally will be imposed in the second (i.e., later) course in which the work was submitted.

Falsifying Materials

If a substantial part of a piece of work is based on false materials, this should result in a failing grade for the work. If an entire piece of work is based on false materials (e.g., submitting a commercially prepared essay as one's own work), this should result in a grade of F for the course.

Cheating on Exams

Any instance of impersonation of a student during an exam should result in a grade of F for the course for the student being impersonated, and disciplinary probation for the impersonator (if he or she is a student). Isolated instances of copying the work of another student during an exam should result in a grade of zero for the exam. Systematic copying of the work of another student (or any other person with access to the exam questions) should result in a grade of F for the course. Any instance of bringing unauthorized equipment or material into an exam should result in a grade of zero for the exam. Sharing information or answers for take-home assignments and tests when this is clearly prohibited in written instructions should result in a grade of zero for the assignment when such sharing covers a minor part of the work, and a grade of F for the course when such sharing covers a substantial part of the work.

Collaborative Work

In cases in which an instructor has provided clear written instructions prohibiting certain kinds of collaboration on group projects (e.g., students may share research but must write up the results individually), instances of prohibited collaboration on a substantial part of the work should result in a

failing grade for the work, while instances of prohibited collaboration on the bulk of the work should result in a grade of F for the course.

In situations where collaborative work is allowed, only the student or students who commit the violation are subject to penalty.

Violations Relating to Graduate Dissertations, Theses or Final Projects

Instances of substantial plagiarism, ~~or~~ falsification of materials **or unauthorized use of an editor** that affect a minor part of the student's dissertation, thesis or final project should result in a student being placed on disciplinary probation with a notation on the student's transcript that is removed upon graduation, and being required to rewrite the affected section of the dissertation, thesis or final project. While the determination of the nature of the offence will be made by the Chair, this penalty can only be imposed by the Dean.

Instances of plagiarism, ~~or~~ falsification of materials **or unauthorized use of an editor** that affect a major part of the student's dissertation, thesis or final project should result in the student being placed on disciplinary probation with a notation on the student's transcript that is removed upon graduation, and rejection of the dissertation, thesis or final project, and the student being required to rewrite the work in its entirety. While the determination of the nature of the offence will be made by the Chair, this penalty can only be imposed by the Dean.

The penalties for violations relating to graduate dissertations, theses or final projects may apply where a violation occurs in submitted drafts, as well as in the final version of a dissertation, thesis or final project.

Particularly Unusual or Serious Violations

In the case of a first-time violation that is particularly unusual or serious (e.g. falsification of research results), the Chair may refer the case to the Dean, with a recommendation for a penalty more severe than those normally imposed for a first violation.

Penalties for Second or Subsequent Academic Integrity Violation

Repeat Violations

Any instance of any of the violations described above committed by a student who has already committed one violation, especially if either of the violations merited a grade of F for the course, should result in the student being placed on disciplinary probation. Disciplinary probation will be recorded on the student's transcript. The decision to place a student on disciplinary probation with a notation on the student's transcript that is removed upon graduation can only be made by the Dean.

In situations where a student commits two or more major academic integrity violations, the student may be placed on disciplinary probation with a permanent notation on the student's transcript. The decision to place a student on disciplinary probation with a permanent notation can only be made by the Vice-President Academic and Provost (or delegate), upon recommendation of the Dean. In making this decision, the Vice-President Academic and Provost will consider factors such as the nature of the major violations, and whether there has been an interval between violations such that learning could have

taken place.

If a student on disciplinary probation commits another violation, this should result in the student's permanent suspension. This decision can only be taken by the President, on the recommendation of the Dean.

In situations where a graduate student who has been placed on disciplinary probation after a first offence commits a second offence, the student should be subject to permanent suspension. This decision can only be taken by the President, on the recommendation of the Dean.

Non Course-Based Penalties

If a student has withdrawn from a course or the university, or is not registered in a course associated with a violation, this policy must still be followed. If a determination is made that compelling information exists to support the allegation against a student, a letter of reprimand and, if appropriate, a more serious penalty in this policy should be imposed, although no course-based penalty may be imposed.

Records Management

Violations of academic integrity are most serious when repeated. Records of violations of this policy are kept to ensure that students who have committed more than one violation can be identified and appropriately sanctioned. Access to these records is restricted to protect students' right to privacy.

Records

Records relating to academic integrity violations will be stored in the Office of the Registrar. Chairs, Directors and Deans (whichever is responsible for imposing the penalty) will report academic integrity violations and will forward all documentation relating to a violation to the Office of the Registrar once the decision regarding a violation has been made. Records will only be kept in cases where it is determined that compelling information exists to support an allegation. In the case of a successful appeal, the record maintained by the Office of the Registrar will be removed.

Access to Records

Only Deans, the Registrar and the Directors of Undergraduate and Graduate Records will have access to student records regarding academic integrity violations, and normally only to check for repeat violations. Access to records will not normally be granted to instructors, Chairs, or other staff. Chairs may contact the Office of the Registrar to determine if the student's record contains any confirmed academic integrity violations.

- i. In some special circumstances, there may be reasons why Deans or faculty members need to have access to this information (e.g., character attestation for purposes of professional accreditation). If a faculty intends to request access to students' records for any such purpose, that purpose must be disclosed by the faculty to students.

- ii. Deans and Chairs may request aggregate information from the Office of the Registrar on numbers of violations for purposes of analysis, but in this case the information is to be provided without revealing personal information.

Records Retention

The following retention periods apply to records relating to academic integrity violations:

- i. First violations - 5 years after the final decision regarding the violation has been made.
- ii. Second or subsequent violations where no permanent notation has been made on a student's transcript - 5 years after the final decision regarding the violation has been made.
- iii. Second or subsequent violations where a permanent notation has been made on a student's transcript – permanent retention.

Notations on a student's transcript will be removed upon graduation or maintained permanently, in accordance with the penalty imposed under this policy.

A student who has had a permanent notation imposed on his or her transcript may make an application to the Vice-President Academic and Provost to have the notation removed. This application may be made 10 years after the final decision regarding the violation has been made and must include compelling evidence to explain why the notation should be removed.

Guidelines for Instructors on the Use of an Editor for Student Work

The Policy on Academic Integrity (PAI) specifies that use of an editor for student work is prohibited unless the instructor grants explicit written authorization, either in a course outline or some other form. The PAI defines an editor as an individual or service, other than the instructor, who manipulates, revises corrects, alters or contributes to a student's work. Editors may be paid or unpaid. The PAI applies to both undergraduate and graduate students. The PAI statements regarding editing do not apply to peer review or tutoring, both of which are usually permitted by instructors.

To ensure consistency with their programs' learning outcomes, a unit may choose to establish a policy specifying the extent of editing that is authorized in its courses. If their unit has such a policy, instructors must apply it when authorizing students' use of an editor.

Extent of Editing

The Policy on Academic Integrity applies to all types of student work, both written and non-written. In granting authorization to students to use an editor for any type of work, instructors must specify the extent of editing that is being permitted.

Written Work

In the case of written work, the following list specifies three types of editing:

1. Proof-reading: reviewing work for accuracy of inputting; adherence to a specified design; mechanical or typographical errors in text or formatting; identifying inconsistencies in elements (e.g. headings); and identifying errors in spelling, punctuation and visual elements.
2. Copy editing: editing work for grammar, spelling, punctuation, usage and other mechanics of style; reviewing work for consistency of mechanics and internal consistency of facts; indicating the hierarchy of headings and placement of art; identifying citation errors; editing captions and credit lines; and editing front matter.
3. Stylistic editing: clarifying meaning; polishing language; querying confusing sentence structures; identifying wrong word choices and ambiguous passages; checking tables, figures and visual materials for clarity; identifying faulty connections and transitions; and/or identifying jargon, redundancies and verbosity.

Non-Written Work

Examples of non-written work include, but are not limited to, laboratory work, computer work, computer code, musical or art works, and audiovisual or recorded presentations.

Additional Resources

Centre for Academic Communication -
<http://www.uvic.ca/learningandteaching/home/home/centre/>

Editors' Association of Canada's Guidelines for Ethical Editing of Theses/Dissertations -
http://www.editors.ca/files/public/Guidelines_Editing_Theses_2012-06-02_APPROVED.pdf



Date: December 14, 2016

To: Senate

From: Senate Committee on Academic Standards

Re: Changes to Academic Standards within the Department of Theatre

At its December 2016 meeting, the Senate Committee on Academic Standards approved the attached proposal from the Faculty of Fine Arts, Department of Theatre regarding changes to the GPA requirements to the BA Honours in Theatre History and the BFA Major in Theatre.

The Senate Committee on Academic Standards respectfully requests that you consider the following motion:

Motion: That Senate approve the proposed changes to the GPA requirements to the BA Honours in Theatre History and the BFA Major in Theatre, as recommended by the Faculty of Fine Arts.

Respectfully submitted,

2016/2017 Senate Committee on Academic Standards

Rosaline Canessa (Acting Chair), Faculty of Social Sciences

Eva Baboula, Faculty of Fine Arts

Laurie Barnas, Associate Registrar

Gillian Calder, Faculty of Law

Jordan Crocker, UVSS Representative

Nikolai Dechev, Faculty of Engineering

Nicole Greengoe, Registrar

David Harrington, Faculty of Science

Cindy Holder, Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)

Susan Lewis, Dean, Faculty of Fine Arts (VPAC designate)

Peter Liddell, Convocation Senator

Michele Martin, Division of Medical Sciences

Norah McRae, Executive Director, Cooperative Education and Career Services

Michael Nowlin, Faculty of Humanities

Tim Pelton, Faculty of Education

Bernadette Peterson, Student Senator

Abdul Roudsari, Faculty of Human and Social Development

Richard Rush, Division of Continuing Studies

Ada Saab, Director, Graduate Admissions and Records

Brock Smith, Peter B. Gustavson School of Business

Sarah Warder, GSS Representative

Nancy Wright, Associate Vice-President Academic Planning (President's nominee)

Carrie Andersen Secretary, Associate University Secretary

/Attachment

MEMORANDUM:

To: Senate Committee on Academic Standards

From: Dr. Allana Lindgren, Chair, Department of Theatre

Date: October 28, 2016

Subject: Change to Academic Standard within the Department of Theatre

The Theatre Department completed a thorough and extensive review of the undergraduate curriculum in March, 2016. The changes have been ratified by the Department of Theatre and the Faculty of Fine Arts Curriculum Committee (and await ratification by the Faculty of Fine Arts on November 16.) It is the intention of the Department of Theatre to have the changes approved by the Senate Committee on Curriculum for Cycle I and appear in the May 2017 Undergraduate Calendar.

The proposed curriculum changes include adjustments to the GPA requirements of both of our programs: the BA Honours in Theatre History and the BFA Major in Theatre. These changes require approval by the Senate Committee on Academic Standards before proceeding to the Senate Committee on Curriculum.

I. Changes to BA Honours GPA requirements:

1.1 Changes in GPA Entrance Requirement:

Students presently enter the Honours program with a 6.0 GPA in all Theatre courses. The proposal would maintain the 6.0 GPA requirement but would apply this standard to Theatre History courses only. This change highlights the level of achievement required in Theatre History courses while acknowledging students who excel in the academic component of the Theatre program may not necessarily have similar success in studio-based courses.

Of the required courses in the proposed new curriculum, an Honours student would take 10.5 units of Theatre courses in the first two qualifying years of the Theatre program. Six of these units are studio-based courses in Acting, Applied Theatre and Production and Management. Grades falling below the present 6.0 GPA requirement in these courses could prevent a student from entering the Honours program despite grades that meet or exceed the 6.0 requirement in the intended area of study.

In proposing this change, the department acknowledges that the Office of the Registrar is able to provide overall GPAs and GPAs in Theatre courses but cannot provide GPAs for a group of courses within a program. It would therefore be incumbent upon the Honours supervisor to ensure the minimum GPA is maintained. Presently, the supervisor works very closely with these students advising in course selection and monitoring progress. We are confident that the supervisor could oversee the maintenance of the required GPA.

1.2. Changes to Third-Year GPA Requirement:

A change to the GPA requirement is being made at the third-year level. Presently, BA Honours students are required to achieve a minimum of 5.0 in designated Theatre History courses at the end of third year. With the proposed change, we are raising the minimum GPA to 6.0 in designated Theatre History courses. This signifies reasonable requirements for an Honours student entering into their final year of their program. If a student fails to meet this standard, the option exists for the student to complete a BFA in the Theatre History Focus or in the Self-Directed Focus (formerly known as Comprehensive).

2. Changes to the BFA GPA Requirements

In the present curriculum, there are six areas of specialization (Acting, Applied Theatre, Design, Directing, Production and Management, and Theatre History). To be admitted and advanced in any of these areas, a student must have a cumulative GPA of 5.0 in all courses and a 6.0 GPA in Theatre courses. In the proposed curriculum, this requirement has been adjusted to a 5.0 GPA in Theatre courses with no minimum overall GPA requirement. This proposed change maintains the integrity and expectation of consistent achievement while acknowledging students may have aptitudes in one area and deficits elsewhere.

The previous requirement most often penalized students who excelled in experiential pedagogy but who did not attain a similar level of success in the traditional academic courses both in and outside of the Theatre Department. An insufficient GPA prohibited students who exhibited a particular talent in one of our specialist areas from pursuing that program. Students who were rejected from entering their desired area of study on the basis of their GPA, either entered into the Comprehensive option feeling compromised and discouraged, or dropped out of University. The intended result of this revision is for higher rates of admission into single-discipline areas thereby increasing student satisfaction and ensuring a higher rate of retention.

In the proposed curriculum, there is no change to the GPA requirement for the Self-Directed Option (formerly Comprehensive option) beyond the University of Victoria standard. This reflects the present practice of the Department.

MEMORANDUM:

To: Senate Committee on Academic Standards
From: Dr. Allana Lindgren, Chair, Department of Theatre
Date: November 17, 2016
Subject: Ratification of Proposed Theatre Curriculum

Following up on the Memorandum of October 31, 2016 regarding changes to the academic standards, the Fine Arts Faculty has unanimously approved the curriculum changes proposed by the Theatre Department at the Faculty meeting of November 16.

I request that the Theatre Department's proposed changes to the academic standards as outlined in the previous memo be placed on the December agenda of SCAS so that the Department may have the support of SCAS as we take the proposed curriculum forward to the Senate Committee on Curriculum.

Summary of Program Curriculum Changes:

Effective Date: 01May2017			
Faculty: FINE ARTS	Academic Unit: THEATRE		
Contact Name: Jan Wood	Local: 8809	Email: jwood@uvic.ca	

Types of program change:		
Creation, reinstatement, discontinuance, or major modification of a program or credential	Change in a listing of eligible or elective courses that can be used to meet a program or credential requirement	Other: Describe in 'Type of change' field
A minor modification in program or credential that does not significantly change that program or credential's focus, content, structure, or requirements	A change in description of a program or credential not involving any change in program or credential requirements	

All program changes should be in the order in which they will appear in the Calendar (i.e. a page 103, 107, 240, 277 as submission 1, 2, 3, 4).

Submission #:	Type(s) of change	Other units consulted: (list all)
1	A major modification to program	Senate Committee on Academic Standards
2	A major modification to program	Education, English, Visual Arts, Writing, Library

			Submission number: 1
Faculty: Fine Arts	Academic Unit: Theatre	Date of submission: 05Oct16	Effective date of change: 01May17
Type(s) of program change:			
<input checked="" type="checkbox"/> Creation, reinstatement, discontinuance, or major modification of a program or credential	<input type="checkbox"/> Change in a listing of eligible or elective courses that can be used to meet a program or credential requirement	<input type="checkbox"/> Other:	
<input type="checkbox"/> A minor modification in program or credential that does not significantly change that program or credential's focus, content, structure, or requirements	<input type="checkbox"/> A change in the description of a program or credential not involving any change in program or credential requirements		
Current calendar entry:		Proposed calendar entry:	
Current calendar page number: Page 178-179		If new, suggested page to insert:	
<p>THEATRE PROGRAMS For Humanities and Fine Arts Co-operative Education information, please see Humanities and Fine Arts Co-operative Education Program on page 166.</p> <p>The Bachelor of Fine Arts in Theatre is an extensive program intended for students who wish to prepare for a career in professional, educational or community theatre or who wish to continue their studies in graduate or professional schools. The philosophy of the Theatre department is that the theatre should be studied in all its aspects and that it is best approached through a curriculum that leads to performance.</p> <p>Through all courses and productions, students are encouraged to focus on fundamental creative, interpretive, performative and technical skills as they study the historical, contemporary and educational theories and practices of the theatre arts.</p> <p>The department offers undergraduate students a choice between an Honours Program in Theatre History and a Theatre Major Program. In the latter program, students may select either a Specialist or a Comprehensive. A Co-op program is also available.</p> <p>Students will be required to take part in rehearsals and performances. No student may register in an evening course without the permission of the department.</p> <p>BA Honours in Theatre History</p>		<p>THEATRE PROGRAMS For Humanities and Fine Arts Co-operative Education information, please see Humanities and Fine Arts Co-operative Education Program on page 166.</p> <p>The <u>degree programs in Theatre</u> are intended for students who wish to prepare for a career in professional, educational or community theatre or who wish to continue their studies in graduate or professional schools. The philosophy of the Theatre department is that the theatre should be studied in all its aspects and that it is best approached through a curriculum that leads to performance.</p> <p>Through all courses and productions, students are encouraged to focus on fundamental creative, interpretive, performative and technical skills as they study the historical, contemporary and educational theories and practices of the theatre arts.</p> <p>The department offers undergraduate students <u>two programs: a BA Honours Program in Theatre History and a BFA Major in Theatre.</u> In the latter program, students <u>select one of seven Focus Options.</u> A Co-op program is also available. Students will be required to take part in rehearsals and performances. No student may register in an evening course without the permission of the department.</p> <p>BA Honours in Theatre History</p> <p><u>Students may enter the Honours Program with a minimum third-year standing, having completed at least 7.5 units of Theatre with a minimum GPA of 6.0 in Theatre History courses.</u></p>	

~~The Honours Program normally begins in a student's third year. Students may apply to enter the Honours Program after the completion of a minimum of 6 units of course work in Theatre with a GPA in these courses of 6.0 (B+) or better.~~

A third-year Honours student whose GPA falls below 3.5 in that year, or below 5.0 in designated Theatre History courses, will normally be required to withdraw from the Honours Program.

A fourth-year student whose graduating GPA is lower than 3.5, but who otherwise meets the University's requirements for graduation, will receive a BFA in the ~~Specialist Option~~ in Theatre History if the BFA requirements have been met.

Theatre Major Program

~~Theatre students must select one of two program options:~~

- ~~• Comprehensive Option, or~~
- ~~• Specialist Option in Acting, Applied Theatre, Design, Directing, Production and Management or Theatre History.~~

Acceptance and continuance in a Major Program is subject to approval by the department.

Comprehensive Option

~~Students who wish to combine their Theatre studies with a wide range of other liberal arts disciplines should select the Comprehensive Option. A minimum of 30 units in Theatre core courses are required for Comprehensive Option students to graduate with a BFA in Theatre.~~

Specialist Options

A third-year Honours student whose overall GPA falls below 3.5 in that year, or below 6.0 in designated Theatre History courses, will normally be required to withdraw from the Honours Program.

A fourth-year student whose graduating GPA is lower than 3.5, but who otherwise meets the University's requirements for graduation, will receive a BFA in the Theatre History Focus if the BFA requirements have been met.

BFA in Theatre

Theatre students must select one of the seven Focus Options:

- Applied Theatre
- Design
- Directing
- Performance
- Production and Management
- Self-Directed
- Theatre History

With the exception of the Self-Directed Focus, students must normally have an average of 5.0 (B) in Theatre courses of their focus option to be admitted and advanced.

Acceptance and continuance in a Major Program is subject to approval by the department.

Applied Theatre Focus

Students may enter the Applied Theatre Focus after completing the first-year Theatre requirements. The Applied Theatre program allies the art of the theatre with effective pedagogy to build upon the growing recognition of theatre as an educative methodology in matters of social, political, economic and therapeutic concerns. The program provides the theoretical and experiential foundations that will serve those who wish to examine the use of theatre forms as they apply to teaching and/or non-theatrical settings, such as cultural, recreation and

~~Students wishing to emphasize a particular aspect of Theatre should choose one of the six Specialist Options below:~~

~~Acting
Applied Theatre
Design
Directing
Production and Management~~

~~Theatre History~~

~~Normally, students must have a cumulative GPA of 5.0 (B) and a GPA of 6.0 (B+) in Theatre Courses to be admitted and advanced in any Specialist Option.~~

~~Students are strongly advised to follow the prescribed course requirements for their year and chosen Specialist Option. Failure to complete electives and register for all corequisites in any given year may jeopardize students' ability to complete their Specialist Option within four years.~~

~~Specialist Option in Acting~~

~~Students may enter the Option in Acting at the beginning of second year. Enrolment is limited. Admission is by audition only. Students are advanced into third and fourth year subject to an annual review. Students in this Option are required to complete 4.5 units of performance credit in THEA 229, 329 and 429. Normally, eligibility for performance credits will commence as students enter the Acting Specialist Option in Second Year.~~

~~Specialist Option in Applied Theatre~~

~~Students may indicate their intention to enter the Option of Applied Theatre in first year. The Applied Theatre program allies the art of the theatre with effective pedagogy to build upon the growing recognition of theatre as an educative methodology in matters of social, political, economic and therapeutic concerns. The program provides the theoretical and experiential foundations that will serve those who wish to examine the use of theatre forms as they apply to teaching and/or non-theatrical settings, such as cultural, recreation and community~~

community centres, historic and environmental sites, museums, prisons, hospitals, social service and health agencies.

Students considering careers in elementary, middle or secondary schools are urged to consult with the Teacher Education Advising Office early to plan their undergraduate programs.

Design Focus

Students may enter the Design Focus after completing the second-year Theatre courses required for this focus.

Directing Focus

Students may enter the Directing Focus after completing the second-year Theatre courses required for this focus.

The Directing Focus is a preparatory program only. The foundation of its philosophy is that emerging directors must first secure a strong liberal arts education, as well as experience in all aspects of theatre production, before moving on to an in-depth study of directing. Students seeking entry into this option should secure the advice of the department on all required and elective courses before the end of their first year of the Theatre Program.

Performance Focus

Students may enter the Performance Focus after completing the first-year Theatre requirements. Enrolment is limited. Admission is by audition and interview only and permission of the department is required.

Production and Management Focus

Students may enter the Production and Management Focus after completing the second-year Theatre courses required for this focus. Enrolment is limited. Selection is by interview. Permission of the department is required.

centres, historic and environmental sites, museums, prisons, hospitals, social service and health agencies.

Students considering careers in elementary, middle or secondary schools are urged to consult with the Teacher Education Advising Centre early to plan their undergraduate programs.

~~Specialist Option in Design~~

Students may enter the ~~Option in Design at the beginning of the third year.~~

~~Specialist Option in Directing~~

The ~~Option in Directing~~ is a preparatory program only. The foundation of its philosophy is that emerging directors must first secure a strong liberal arts education, as well as experience in all aspects of theatre production, before moving on to an in-depth study of directing. Students seeking entry into this option should secure the advice of the department on all required and elective courses before the end of their first year of study.

~~Specialist Option in Production and Management~~

Students may enter the ~~Option in Production and Management at the beginning of the third year.~~ Enrolment is limited; selection is by interview. Permission of the department is required.

~~Specialist Option in Theatre History~~

Students may enter the ~~Option in Theatre History at the beginning of the third year.~~

~~Work Outside the department~~

All Theatre students must consult the Chair before accepting any theatre, film, television or other media work outside the department.

Self-Directed Focus

Students may enter the Self-Directed Focus after completing the first-year Theatre requirements. Students who wish to pursue a greater scope in their Theatre studies, or who wish to combine their Theatre studies with a wide range of other liberal arts disciplines, should select the Self-Directed Option.

Theatre History Focus

Students may enter the Theatre History Focus after completing the second-year Theatre requirements.

<p>Rationale for proposed change:</p>	
<p><u>Change of Description of Programs:</u> With the change of description, there is a greater clarity of the two programs offered. The change to “BFA in Theatre” in the text and in the title heading more accurately represents the program being described and distinguishes it from the Honours program.</p> <p><u>Change of Name from “Specialist” Option to “Focus” Option:</u> This change is to promote that, although students may focus on one discipline, it is advisable to pursue education beyond the limits of a single specialist area. A broader base of knowledge will maximize the likelihood of success in the profession.</p> <p><u>Change to BA Honours entry requirement:</u> The increase from 6.0 to 7.5 reflects the completion of the first-year theatre requirements.</p> <p><u>Change to BA Honours GPA requirement:</u> Students enter the program with a minimum third-year standing with a GPA of 6.0 in all designated Theatre History courses. The change from the 6.0 GPA requirement in Theatre courses to designated Theatre History courses acknowledges that students excelling in the academic pursuit of Theatre History will not necessarily have similar success in studio-based courses. Because the number of students pursuing the BA Honours program is relatively small, each student has a BA Honours Advisor from the Theatre History faculty, monitoring the GPA in the Theatre History courses will be done by the faculty member rather than relying upon the Registrar’s office for the GPA in Theatre courses.</p> <p>The GPA requirement has been raised from 5.0 to 6.0 GPA in all designated Theatre History courses prior to entering the final year of the program. This is a reasonable expectation for an Honours program. Students who are unable to maintain this GPA in their Theatre History courses have the option of completing a BFA degree.</p> <p><u>Changes to the “Comprehensive Option”:</u> The new title for this program is “Self-Directed Focus.” It is now being included as a “Focus Option” rather than a program separate from the other disciplines. The majority of Theatre students graduate from this area of study, but there is presently an erroneous perception that students default to this option as a result of not being admitted to a specialized Focus. These proposed changes reflect the department’s efforts to advocate positive language and encourage a more accurate perception of this program. The choice of “Self-Directed” suggests the autonomy of choosing courses from a broad range of theatrical disciplines rather than being bound to the requisite courses of the other single-discipline programs. Its inclusion as a Focus Option reinforces its value as an area of study equal to the others. As with the other Focus programs, Self-Directed students will require 36 units of Theatre courses.</p> <p><u>Change in Minimum Grade Requirements:</u> The proposed minimum grade maintains the academic integrity of the Theatre Department while acknowledging that some students perform better in courses that employ experiential pedagogy. With the previous requirement, superior achievement in these courses was offset by lower results in traditional academic courses. Consequently, an insufficient GPA prohibited some students from pursuing studio-based disciplines. The intended result is for higher admissibility rates into single-discipline Focus Options by students who have a demonstrated aptitude in that area and a higher rate of retention overall. This adjustment applies to all Focus areas with the exception of the Self-Directed focus. Students within this option, are required to maintain the University standard (as is the present practice in the department).</p> <p><u>Inclusion of Entrance Year Eligibility for Each Focus Option:</u> This has been included to reflect the existing requirements for entrance into the BA Honours and each Focus Option in the BFA Major. Any revisions have been made to achieve consistent language and are not a result of changes to the curriculum.</p> <p><u>Changes to the “Acting Option”:</u> The “Acting Specialist Option” has been renamed “Performance Focus.” This change reflects the practice of many theatre departments and supports the present practice in our Department of referring to the program as “Performance.” Students in the Performance focus study a wide-range of performative techniques beyond those of acting. Information regarding specific courses in this Focus Option (229, 329 and 429) has been placed in Program Requirements (see Submission #2).</p> <p><u>Elimination of “Work Outside the Department:</u> This information has been included in Program Requirements (see Submission #2).</p> <p><u>Editorial Changes:</u> Minor editorial changes to adopt greater clarity and consistency have been included.</p>	
<p>Consultation:</p>	

Senate Committee on Planning:	<input type="checkbox"/> In-progress/Approved	<input checked="" type="checkbox"/> Not applicable
Other units consulted in preparation of submission:	<input checked="" type="checkbox"/> Included: Senate Committee on Academic Standards	<input type="checkbox"/> No consultation <u>required</u>
Written evidence of all consultations should be included in a single PDF for the entire program package.		

		Submission number: 2																	
Faculty: Fine Arts	Academic Unit: Theatre	Date of submission: 05Oct16	Effective date of change: 01MAY17																
Type(s) of program change:																			
<input checked="" type="checkbox"/> Creation, reinstatement, discontinuance, or major modification of a program or credential	<input checked="" type="checkbox"/> Change in a listing of eligible or elective courses that can be used to meet a program or credential requirement	<input checked="" type="checkbox"/> Other: Change in program course requirement.																	
<input type="checkbox"/> A minor modification in program or credential that does not significantly change that program or credential's focus, content, structure, or requirements	<input checked="" type="checkbox"/> A change in the description of a program or credential not involving any change in program or credential requirements																		
Current calendar entry:		Proposed calendar entry:																	
Current calendar page number: Page 180		If new, suggested page to insert:																	
PROGRAM REQUIREMENTS		PROGRAM REQUIREMENTS																	
BA Honours in Theatre History		BA Honours in Theatre History																	
To graduate with a BA Honours in Theatre History, students require a minimum of 30 units of Theatre; at least 15 units must be in designated Theatre History courses at the 300 and 400, listed below , and 6 units in approved, related disciplines.		To graduate with a BA Honours in Theatre History, students require a minimum of 30 units of Theatre; at least <u>18</u> units must be in designated <u>upper-level</u> Theatre History courses, and 6 units in approved, related disciplines.																	
Designated Theatre History courses are THEA 309A, 309B, 310, 311, 312, 314, 315, 316, 317, 318, 319, 328, 333, 337, 338, 362, 363, 390, 391, 409 410, 411, 412, 414.		Designated <u>upper-level</u> Theatre History courses are THEA 309A, 309B, 310, 311, 312, 314, 315, 316, 317, 318, 319, 328, 333, <u>336</u> , 337, 338, 362, 363, 390, 391, 409, 410, 411, 412, 414, <u>415, 416, 436</u> .																	
Requirements to All Programs (Comprehensive and Specialist)		First Year																	
To graduate with a BFA in Theatre, students must complete 60 units of course work, of which at least 30 units must be in Theatre and no fewer than 15 of which must be outside electives. The one exception to this requirement is the Specialist Option in Acting . This option requires no fewer than 12 units of outside electives. At the 300 or 400 level, students must take at least 21 units, 15 of which must be in Theatre. All programs require a minimum of 4.5 senior level Theatre History courses.		<table border="0"> <tr> <td>THEA 105.....</td> <td>3.0</td> </tr> <tr> <td>THEA 111.....</td> <td>1.5</td> </tr> <tr> <td>THEA 120A</td> <td>1.5</td> </tr> <tr> <td>THEA 132A</td> <td>1.5</td> </tr> <tr> <td>ENGL 135.....</td> <td>1.5</td> </tr> <tr> <td>FA 101</td> <td>1.5</td> </tr> <tr> <td>Electives*</td> <td>4.5</td> </tr> <tr> <td>Total:</td> <td>15.0</td> </tr> </table>		THEA 105.....	3.0	THEA 111.....	1.5	THEA 120A	1.5	THEA 132A	1.5	ENGL 135.....	1.5	FA 101	1.5	Electives*	4.5	Total:	15.0
THEA 105.....	3.0																		
THEA 111.....	1.5																		
THEA 120A	1.5																		
THEA 132A	1.5																		
ENGL 135.....	1.5																		
FA 101	1.5																		
Electives*	4.5																		
Total:	15.0																		

Designated Theatre History courses are THEA 309A, 309B, 310, 311, 312, 314, 315, 316, 317, 318, 319, 328, 333, 337, 338, 362, 363, 390, 391, 409 410, 411, 412, 414.

Students planning to go into Education should check with the Teacher Education Advising Centre regarding requirements.

Required courses for all Department of Theatre programs are outlined below.

Admission to Specific Courses

The number of students who are eligible for Theatre courses may exceed the places available. Students should understand that eligibility does not guarantee them admission into specific courses. To gain entry into courses, students must be prepared to meet departmental attendance regulations, must not be overenrolled and must pay any fees or fines that may affect university standing. Students must attend all classes including the first. If they do not attend the second class in a course with a limited enrolment, they may be deregistered.

Students Please Note: If you do not attend the second class in a course you must contact the instructor to get permission to remain in the class. If you do not get permission from the instructor, you may be removed from the course.

Requirements Common to All Theatre Specializations

All Theatre students, regardless of their eventual area of specialization, are required to take a common first year program.

Note that all courses must be taken during the year they are listed in.

Year 1

THEA105.....	3.0
THEA 111	
1.5 THEA 112	1.5
THEA 120	3.0
FA 101	1.5

Second Year

THEA 206	1.5
THEA 236.....	1.5
Electives*.....	12.0
Total.....	15.0

Third and Fourth Years

THEA 336	1.5
THEA 415.....	1.5
THEA 416.....	1.5
THEA 436.....	1.5
Additional Upper Level Theatre History courses.....	12.0
Electives*.....	12.0
Total.....	30.0

Electives: Of these electives, a minimum of 1.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 30 Theatre units. -6 units of these electives must be in approved, related disciplines. Consultation with the BA Honours Advisor will be necessary to determine these courses*

BFA in Theatre

To graduate with a BFA in Theatre, students must complete 60 units of course work, of which at least 36 units must be in Theatre and no fewer than 15 units must be outside electives. The one exception to this requirement is the Performance Focus. This program requires no fewer than 12 units of outside electives. At the upper-level, students must take at least 21 units, 15 of which must be in Theatre.

Students planning to go into Education should check with the Teacher Education Advising Office regarding requirements.

Required courses for all Department of Theatre programs are outlined below.

Admission to Specific Courses

THEA 132	3.0
Electives*	1.5 4.5

Total: 15.0

** 3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.*

1. Taken if considering Specialist Option in Applied Theatre.

Requirements Specific to the Specialist Program

A student enrolled in one of the six Specialist Options or Comprehensive Programs normally must complete at least 30 units of Theatre course work. Students must adhere to the course requirements for their Specialist Option, as listed below.

Note that all courses must be taken during the year they are listed in.

Specialist Option in Acting

Second Year (Audition required)

THEA 205	3.0
THEA 210	1.5
THEA 211	1.5
THEA 221	1.5
THEA 222	1.5
THEA 223	1.5
THEA 225	1.5
THEA 229	0 1.5
Electives*	1.5 3.0

Total: 15.0

Third Year**

THEA 321	1.5
THEA 322	1.5
THEA 323	1.5
THEA 324	1.5
THEA 325	1.5
THEA 326	1.5
Theatre History 300+	1.5 3.0
THEA 329	1.5 3.0
Electives*	1.5 3.0

The number of students who are eligible for Theatre courses may exceed the places available. Students should understand that eligibility does not guarantee them admission into specific courses. To gain entry into courses, students must be prepared to meet departmental attendance regulations, must not be overenrolled and must pay any fees or fines that may affect university standing. Students must attend all classes including the first. If they do not attend the second class in a course with a limited enrolment, they may be deregistered.

Students Please Note: If you do not attend the second class in a course you must contact the instructor to get permission to remain in the class. If you do not get permission from the instructor, you may be removed from the course.

Work Outside the Department

All Theatre students must consult the Chair before accepting any theatre, film, television or other media work outside the department.

First Year Program Requirements for Theatre Major

All Theatre Major students, regardless of intended Focus Option, are required to take a common first-year program.

First Year

THEA 105.....	3.0
THEA 111.....	1.5
THEA 120A	1.5
THEA 132A	1.5
ENGL 135.....	1.5
FA 101	1.5
Electives*	4.5

Total: 15.0

NOTES: -All courses should be taken in the sequence indicated. Failure to follow the course listings suggested for each year and for each Focus may jeopardize the ability to complete the BFA degree within four years.

- THEA 120B is strongly recommended for students interested in pursuing the Performance Focus.

Total:	15.0	- <u>THEA 132B is strongly recommended for students interested in pursuing the Applied Theatre Focus.</u>
Fourth Year**		- <u>The decision to take 120B and 132B may require some students to complete more than 60 units to complete their Focus requirements.</u>
THEA 421	1.5	<u>Electives*: English 135 and an additional 1.5 units of English electives must be taken before 30 units are completed.</u>
THEA 422	1.5	Applied Theatre Focus
THEA 423	1.5	Students considering careers in elementary, middle or secondary schools are urged to consult with the Teacher Education Advising <u>Office</u> early to plan their undergraduate program.
THEA 424	1.5	
THEA 425	1.5	
THEA 426	1.5	
Theatre History 300+	1.5 3.0	
THEA 429	1.5 3.0	
Electives*	1.5 3.0	
Total:	15.0	Second Year
<i>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</i>		THEA 205
<i>**Admission dependent on successful completion of year-end review.</i>		THEA 206
Specialist Option in Applied Theatre		THEA 234
Students considering careers in elementary, middle or secondary schools are urged to consult with the Teacher Education Advising <u>Centre</u> early to plan their undergraduate program.		THEA 235
		THEA 236
		Electives*
		Total:
Second Year		
THEA 205		
3.0 THEA 210	1.5	
THEA 211	1.5	
THEA 235	3.0	
Electives*	6.0	
Total:	15.0	
Third Year		Third and Fourth Years
Theatre History 300+**	1.5 3.0	Upper-Level Theatre History
THEA 331	1.5	THEA 331
THEA 332	1.5	THEA 332
THEA 335		THEA 335
3.0 THEA 355		THEA 336
1.5 THEA 356		THEA 394/EDCI 487
1.5		THEA 435
		THEA 436
		Electives*
		Total:
		NOTES: <u>At least 1.5 units of THEA 394/EDCI 487 are required to complete the Applied Theatre Focus. May be taken more than once.</u>

THEA 394 / EDCI 487***	0-1.5
Electives*	1.5-4.5
Total:	15.0
Fourth Year	
Theatre History 300+**	1.5-3.0
THEA 394/EDCI 487***	0-1.5
THEA435	3.0
Electives*	7.5-10.5
Total	15.0
<i>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</i>	
<i>**May be replaced with FA 315, FA 335 and/or FA 356 if offered.</i>	
<i>***At least 1.5 units are required to complete the Applied Theatre Option. May be taken more than once.</i>	
Specialist Option in Design	
Second Year	
THEA 205	3.0
.....	1.5
.....	1.5
.....	1.5
.....	1.5
and one of 361, 362, 363 or	
THEA 348 and 349	3.0
Electives*	3.0
Total:	15.0
Third Year	
Theatre History 300+	1.5-3.0
THEA 351 and 352 or THEA 348 and 349 or	
THEA 261 and one of 361, 362, 363	3.0
THEA 331	1.5
THEA 332	1.5
Electives*	6.0-7.5
Total:	15.0

<i>Electives*: Of these electives, a minimum of 1.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i>	
Design Focus	
Second Year	
THEA 205	3.0
THEA 206	1.5
THEA 234	1.5
THEA 236	1.5
THEA 251	1.5
THEA 252	1.5
THEA 261	1.5
Electives* (ART 117 is strongly recommended)	3.0
Total:	15.0
Third Year	
Upper-Level Theatre History	0-3.0
THEA 336	1.5
THEA 355	1.5
THEA 356	1.5
THEA 351 and 352; or THEA 348 and 349; or	
THEA 361 and either 362 or 363	3.0
Electives*	4.5-7.5
Total:	15.0
Fourth Year	
Upper-Level Theatre History	0-3.0
THEA 436	1.5
THEA 351 and 352; or THEA 348 and 349; or	
THEA 361 and either 362 or 363	3.0
Electives*	7.5-10.5
Total:	15.0
<i>Electives*: Of these electives, a minimum of 1.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i>	
Directing Focus	
Second Year	
THEA 205	3.0

Fourth Year			
Theatre History 300+	1.5	THEA 206	1.5
3.0 THEA 351 and 352 or THEA 348 and 349 or THEA 261 and one of 361, 362, 363 or two of THEA 361, 362, 363	3.0	THEA 218	1.5
Electives*	9.0-10.5	THEA 219	1.5
Total:	15.0	THEA 234	1.5
<i>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</i>		THEA 236	1.5
Specialist Option in Directing		Electives* (WRIT 203 is strongly recommended)	4.5
Second Year		Total:	15.0
THEA 205		Third and Fourth Years	
3.0 THEA 210	1.5	Upper-Level Theatre History	3.0
THEA 211	1.5	THEA 331	1.5
THEA 218	1.5	THEA 332	1.5
THEA 219	1.5	THEA 336	1.5
Electives* (WRIT 203 is strongly recommended)	6.0	THEA 355	1.5
Total:	15.0	THEA 356	1.5
Third Year		THEA 431	1.5
Theatre History 300+	1.5-3.0	THEA 432	1.5
THEA 331	1.5	THEA 436	1.5
THEA332	1.5	Electives* (WRIT 305, WRIT 311, WRIT 325, WRIT 403 are strongly recommended)	15.0
THEA355	1.5	Total:	30.0
THEA356	1.5	<i>Electives*: Of these electives, a minimum of 3 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i>	
Electives* (WRIT 311 is strongly recommended)	6.0-7.5	Performance Focus	
Total:	15.0	Students entering the Performance Focus who have completed THEA 120B and 132B, will be required to take an additional 1.5 units of non-theatre electives.	
Fourth Year		Second Year (Audition required)	
Theatre History 300+	1.5	THEA 205	3.0
3.0 THEA431	1.5	THEA 206	1.5
THEA432		THEA 221	1.5
1.5 THEA499	3.0	THEA 222	1.5
Electives*	6.0-7.5	THEA 223	1.5
		THEA 225	1.5

Total:	15.0	THEA 236	1.5
<i>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</i>		Electives.....	3.0
Specialist Option in Production and Management		Total:	15.0
Second Year			
THEA 205.....		Third Year	
3.0 THEA 210.....		Upper-Level Theatre History.....	0-3.0
1.5 THEA 211		THEA 321	1.5
1.5 THEA 251.....		THEA 322	1.5
1.5 THEA 252		THEA 323	1.5
1.5 THEA 299 or Theatre elective		THEA 324	1.5
3.0		THEA 325	1.5
Electives*	3.0	THEA 326	1.5
Total:	15.0	THEA 329, 429.....	0-3.0
Third Year**			
THEA305.....	3.0	THEA 336	1.5
TheatreHistory300+.....	1.5-3.0	Electives.....	0-3.0
THEA 261 and 361, or 362 and 363, or 348		Total:	15.0
And 349, or 351 and 352	3.0	Fourth Year	
THEA 395	3.0	Upper-Level Theatre History.....	0-3.0
Electives*	3.0-4.5	THEA 421	1.5
Total:	15.0	THEA 422.....	1.5
Fourth Year			
THEA405.....	3.0	THEA 423.....	1.5
Theatre History 300+	1.5-3.0	THEA 424.....	1.5
THEA 261 and 361, or 362 and 363, or 348		THEA 425.....	1.5
And 349, or 351 and 352	3.0	THEA 426.....	1.5
THEA 499.....	3.0	THEA 436.....	1.5
Electives*	3.0-4.5	THEA 329, 429.....	0-3.0
Total:	15.0	Electives.....	0-3.0
<i>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</i>		Total:	15.0
<i>**Interview and permission required.</i>		Production and Management Focus	
Specialist Option in Theatre History			
Second Year			
THEA 205.....	3.0	THEA 205.....	3.0
THEA 206.....	1.5	THEA 206.....	1.5
THEA 234.....	1.5	THEA 234.....	1.5
THEA 236.....	1.5	THEA 236.....	1.5
THEA 251.....	1.5	THEA 251.....	1.5
Electives*	6.0	Electives*	6.0

First Year		Total:	15.0
THEA 105	3.0		
THEA 111	1.5		
THEA 112	1.5		
THEA 120	3.0		
Electives*	6.0		
Total:	15.0		
Second Year			
THEA 205			
3.0 THEA 210	1.5		
THEA 211	1.5		
Electives*	9.0		
Total:	15.0		
Third and Fourth Years			
Theatre History 300+	7.5		
THEA 300+	4.5		
THEA 490	3.0		
Approved Electives	6.0		
Electives*	9.0		
Total:	30.0		
<i>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</i>			
Comprehensive Option			
Second Year			
THEA 205	3.0		
THEA 210	1.5		
THEA 211	1.5		
Electives*	9.0		
Total:	15.0		
Third and Fourth Years			
Theatre History 300+	4.5		
THEA 300+	10.5		
Electives*	15.0		
Total:	30.0		
Total:		15.0	
		Third and Fourth Years (Interview and Permission Required)	
		Upper-Level Theatre History.....	3.0
		THEA 305.....	3.0
		THEA 336.....	1.5
		Two of the following courses: THEA 261, 361, 331, 332, 334, 348, 349, 351, 352, 362, 363.....	3.0
		THEA 405.....	3.0
		THEA 436.....	1.5
		THEA 499.....	3.0
		Electives*	12.0
		Total:	30.0
		<i>Electives*: Of these electives, a minimum of 1.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i>	
		Self-Directed Focus	
		Second Year	
		THEA 205.....	3.0
		THEA 206.....	1.5
		THEA 236	1.5
		Electives*	9.0
		Total:	15.0
		Third and Fourth Years	
		THEA 336.....	1.5
		THEA 436.....	1.5
		Additional Upper-Level Theatre History Courses.....	3.0
		Upper-Level Theatre Courses.....	9.0
		Electives*	15.0
		Total:	30.0
		<i>Electives*: Of these electives, a minimum of 7.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i>	
		Theatre History Focus	
		Second Year	

<p>*3.0 units of English electives must be taken. 1.5 units of credit in English must be taken before 30 units of credit are completed.</p>	<table border="0"> <tr><td>THEA 205</td><td>3.0</td></tr> <tr><td>THEA 206.....</td><td>1.5</td></tr> <tr><td>THEA 236.....</td><td>1.5</td></tr> <tr><td>Electives*</td><td>9.0</td></tr> <tr><td>Total:</td><td>15.0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2">Third Year and Fourth Years</td></tr> <tr><td>Upper-Level Theatre History</td><td>3.0</td></tr> <tr><td>Upper-Level Theatre Courses.....</td><td>6.0</td></tr> <tr><td>THEA 336.....</td><td>1.5</td></tr> <tr><td>THEA 415</td><td>1.5</td></tr> <tr><td>THEA 416.....</td><td>1.5</td></tr> <tr><td>THEA 436</td><td>1.5</td></tr> <tr><td>Electives</td><td>15.0</td></tr> <tr><td>Total:</td><td>30.0</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"><i>Electives*: Of these electives, a minimum of 7.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i></td></tr> </table>	THEA 205	3.0	THEA 206.....	1.5	THEA 236.....	1.5	Electives*	9.0	Total:	15.0	 		Third Year and Fourth Years		Upper-Level Theatre History	3.0	Upper-Level Theatre Courses.....	6.0	THEA 336.....	1.5	THEA 415	1.5	THEA 416.....	1.5	THEA 436	1.5	Electives	15.0	Total:	30.0	 		<i>Electives*: Of these electives, a minimum of 7.5 units must be Theatre courses (at any level) to satisfy the degree requirement of 36 Theatre units.</i>	
THEA 205	3.0																																		
THEA 206.....	1.5																																		
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Total:	30.0																																		
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Rationale for proposed change:

Additions to the designated Theatre History courses: Courses have been added to reflect the restructuring of the delivery of the Theatre History and the introduction of new courses.

Addition of BA Honours in Theatre History course listings: With the inclusion of the BA course listings, all programs will have listings available to students.

Addition of Elective notes in BA Honours listing: The notes regarding the requirement of additional theatre electives, and the necessity of 6 units in approved, related disciplines in consultation with the supervisor will assist students in meeting the degree requirements.

Amendment to title of section: The title “Requirements to All Programs (Comprehensive and Specialist) has been changed to reflect greater accuracy with “BFA in Theatre.”

Amendment in Theatre unit requirement for Theatre Major: The proposed changes would increase the number of required theatre units from 30 to 36. To prepare students for the competitive market upon graduation, it is in their best interest to have a strong foundation with the greatest depth and scope in as many aspects of theatre as feasible. Students requested more Theatre courses be made available to support their understanding of the theatre in preparation for their career.

Amendments to First Year Course Listings:

- The notation regarding the common first year program formerly appeared as part of “Requirements Specific to the Specialist Program.” With the restructuring of the programs, it now applies to all Theatre Major students.
- THEA 112 is being deleted. This reflects modifications being made of the progression of Theatre History courses.
- THEA 120 is being divided into two courses: 120A and 120B. Only THEA 120A will be mandatory for first-year students.

- THEA 132 is being divided into two courses: 132A and 132B. THEA 132A will be mandatory for first-year students. This amendment will give all first-year students exposure to four of the six focus options, thereby providing them with further insights into the various disciplines within Theatre and the programs available within our department.
- ENGL 135 is being added. This course, Academic Reading and Writing, is strategically placed as a mandatory course in the first year of the Theatre program. A strong foundation in academic essay research and writing will be of great advantage to our students (particularly in Theatre History courses) and their electives outside of the Department.
- Amendment to elective units is necessary. With changes in the mandatory first year courses, the electives have become a prescribed number. (THEA 132 was formerly an elective Theatre course of 3 units which made the electives variable depending upon whether a student registered for this course.)
- The notation regarding 120B as it pertains to Performance Focus has been added.
- The notation regarding Theatre 132 as it pertains to Applied Theatre is no longer required. It has been replaced with the recommendation regarding 132B.
- The notation regarding 132B as “strongly recommended” will now apply to students pursuing the Applied Theatre Focus.
- The notation regarding taking both 120B and 132B has been added. It is intended to prompt students to examine the pertinent course listings before taking on any additional course that may not count toward their degree.
- The notation regarding sequence formerly appeared as part of “Requirements Specific to the Specialist Program.” With the restructuring of the programs, it now applies to all Theatre Major students. The wording has altered for greater clarity.
- Amendment to elective note regarding English requirement is required. With ENGL 135 a mandatory course, students require 1.5 units of additional English credit.

Amendments Common to All Programs:

Deletion of English electives note: This information has been provided in the entry of the first-year program and need not be repeated throughout.

Amendment to Theatre History Courses: There is a change in the delivery of the Theatre History courses. The course listings for Honours and Major programs reflect a redistribution of Theatre History courses and an elimination of 1.5 units of additional upper-level Theatre History for all areas (excluding the BA Honours in Theatre History). THEA 112, 210 and 211 have been deleted. THEA 236, 336 and 436 are new courses being added.

Formerly, Theatre students took four lower-level Theatre History courses (1.5 units each). For Theatre Major students, in addition to these 6 units of required lower-level Theatre History, there were 4.5 units of additional Theatre History courses required at the upper level (10.5 in total as the degree requirement). With the proposed curriculum changes, students must take the mandatory 1.5 unit Theatre History course for each of the four years: Thea 111, 236, 336 and 436. For Theatre Major students, the prescribed units of additional upper level have been lowered to 3 units (for a total of 9 units). For BA Honours, the 15 additional upper-level units required of Theatre History is unaltered.

The reorganization of the delivery of Theatre History courses allows space in the schedules of lower-level students to take new and mandatory introductory-level courses in Applied Theatre (132B) and Fundamentals of Play Analysis (206). It also provides an opportunity to add introductory courses in the second year for students considering Design, Directing or Applied Theatre (Thea 234: The Director/Designer Relationship). These additional courses were introduced as sound pedagogy and in response to student demand. The reformatting also introduces the opportunity for students to come together as a cohort in their upper levels. With a wide variety of programs being offered, there is value in the synergy produced by the cohort entering into a common mandatory course. This might best be realized in THEA 436 in which the possibility of a capstone collaborative project of students from all areas could exist.

Course Listing Additions, Deletions and Amendments:

- THEA 206 (Fundamentals of Play Analysis) is a new mandatory course for all Theatre Major students.
- The deletion of THEA 210 and 211, and the addition of THEA 236, THEA 336 and THEA 436 reflect the Theatre History restructuring.

- Upper-level Theatre History requirements have been changed to reflect the Theatre History restructuring which requires 1.5 few units of Theatre History at the upper level. All students now require 3 units of upper level Theatre History courses (in addition to 336 and 436).
- With the changes of mandatory courses, there have been adjustments to the distribution of the elective requirements over the four years. The overall requirement of a minimum of 15 units of outside electives (12 units for Performance Focus) is being maintained.
- Changes to Elective notation clarifying that, with ENGL 135 a mandatory course, students require 1.5 units of additional English credit. The 3-unit requirement before 30 units are achieved is maintained.
- Minor editorial changes have been made to adhere to the OREG format (“Theatre History 300+” to “Upper-Level Theatre History” and “3.0” units changed to “3”).

Deletion of “Acting Specialist Option”: With the program renamed as “Performance Option, “ the alpha order has changed.

Amendments to Applied Theatre Focus:

- Third and Fourth Years course listings have been combined for greater clarity.
- THEA 234 (The Director/Designer Relationship) and 334 (Advanced Studies in the Director/Designer Relationship) are new courses mandatory for Applied Theatre students.
- THEA 355 and THEA 356 (Design Aesthetics I and II) have been eliminated to allow room in the program for the new courses, THEA 234 and 334 (Directors/Designers). The new courses will have more applicable benefit for the Applied Theatre practitioner.
- Fine Arts course substitutions have been deleted. This is inconsistent with the pedagogy of the department where all Theatre Major students must have 9 units of Theatre History courses.
- Notes have been reformatted to adhere to the OREG format.
- Minor editorial changes have been made to correct errors (“Centre” to “Office as per Education website).

Amendments to Design Program Focus:

- THEA 234 (The Director/Designer Relationship) and 334 (Advanced Studies in the Director/Designer Relationship) are new courses mandatory for Design students.
- THEA 261 (Costume Design I) is now a mandatory course. The inclusion of this course with THEA 251 (Introduction to Design I) and THEA 252 (Introduction to Design II) at the second year, provides a basic introduction to the fundamentals of scenic and costume design.
- THEA 331 and 332 (Directing courses) will no longer be required. These courses are being replaced in the Design Focus with THEA 234 (The Director/Designer Relationship) and THEA 334 (Advanced Studies in the Director/Designer Relationship). These new courses will serve the designer in understanding the collaborative process of working with a director.
- There has been a modification to the sequence of course offerings: Upper-level Design courses will only be offered at the upper levels (rather than introducing them at the second year) to accommodate program changes.
- ART 117 is recommended as a non-Theatre elective to assist the designer in acquiring drawing skills.

Amendments to Directing Focus:

- Third and Fourth Years course listings have been combined for greater clarity.
- THEA 234 (The Director/Designer Relationship) and 334 (Advanced Studies in the Director/Designer Relationship) are new courses mandatory for Directing students.
- THEA 499 has been deleted from the course listings. It could not be sustained given the limitations of faculty supervision for Special Projects. Though it may still be available for select Directing students, it will no longer be a program requirement.

- All levels of Writing's Playwriting Workshops (203, 305 and/or 325 and 403) are being recommended to Directing students as a valuable addition to their Directing studies.
- WRIT 311 (Structure of Stage Drama) has been deleted as a recommended course in favour of the requirement of THEA 206 (Fundamentals of Play Analysis).
- A note has been added regarding an additional elective Theatre course. The prescribed Theatre courses total 34.5 units. Students must complete an additional 1.5 units of any level in addition to those listed to satisfy the minimum 36 Theatre units. This notation will assist students in meeting this requirement.

Amendments to Performance Focus:

- A change in calendar page may be required. The change of name from "Acting Specialist Option" to "Performance Focus" precipitates moving this section to appear between "Directing Focus" and "Production and Management Focus."
- A note has been added regarding the requirement for students who have taken 120B and 132B to take an additional 1.5 units of non-Theatre elective. By choosing to take both these courses, a student would achieve 49.5 units of Theatre. The degree requires 12 units of non-Theatre electives thereby necessitating these students to take 1.5 units extra for 61.5 total units.
- THEA 229 (Theatre Performance) is being deleted. The elimination is a result of the reduction of required Performance credits from 4.5 units to 3 units (THEA 329 and/or 429). The change is necessary to ensure that each student is able meet the requirement. With increased enrolment, it has become increasingly difficult for students to achieve these credits given the finite opportunities of being cast in an eligible production.
- Changes to the listing order are now consistent with the listings in other Focus Options (placing "Upper-Level Theatre History" as first in the Third and Fourth Year course lists).
- The note regarding year-end reviews has been deleted. Since students in all Focus areas (with the exception of Self-Directed) are required to achieve a minimum 5.0 GPA average in all Theatre courses, the attainment of that grade is all that is required.

Amendments to Production and Management Focus:

- Third and Fourth Years course listings have been combined for greater clarity.
- THEA 234 (The Director/Designer Relationship) and 334 (Advanced Studies in the Director/Designer Relationship) are new courses mandatory for Production and Management students.
- THEA 252 (Introduction to Design II) has been deleted to accommodate the new course THEA 234.
- There is an expansion of the THEA courses offered in the list of optional Theatre courses in the upper levels (3 units) giving students a wider range of choices of courses in Design and Directing.
- THEA 299 and 395 have been deleted as program requirements. These courses cannot be sustained given the limitations of faculty supervision. THEA 299 and 395 may still be available for select Production students.
- The changes to the listing order of courses are now consistent with the listings in other Focus Options (reversal of "THEA 305" and "Upper-Level Theatre History" and "THEA 405" and "Upper-Level Theatre History").
- A note has been added regarding an additional elective Theatre course. The prescribed Theatre courses total 34.5 units. Students must complete an additional 1.5 units of any level in addition to those listed to satisfy the minimum 36 Theatre units required. This notation will assist students in meeting this requirement.
- The double asterisk within the headings of Third Year and the note below has been deleted. For consistency with other Focus Options, the information is contained within the "Third and Fourth Years" heading.

Amendments to Self-Directed Focus (formerly known as Comprehensive Option)

- The information for this option is now included with the other Focus options rather than placing it after the others. This is the option the majority of the students undertake and is now amongst the other Focus options recognizing that the Self-Directed Focus has the same validity as other Focus options.
- Because the total number of mandatory upper-level Theatre History courses is being changed from 4.5 to 6, the requirements for other upper-level Theatre courses has been adjusted from 10.5 to 9 to meet the degree requirement of a minimum of 15 units of upper-level Theatre courses.
- A note has been added regarding additional elective Theatre courses. The prescribed Theatre courses total 28.5 units. Students must complete an additional 7.5 units of any level in addition to those listed to satisfy the minimum 36 Theatre units required. This notation will assist students in meeting this requirement.

Amendments to Theatre History Focus:

- First year Theatre course listing have been deleted. This information is contained earlier in the Program Requirements.
- THEA 415 (Methods and Materials of Theatre Research) and THEA 416 (Theories of Meaning) are new courses mandatory for Theatre History students. These are courses designed to assist in research methodology and are preparatory courses for graduate studies.
- Because the total number of mandatory upper-level Theatre History courses is being changed from 4.5 to 6, the requirements for other upper-level Theatre courses has been adjusted from 4.5 to 6 to ensure that the degree requirement of a minimum of 15 units of upper-level Theatre courses (with THEA 415 and 416).
- A note has been added regarding additional elective Theatre courses. The prescribed Theatre courses total 28.5 units. Students must complete an additional 7.5 units of any level in addition to those listed to satisfy the minimum 36 Theatre units required. This notation will assist students in meeting this requirement.

Deletion of "Comprehensive Option": This information is now contained with the other Theatre Major programs. The program title has been changed to "Self-Directed Focus" and is listed alphabetically with the other Focus Options.

Editorial Changes: Minor editorial changes have been included including adopting language consistent with OREG Guidelines; corrections to grammar and punctuation; changes to adopt greater clarity and consistency.

Senate Committee on Planning:	<input type="checkbox"/> In-progress/Approved	<input checked="" type="checkbox"/> Not applicable
Other units consulted in preparation of submission:	<input checked="" type="checkbox"/> Included: Education, English, Music, Pacific and Asian Studies (PAAS), Visual Arts, Writing, Library	<input type="checkbox"/>
Written evidence of all consultations should be included in a single PDF for the entire program package.		



University
of Victoria

Senate Committee on
Academic Standards

MEMO

Date: December 14, 2016

To: Senate

From: Senate Committee on Academic Standards

Re: **Changes to Faculty of Engineering Deferred and Supplemental Examinations sections of the Academic Calendar**

At its December 2016 meeting, the Senate Committee on Academic Standards approved the attached proposal from the Faculty of Engineering regarding changes to the deferred and supplemental examinations sections of the academic calendar for the Faculty of Engineering.

The Senate Committee on Academic Standards respectfully requests that you consider the following motion:

Motion: That Senate approve the proposed changes to the deferred and supplemental examinations sections of the academic calendar, as recommended by the Faculty of Engineering.

Respectfully submitted,

2016/2017 Senate Committee on Academic Standards

Rosaline Canessa (Acting Chair), Faculty of Social Sciences
Eva Baboula, Faculty of Fine Arts
Laurie Barnas, Associate Registrar
Gillian Calder, Faculty of Law
Jordan Crocker, UVSS Representative
Nikolai Dechev, Faculty of Engineering
Nicole Greengoe, Registrar
David Harrington, Faculty of Science
Cindy Holder, Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)
Susan Lewis, Dean, Faculty of Fine Arts (VPAC designate)
Peter Liddell, Convocation Senator
Michele Martin, Division of Medical Sciences
Norah McRae, Executive Director, Cooperative Education and Career Services
Michael Nowlin, Faculty of Humanities
Tim Pelton, Faculty of Education
Bernadette Peterson, Student Senator
Abdul Roudsari, Faculty of Human and Social Development
Richard Rush, Division of Continuing Studies
Ada Saab, Director, Graduate Admissions and Records
Brock Smith, Peter B. Gustavson School of Business
Sarah Warder, GSS Representative
Nancy Wright, Associate Vice-President Academic Planning (President's nominee)
Carrie Andersen Secretary, Associate University Secretary

/Attachment



University
of Victoria
Engineering

**Faculty of Engineering
Engineering Undergraduate Office**


University of Victoria
Engineering Office Wing
Room 206

PO Box 1700 STN CSC
Victoria British Columbia
V8W 2Y2 Canada

Tel (250) 721-6023
Web www.uvic.ca/engineering

MEMO

To: Dr. Rosaline Canessa, Chair
Senate Committee on Academic Standards

From: LillAnne Jackson, PhD
Associate Dean, Undergraduate Programs 

Date: November 28, 2016

Re: **Changes to Faculty of Engineering Deferred and Supplemental Examinations Section of the May 2017 Academic Calendar**

Prior to Fall 2015, the Faculty of Engineering made arrangements for deferred and supplemental examinations for students in the Bachelor of Engineering and Bachelor of Software Engineering programs. This was an exception to the UVic regulations for deferred and supplemental examinations. The Office of the Registrar was asked to take over these arrangements for the Winter 2015 session and to continue to do so for all academic sessions going forward.

As a result, the section under *Deferred Status* and *Supplemental Examinations* on page 62 of the Academic Calendar will need to be updated accordingly (see attached). Additionally, the *Supplemental Examinations* section under the Faculty of Engineering will also need to be revised, redirecting students to *Supplemental Examinations* in the *Undergraduate Information* section of the Calendar. This change will allow the Faculty of Engineering to fall in line with the rest of UVic regarding supplemental examinations. Note that the Faculty of Engineering Council approved these Calendar changes at the November 1, 2016 meeting.

				Effective date of change: May 1, 2017	SCAS approval date: Click here to enter a date.
Faculty/School: Engineering	Academic Unit: N/A	Date of submission: 22/11/2016	Contact Name: LillAnne Jackson	Senate approval date: Click here to enter a date.	
Type(s) of program change:					
<input type="checkbox"/> New General University Policy		<input type="checkbox"/> Change in General University Policy		<input type="checkbox"/> Other: Click here to enter text.	
<input type="checkbox"/> New Academic Policy or Regulation		<input checked="" type="checkbox"/> Change in Academic Policy or Regulation			
<input type="checkbox"/> New Registration Regulation		<input type="checkbox"/> Change in Registration Regulation			
Current calendar entry:			Proposed calendar entry:		
Current calendar page number: Click here to enter text.			If new, suggested page to insert: Click here to enter text.		
Undergraduate Information p. 60			Undergraduate Information p. 60		
<p>EXAMINATIONS [...]</p> <p>Deferred Status</p> <p>A student who becomes ill during a final examination, or misses a final examination because of injury, family or personal affliction, or illness may be eligible for an Academic Concession resulting in a Deferral of the examination, or an Aegrotat (AEG) notation. For Academic Concession relating to coursework other than final examinations, see Academic Concessions (p. xx).</p> <p>A student should immediately consult University Counselling Services, University Health Services, or another health professional, and must apply for a Deferral of the examination, or an Aegrotat (AEG) notation, by completing a formal Request for Academic Concession (RAC). The RAC must be accompanied by supporting documentation, and must be submitted to the Office of the Registrar, normally within ten working days of the end of the examination period of the term in which the course is taken.</p> <p>The Office of the Registrar will ask the instructor to consider the request. If a Deferral is not approved, the instructor will submit a final grade. A student may appeal as described under Appeals (p.xx).</p> <p>Where the instructor does not give a deferred examination but assigns a final grade based on an assessment of the student's performance on the</p>			<p>EXAMINATIONS [...]</p> <p>Deferred Status</p> <p>A student who becomes ill during a final examination, or misses a final examination because of injury, family or personal affliction, or illness may be eligible for an Academic Concession resulting in a Deferral of the examination, or an Aegrotat (AEG) notation. For Academic Concession relating to coursework other than final examinations, see Academic Concessions (p. xx).</p> <p>A student should immediately consult University Counselling Services, University Health Services, or another health professional, and must apply for a Deferral of the examination, or an Aegrotat (AEG) notation, by completing a formal Request for Academic Concession (RAC). The RAC must be accompanied by supporting documentation, and must be submitted to the Office of the Registrar, normally within ten working days of the end of the examination period of the term in which the course is taken.</p> <p>The Office of the Registrar will ask the instructor to consider the request. If a Deferral is not approved, the instructor will submit a final grade. A student may appeal as described under Appeals (p.xx).</p> <p>Where the instructor does not give a deferred examination but assigns a final grade based on an assessment of the student's performance on the</p>		

completed course work, the grade will appear on the student's record with an Aegrotat (AEG) notation. See Grading (p. xx).

If a Deferral is granted, the final examination must be completed at the latest by a date set by the instructor which is to be not later than the end of the term immediately following the course:

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

~~Deferred Exams for courses in the Bachelor of Engineering or Bachelor of Software Engineering programs will be written approximately four months following the deferral of the exam~~

For courses that finish in December and are prerequisite to courses starting in January, deferred final examinations are normally held by the end of the first two weeks in January.

For courses that finish in April, deferred final examination may be scheduled either by the department or by the Office of the Registrar. Deferred final examinations scheduled by the Office of the Registrar are normally held the last three (3) working days of July. The Office of the Registrar will send an email regarding deferred examinations, with a link to the Application to Write Undergraduate Deferred Examinations. The student must fill out the application and return it to the Office of the Registrar, accompanied by the necessary fees, by the end of the third week in June. Deferred final examinations organized through the Office of the Registrar may be written at the University as well as at various centres inside and outside British Columbia (locations are normally restricted to universities or colleges). The fee for each off-campus deferred exam is \$60.00. There is no fee for deferred exams written on-campus.

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

completed course work, the grade will appear on the student's record with an Aegrotat (AEG) notation. See Grading (p. xx).

If a Deferral is granted, the final examination must be completed at the latest by a date set by the instructor which is to be not later than the end of the term immediately following the course:

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

For courses that finish in December and are prerequisite to courses starting in January, deferred final examinations are normally held by the end of the first two weeks in January.

For courses that finish in April, deferred final examination may be scheduled either by the department or by the Office of the Registrar. Deferred final examinations scheduled by the Office of the Registrar are normally held the last three (3) working days of July. The Office of the Registrar will send an email regarding deferred examinations, with a link to the Application to Write Undergraduate Deferred Examinations. The student must fill out the application and return it to the Office of the Registrar, accompanied by the necessary fees, by the end of the third week in June. Deferred final examinations organized through the Office of the Registrar may be written at the University as well as at various centres inside and outside British Columbia (locations are normally restricted to universities or colleges). The fee for each off-campus deferred exam is \$60.00. There is no fee for deferred exams written on-campus.

If deferred work is not completed by the deadline, the final grade for the course reverts to the grade calculated and submitted originally by the instructor on the basis of the work that was completed.

A Deferral may be extended beyond the above deadlines only in exceptional circumstances and only with the written permission of the Dean (or designate) of the student's Faculty of Registration. An additional RAC is required, asking for an Extended Deferral. See Academic Concessions (p. xx).

(or designate) of the student's Faculty of Registration. An additional RAC is required, asking for an Extended Deferral. See Academic Concessions (p. xx).

~~Students in the BEng program should consult the Faculty of Engineering regulations with respect to the timing of deferred exams.~~

Students in their graduating year must, upon approval of a Deferral for a final examination, contact the Records Officer for their Faculty of Registration (c/o Undergraduate Records) immediately to discuss the timing of the final grade submissions in relation to the dates of Faculty degree approval and their graduation eligibility.

Student Access to Final Examinations

[...]

Undergraduate Supplemental Examinations

The following regulations apply to students in all programs except BCom, ~~BEng, BSEng~~, JD, master's and doctoral programs (see regulations of the Faculties of ~~Engineering~~, Law or Graduate Studies, as appropriate).

Supplemental examinations are not offered by all departments. Students will be advised whether a supplemental examination will be offered when assessment techniques are announced at the beginning of a course.

Where supplemental examinations are permitted by a department, they are governed by the following regulations:

- Students may be eligible to write a supplemental examination in a course only if they have written a final examination and have received a final grade of E in the course.
- Students taking 15 or more units in the Winter Session will be eligible to write supplemental examinations only if they have passed at least 12 units of courses in that session. The maximum number of units of supplemental examinations allowed is normally 3. However, the Dean of the student's faculty may authorize supplemental examinations in an additional 3 units if the student will complete a degree by passing all the supplemental examinations granted.
- Students enrolled in Summer Session courses or taking fewer than 15

Students in their graduating year must, upon approval of a Deferral for a final examination, contact the Records Officer for their Faculty of Registration (c/o Undergraduate Records) immediately to discuss the timing of the final grade submissions in relation to the dates of Faculty degree approval and their graduation eligibility.

Student Access to Final Examinations

[...]

Undergraduate Supplemental Examinations

The following regulations apply to students in all programs except BCom, JD, master's and doctoral programs (see regulations of the Faculties of [Business](#), Law or Graduate Studies, as appropriate).

Supplemental examinations are not offered by all departments. Students will be advised whether a supplemental examination will be offered when assessment techniques are announced at the beginning of a course.

Where supplemental examinations are permitted by a department, they are governed by the following regulations:

- Students may be eligible to write a supplemental examination in a course only if they have written a final examination and have received a final grade of E in the course.
- Students taking 15 or more units in the Winter Session will be eligible to write supplemental examinations only if they have passed at least 12 units of courses in that session. The maximum number of units of supplemental examinations allowed is normally 3. However, the Dean of the student's faculty may authorize supplemental examinations in an additional 3 units if the student will complete a degree by passing all the supplemental examinations granted.
- Students enrolled in Summer Session courses or taking fewer than 15 units in the Winter Session may be eligible to write supplemental examinations for no more than 3 units; each case will be judged on the basis of the student's overall standing by the Dean of the student's faculty.
- A student in the final year of a degree program who obtains a failing

<p>units in the Winter Session may be eligible to write supplemental examinations for no more than 3 units; each case will be judged on the basis of the student's overall standing by the Dean of the student's faculty.</p> <ul style="list-style-type: none"> - A student in the final year of a degree program who obtains a failing grade in a supplemental examination may be granted a second such examination, at the discretion of the Dean of the student's faculty, if a passing grade in the second examination will complete the student's degree requirements. - A student who obtains a grade of E in a course completed in December may, if eligible, either repeat the course in the second term if it is offered or write a supplemental examination in late July. - Any passing grade obtained on a supplemental examination will be shown in the student's academic record with a grade point value of 1, corresponding to a D, and will be taken into account in determining the student's graduating average and standing at graduation, but will not affect the student's sessional grade point average. - Supplemental examinations cover only the course work covered by written final examinations. If there was no written final examination in the course, or if a passing grade in a supplemental examination will not yield an overall passing grade in the course, a supplemental examination will not be provided. - Supplemental examinations for Summer Session courses and for courses taken by students who are in attendance only during the first term of the Winter Session are arranged in consultation with the department or school that grants them. Supplemental examinations for all other courses taken in the Winter Session are written around the end of July. - Students who fail to write a supplemental examination at the scheduled time forfeit both their eligibility and any fees paid for the examination. - Supplemental examinations for courses taken during the first term of the Winter Session or during the Summer Session are scheduled by arrangement through the department. - If the supplemental examination is not to be handled through the 	<p>grade in a supplemental examination may be granted a second such examination, at the discretion of the Dean of the student's faculty, if a passing grade in the second examination will complete the student's degree requirements.</p> <ul style="list-style-type: none"> - A student who obtains a grade of E in a course completed in December may, if eligible, either repeat the course in the second term if it is offered or write a supplemental examination in late July. - Any passing grade obtained on a supplemental examination will be shown in the student's academic record with a grade point value of 1, corresponding to a D, and will be taken into account in determining the student's graduating average and standing at graduation, but will not affect the student's sessional grade point average. - Supplemental examinations cover only the course work covered by written final examinations. If there was no written final examination in the course, or if a passing grade in a supplemental examination will not yield an overall passing grade in the course, a supplemental examination will not be provided. - Supplemental examinations for Summer Session courses and for courses taken by students who are in attendance only during the first term of the Winter Session are arranged in consultation with the department or school that grants them. Supplemental examinations for all other courses taken in the Winter Session are written around the end of July. - Students who fail to write a supplemental examination at the scheduled time forfeit both their eligibility and any fees paid for the examination. - Supplemental examinations for courses taken during the first term of the Winter Session or during the Summer Session are scheduled by arrangement through the department. - If the supplemental examination is not to be handled through the department, arrangements will be made through the Office of the Registrar. The student will be notified by email regarding the supplemental exam, with a link to the supplemental examination application. The student must fill out the application online and return it to the Office of the Registrar, accompanied by the necessary fees, by the end of the third week in June. Also, the application to write a
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department, arrangements will be made through the Office of the Registrar. The student will be notified by email regarding the supplemental exam, with a link to the supplemental examination application. The student must fill out the application online and return it to the Office of the Registrar, accompanied by the necessary fees, by the end of the third week in June. Also, the application to write a supplemental exam is accessible online at <www.uvic.ca/registrar/students/forms>.

- Supplemental exams organized through the Office of the Registrar are held on the last three working days of July each summer.
- Supplemental examinations organized through the Office of the Registrar may be written at the University as well as at various centres inside and outside British Columbia (locations are restricted to universities or colleges).

If organized through the Office of the Registrar, the fee for each supplemental examination is \$50 on campus and \$60 off campus.

Faculty of Engineering p. 143

Examinations

Deferred Examinations

- Where a student has been unable to write an examination owing to illness, family crisis or other similar circumstances, the faculty may authorize a deferred examination.
- For academic regulations regarding deferred status, please see page 61 of the Calendar.
- Requests for Academic Concessions for Extended Deferred Exams should normally be submitted prior to the scheduled exam and in no instance later than 10 working days after the scheduled date of the Deferred Exam.

Supplemental Examinations

- The Faculty of Engineering does not usually offer supplemental examinations. If it is offered, information will be provided on the course outline that the students will receive at the beginning of the course.

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- Supplemental exams organized through the Office of the Registrar are held on the last three working days of July each summer.
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Faculty of Engineering p. 143

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- For academic regulations regarding deferred status, please see page 61 of the Calendar.
- Requests for Academic Concessions for Extended Deferred Exams should normally be submitted prior to the scheduled exam and in no instance later than 10 working days after the scheduled date of the Deferred Exam.

Supplemental Examinations

- The Faculty of Engineering does not usually offer supplemental examinations. If it is offered, information will be provided on the course outline that the students will receive at the beginning of the course. [See Undergraduate Supplemental Examinations \(page 62\).](#)

- ~~— Students are eligible to write a supplemental examination in a course only if they have written a final examination and have received a final grade of F (35 – 49%) and have been approved for an E grade.~~
- ~~— Supplemental examinations cover the same course work covered by original final examinations.~~
- ~~— The supplemental examination grade replaces and has the same weight in the course as the grade of the final examination.~~
- ~~— A passing grade obtained as a result of a supplemental examination will be awarded a grade point value of 1. This grade point will be used when determining the student’s graduating average and graduation standing, but will not affect the sessional grade-point average.~~
- ~~— Students will normally be notified whether their application has been accepted or refused within four weeks of the appropriate application deadline. Fee payments for rejected applications will be returned.~~
- ~~— Applications for supplemental examinations, accompanied by the required fees, must be received by the departmental office by the dates indicated in table “Supplemental Examination Dates and Deadlines.”~~

Supplemental Examination Dates and Deadlines

Term in which E Grade Was Obtained	Application Deadline for Supplemental Examination	Supplemental Examination Date
First Term of Winter Session (Sept-Dec)	February 28 in the following term	First week of following May
Second Term of Winter Session (Jan-Apr)	June 30 in the following term	First week of following September
Summer Session (May-Aug)	October 31 in the following term	First week of following January

Rationale for proposed change:

Student Support Services in OREG is now administering deferred and supplemental exams for courses ending in April for the Faculty of Engineering. The section under Deferred Status and Supplemental Examinations in the Academic Regulations section in Undergraduate Information has been revised accordingly. The Supplemental Examination regulations in the Faculty of Engineering section has been revised and includes a cross-reference to Supplemental Examinations in the Undergraduate

Information section of the Calendar.		
Consultation:		
Units consulted in preparation of submission:	OREG	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Documentation included	<input type="checkbox"/> No consultation <u>required</u>



Date: December 14, 2016
To: Senate
From: Senate Committee on Agenda and Governance
Re: **2015/16 Annual Report**

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

The Senate Committee on Agenda and Governance met eight times in 2015/16: September 18, 2015, October 23, 2015, November 20, 2015, December 18, 2015, January 22, 2016, February 22, 2016, March 18, 2016, and April 22, 2016.

The nominations sub-committee met three times in 2015/16: September 18, 2015, November 20, 2015, and April 22, 2016.

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

- considering a proposal from the University of Victoria Students' Society and the Graduate Students' Society regarding extension of Fall Reading Break;
- reviewing responses to the annual Senate committee evaluations;
- monitoring attendance at Senate and Senate committee meetings;
- the detailed nature of the Senate minutes;
- the process for Senate committee nominations;
- review of student election campaign guidelines;
- revisions to the Rules to Govern Elections to the Board of Governors and the Senate; and
- revisions to the terms of reference for the Senate Committee on Libraries.

Review of Draft Senate Agenda

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

Extension of Fall Reading Break

At the September 2015 meeting, the committee briefly reviewed a proposal received by the student societies. At the October 2015 meeting, committee members had a more thorough discussion and agreed that a sub-committee should be established to consider the proposal.

The sub-committee met over the course of the year, updating the committee on its progress every month. Through the course of its work, the sub-committee identified one option to

extend Fall Reading Break within current academic and operational parameters. Support for this option was not expressed during consultation. In Spring 2016, the sub-committee presented a report to the Senate Committee on Agenda and Governance outlining a proposed alternative – scheduling examinations on Sunday – and began undertaking investigation of that alternative.

Senate Committee Evaluations

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

At the September 2015 meeting, the committee reviewed the 2014-15 evaluation results for each Senate committee.

Senate Committee Attendance

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

Senate minutes

At its October 2015 meeting, the committee considered the detailed nature of Senate minutes. It was agreed that it was not necessary to capture the discussion in extensive detail and that it was not necessary to record the names of every person speaking; however, it was agreed that the minutes should contain enough detail to capture the key elements of a discussion and any decision or action points.

Process for Senate committee appointments

At its January 2016 meeting, the committee reviewed a proposal to revise the current practice for Senate committee nominations. Senate was informed of the revised process for Senate committee nominations at its March 4, 2016 meeting.

Revisions to the Rules to Govern Elections to the Board of Governors and the Senate

At its April 2016 meeting, the committee considered proposed revisions to the Rules to Govern Elections to the Board of Governors and the Senate. The revisions related to the election of student members to the Board of Governors. Revisions to the rules were approved at the May 2016 Senate meeting.

Revisions to the Terms of Reference for the Senate Committee on Libraries

At its April 2016 meeting, the committee considered revisions to the terms of reference for the Senate Committee on Libraries. These changes were approved at the May 2016 Senate meeting.

Receiving items for information

At the January 2016 meeting, committee members were advised of the implementation of a spending limit for campaigning related to student elections to the Board of Governors and the Senate.

2015/16 Appointments to Senate Committees

At its September 2015, November 2015 and April 2016 meetings, the nominations sub-committee discussed and approved nominations for vacancies on the Senate committees for 2015-16. Senate approved these nominations at the October 2015, December 2015 and May 2016 Senate meetings respectively.

Respectfully submitted,

2016/2017 Senate Committee on Agenda and Governance

Jamie Cassels, Chair*
David Capson, Vice-Chair, Faculty of Graduate Studies*
Lauren Charlton, Convocation Senator*
John Durno, Library
Julia Eastman, University Secretary
Mark Gillen, Faculty of Law
Robin Hicks, Faculty of Science
LillAnne Jackson, Faculty of Engineering
Valerie Kuehne, Vice-President Academic and Provost
Andrew Lemieux, Student Senator*
Annalee Lepp, Faculty of Humanities*
Carrie Andersen, Secretary, Associate University Secretary*

2015/2016 Senate Committee on Agenda and Governance

Jamie Cassels, Chair *
Alexandra Branzan-Albu, Engineering *
David Capson, Vice-Chair, Graduate Studies *
John Durno, Library
Julia Eastman, University Secretary
Mark Gillen, Law
Robin Hicks, Science
Valerie Kuehne, Vice-President Academic and Provost
Andrew Lemieux, Student Senator *
Annalee Lepp, Humanities *
Carrie Andersen, Secretary, Associate University Secretary*

*Members of the nominations sub-committee



Date: December 14, 2016

To: Senate

From: Senate Committee on Agenda and Governance

Re: **Consultation regarding Sunday Examinations and Fall Reading Break**

Summary

The Senate Committee on Agenda and Governance is conducting consultations regarding a proposal to extend Fall Reading Break and, in conjunction with this, a proposal to schedule examinations on Sunday. The committee is seeking feedback from members of the university community on the questions outlined at the end of this document. The committee looks forward to receiving feedback from Senate at the January 2017 Senate meeting.

Background

At the October 23, 2015 meeting of the Senate Committee on Agenda and Governance, the committee reviewed a request from the UVSS and GSS proposing the extension of Fall reading break.

The Senate Committee on Agenda and Governance began its review of the issue by examining policies, principles and practices at UVic, as well as detailed information from universities across Canada (including term dates, reading break length, examination periods and orientation programming). Preliminary consultations were followed by a more fulsome consultation process.

Academic requirements for term length prohibit reducing the number of class days between September and December. As a result, any proposal to extend Fall reading break must be considered within these academic constraints. It was determined during the research and preliminary consultation phase that, because of the orientation program and other operational requirements, classes could not begin earlier in September. It was also determined (assuming the current scheduling principles were utilized) that the length of the exam period could not be shortened without compromising the university's ability to schedule exams in a way that is fair for students and takes into account special requests and requirements.

During the second phase of consultation, requests for input were circulated to the following groups and individuals - UVSS, GSS, Ombudsperson, Deans, Counselling Services, student members of Senate, Associate Vice-President Faculty Relations, Associate Vice-President Human Resources, Division of

Student Affairs, and the Resource Centre for Students with a Disability. A number of responses were received from individuals across the university. The feedback received during the consultation process was robust and varied. Although support was expressed for the idea of extending Fall reading break, a number of concerns with the university's ability to do so within its scheduling constraints were raised. Specific concerns about a shortened December break were raised, and the impacts on both students and instructors were noted.

In Spring 2016 the committee determined that a recommendation to extend Fall reading break could not be made within the university's current academic and operational parameters. A report to Senate was provided regarding this determination. The committee did identify one option – holding examinations on Sunday – that might provide the necessary flexibility to continue consideration of a proposal to extend Fall reading break.

Sunday Examinations

Over the course of Summer 2016 a preliminary investigation regarding Sunday examinations was conducted. Meetings were held with Student Services, Equity and Human Rights, Office of the Registrar, Ceremonies and Events, and the Office of the Vice-President Academic and Provost in this regard. The following information was gathered with respect to Sunday examinations:

- The number of requests for exam accommodations are continuing to increase. Requests for accommodation of Sunday examinations would add to the number of requests and result in increased costs associated with examination accommodations.
- There are some students who would request accommodation for Sunday exams; however, it is not anticipated that a large segment of the student population would be affected.
- The parameters for accommodations on religious grounds are fairly strict and require that work and study be prohibited during the exam time.
- It is not anticipated that additional food services would be required if exams were scheduled on Sunday, although a review of services available would be required to ensure the needs of students are being met.
- Transportation options would have to be reviewed to ensure students who use transit are able to arrive on campus in time for morning examinations (9:00 am) and travel home following evening examinations (10:00 pm).
- Some administrative offices would have to be operational during Sunday examinations (e.g. RCSD), which will require staff to work outside normal operating hours.
- There are labour relations considerations that need to be investigated.
- Faculty members and other invigilators will be required to work Sundays, which will be a change to current expectations.
- Test scenarios run using the December 2014 and April 2016 exam requirements indicate that scheduling exams on Sunday could result in the examination period being shortened by two days.

The committee is now seeking feedback from the university community regarding scheduling examinations on Sunday. As noted above, scheduling examinations on Sunday could result in shortening of the examination period, which might make it possible to extend Fall Reading Break without impacting the current end date for the examination period. The Senate Committee on Agenda and Governance acknowledges that scheduling examinations on Sunday would be a significant change to the university's culture and operations, and that significant consultation regarding the change is required before any recommendation is presented to Senate. Although the committee is currently considering this proposal in conjunction with the proposal to extend Fall reading break, the two are not inextricably linked. The proposal to schedule examinations on Sunday applies to all examination periods.

Extension of Fall Reading Break

Consideration of a proposal to schedule examinations on Sunday is currently tied to the extension of Fall reading break. Feedback regarding the proposal to extend Fall reading break is also being sought at this time.

The university's Fall reading break is currently three days in length and falls in conjunction with Remembrance Day in November. Spring reading break, which falls during the week of Family Day in February, was extended from three to five days in 2004.

Any change to the length of Fall reading break would have to take into account the university's policy and practical requirements for term length, examinations and scheduling. Accreditation and other external requirements on the university's academic offerings must also be considered. The university currently hosts a number of non-academic events associated with the start and end of term – most notably the orientation programs that occur at the faculty and institutional level. These events must also be considered.

As noted above, academic requirements for term length prohibit reducing the number of class days between September and December. It was determined during the research and preliminary consultation phase conducted in 2015/16 that, because of the orientation program and other operational requirements, classes could not begin earlier in September. It was also determined (assuming the current scheduling principles were utilized) that the length of the exam period could not be shortened without compromising the university's ability to schedule exams in a way that is fair for students and takes into account special requests and requirements. Although support was expressed for the idea of extending Fall reading break, a number of concerns with the university's ability to do so within its current academic and operational parameters were raised. Specific concerns about a shortened December break were raised, and the impacts on both students and instructors were noted.

As a side note, during its investigations, the committee conducted consultations regarding moving Reading Break to earlier in the term. It was determined that this was not a feasible option.

Consultation Questions

1. What comments do you have about the proposal to schedule examinations on Sunday?
2. What impact on students, faculty and staff, units and programs can you identify arising from scheduling examinations on Sunday?
3. Should the university consider scheduling examinations on Sunday independent of a decision to extend Fall reading break?

If a proposal to schedule examinations on Sunday is approved, and the proposal to extend Fall reading break can be further considered in light of this decision:

1. What comments do you have about a proposal to extend the Fall reading break to five days?
2. What impacts on students, faculty and staff, units and programs can you identify from extending Fall reading break to five days?

Thank you for taking the opportunity to provide feedback to the Senate Committee on Agenda and Governance. Feedback can be submitted to the committee c/o Carrie Andersen, Associate University Secretary at aus@uvic.ca or 250-721-8104.

Respectfully submitted,

2016/17 Senate Committee on Agenda and Governance

Jamie Cassels, Chair, Chair of Senate

David Capson, Vice-Chair, Faculty of Graduate Studies

Lauren Charlton, Convocation Senator

John Durno, Library

Julia Eastman, University Secretary

Mark Gillen, Faculty of Law

Robin Hicks, Faculty of Science

LillAnne Jackson, Faculty of Engineering

Valerie Kuehne, Vice-President Academic and Provost

Andrew Lemieux, Student Senator

Annalee Lepp, Faculty of Humanities

Carrie Andersen, Secretary, Associate University Secretary



Date: December 19, 2016

To: Senate

From: Senate Committee on Agenda and Governance

Re: Appointments to the 2016/2017 Senate Standing Committees

The Senate Committee on Agenda and Governance nominations sub-committee met on December 19, 2016 to consider appointments to the 2016/17 Senate committees due to a recent vacancy.

The proposed new appointments are bolded in the attached document.

Motion: That Senate approve the appointments to the 2016/2017 Senate standing committees for the terms indicated in the attached document.

Respectfully submitted,

2016/17 Senate Committee on Agenda and Governance

Jamie Cassels, Chair, Chair of Senate

David Capson, Vice-Chair, Faculty of Graduate Studies

Lauren Charlton, Convocation Senator

John Durno, Library

Julia Eastman, University Secretary

Mark Gillen, Faculty of Law

Robin Hicks, Faculty of Science

LillAnne Jackson, Faculty of Engineering

Valerie Kuehne, Vice-President Academic and Provost

Andrew Lemieux, Student Senator

Annalee Lepp, Faculty of Humanities

Carrie Andersen, Secretary, Associate University Secretary

/Attachment

2016- 2017 Senate Committees

Senate Committee on Continuing Studies

Name	Faculty or Department	Term
Richard Rush (Acting Chair) (S)	Acting Dean, Continuing Studies	(ex officio)
Linda Shi (NS)	Business	2017 (2011)
James Nahachewsky (NS)	Education	2019 (2016)
Poman So (NS)	Engineering	2018 (2015)
Carolyn Butler-Palmer (S)	Fine Arts	2018 (2015)
Esther Sangster-Gormley (NS)	HSD	2017 (2014)
Penny Bryden (NS)	Humanities	2018 (2015)
Robert Howell (NS)	Law	2018 (2012)
Kathy Gillis (S)	Science	2017 (2016)
Kenneth Stewart (NS)	Social Sciences	2018 (2015)
Brontë Renwick-Shields (S)	Student Senator	2017 (2016)
Adam McKenna (NS)	Student Representative (UVSS)	2017 (2016)
Noa Hacoen (NS)	Student Representative (GSS)	2017 (2016)
Martin Parry (NS)	Student Representative from diploma or certificate program in Continuing Studies	2017 (2016)
Wendy Gedney (NS)	Alumni Association	2019 (2016)
Chandra Beaveridge (S)	Convocation Senator	2018 (2015)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Kirsten Kopp (Secretary)	Continuing Studies	

(S) Senator
(NS) Non-Senator

Senate Committee on Academic Standards

Name	Faculty or Department	Term
Sara Beam (S) (Chair)	Graduate Studies	2019 (2013)
Gillian Calder (S)	Law	2018 (2015)
Michael Nowlin (NS)	Humanities	2019 (2013)
Rosaline Canessa (NS)	Social Sciences	2018 (2012)
Brock Smith (S)	Business	2017 (2011)
Richard Rush (NS) <i>Tania Muir replacing Richard January 1, 2017 – June 30, 2017</i>	Continuing Studies	2019 (2013)
Tim Pelton (NS)	Education	2018 (2014)
Nikolai Dechev (S)	Engineering	2019 (2013)
Eva Baboula (NS)	Fine Arts	2017 (2011)
Abdul Roudsari (NS)	HSD	2018 (2012)
Michele Martin (NS)	Medical Sciences	2018 (2015)
David Harrington (NS)	Science	2019 (2013)
Bernadette Peterson (S)	Student Senator	2017 (2016)
TBA (S)	Student Senator	2017 (2016)
Jordan Crocker (NS)	Student Representative (UVSS)	2017 (2016)
Sarah Warder (NS)	Student Representative (GSS)	2017 (2016)
Peter Liddell (S)	Convocation Senator	2018 (2015)
Susan Lewis (S)	Vice-President Academic and Provost's designate	(ex officio)
Nancy Wright (NS)	President's nominee	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

(S) Senator
(NS) Non-Senator

Senate Committee on Planning

Name	Faculty or Department	Term
Nancy Wright (Chair) (NS)	Associate Vice-President Academic Planning	(ex officio)
Sang Nam (NS)	Business	2018 (2015)
Graham McDonough (NS)	Education	2019 (2016)
Jason Colby (S) <i>Lisa Surrige replacing Jason while he is on leave Jan 1/16 – Dec 31/16</i>	Humanities	2018 (2015)
Victoria Wyatt (S)	Fine Arts	2019 (2013)
Abdul Roudsari (NS)	HSD	2019 (2016)
Ralf St. Clair (S)	Dean	2019 (2014)
Stan Dosso (NS)	Science	2017 (2011)
Reuven Gordon (NS)	Engineering	2017 (2011)
Gillian Calder (S)	Law	2017 (2014)
Stephen Evans (NS)	Graduate Studies	2017 (2014)
Patrick Nahirney (NS)	Medical Sciences	2017 (2014)
Richard Rush (S)	Continuing Studies	2018 (2017)
Ann Stahl (NS)	Social Sciences	2019 (2013)
Paige Bennett (S)	Student Senator	2017 (2016)
David Schostek (NS)	Student Representative (GSS)	2017 (2016)
Merwan Engineer (NS)	President's nominee	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
David Castle (S)	Vice-President Research	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
Holly Hatch (Secretary)	Office of the Vice-President Academic and Provost	

(S) Senator
(NS) Non-Senator



**University
of Victoria**

Senate Committee on
Agenda and Governance

MEMO

Date: December 14, 2016
To: Members of Senate
From: Senate Committee on Agenda and Governance
Re: **Upcoming Senate committee vacancies**

Attached please find a list of Senate committee vacancies effective July 1, 2017.

Also attached for your information is the call for expressions of interest to serve on Senate committees that will be distributed to all faculty members in early January 2017.

/Attachments

2017- 2018 Senate Committees
Senate Committee on Academic Standards

Name	Faculty or Department	Term
Sara Beam (S) (Chair)	Graduate Studies	2019 (2013)
Gillian Calder (S)	Law	2018 (2015)
Michael Nowlin (NS)	Humanities	2019 (2013)
Rosaline Canessa (NS)	Social Sciences	2018 (2012)
Vacancy	Business	2020 (2017)
Richard Rush (NS)	Continuing Studies	2019 (2013)
Tim Pelton (NS)	Education	2018 (2014)
Nikolai Dechev (S)	Engineering	2019 (2013)
Vacancy	Fine Arts	2020 (2017)
Abdul Roudsari (NS)	HSD	2018 (2012)
Michele Martin (NS)	Medical Sciences	2018 (2015)
David Harrington (NS)	Science	2019 (2013)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Student Representative (UVSS)	2018 (2017)
Vacancy (NS)	Student Representative (GSS)	2018 (2017)
Peter Liddell (S)	Convocation Senator	2018 (2015)
Susan Lewis (S)	Vice-President Academic and Provost's designate	(ex officio)
Nancy Wright (NS)	President's nominee	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Admission, Re-registration And Transfer

Name	Faculty or Department	Term
Vacancy	TBD	2020 (2017)
Vacancy	TBD	2020 (2017)
Garry Gray (S)	Social Sciences	2019 (2016)
Vacancy	TBD	2020 (2017)
Ashoka Bhat (NS)	Engineering	2018 (2016)
Scott Woodcock (NS)	Humanities	2019 (2016)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Student Representative (UVSS)	2018 (2017)
Joel Lynn (NS)	Executive Director, Student Services (President's nominee)	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Sue Butler (NS)	Director or equivalent of an Advising Centre	(ex officio)
David O'Brien (NS)	Representative from Counselling Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Tim Haskett (NS)	Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee	(ex officio)
Tricia Best (NS)	International Student Services	(ex officio)
Patricia Konkin (Secretary)	Undergraduate Admissions and Records	

Senate Committee on Agenda and Governance

Name	Faculty or Department	Term
Jamie Cassels (Chair) (S)	Chair of Senate	(ex officio)
John Durno (S)	Library	2018 (2015)
Vacancy (S)	TBD	2020 (2017)
Mark Gillen (S)	Law	2018 (2015)
Robin Hicks (S)	Science	2018 (2015)
Vacancy (S) (to be elected by the members of Senate)	TBD	2020 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Lauren Charlton (S)	Convocation Senator	2018 (2015)
TBD (S)	Vice-Chair of Senate	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
Julia Eastman (S)	University Secretary	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Appeals

Name	Faculty or Department	Term
Mark Gillen (Chair) (S)	Law	2019 (2013)
Rebecca Grant (S)	Business	2019 (2013)
Vacancy	Education	2020 (2017)
Poman So (NS)	Engineering	2019 (2016)
Stephen Ross (NS)	Humanities	2018 (2015)
Lynda Gagne (S)	HSD	2019 (2016)
Carolyn Butler-Palmer (S)	Fine Arts	2018 (2015)
Frank van Veggel (Vice-Chair) (NS)	Science	2018 (2012)
Vacancy (S)	Social Sciences	2020 (2017)
Gweneth Doane (NS)	Graduate Studies	2018 (2012)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Student Representative (GSS)	2018 (2017)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Awards

Name	Faculty or Department	Term
John Walsh (S) (Chair)	Education	2019 (2013)
Sikata Banerjee (NS)	Humanities	2018 (2015)
Charlotte Schallié (S)	Graduate Studies	2019 (2016)
Vacancy (NS)	Alumni Association	2020 (2017)
Helga Hallgrimsdottir (S)	Social Sciences	2018 (2015)
Vacancy	TBD	2020 (2017)
TBD (S)	Student Senator	2018 (2017)
TBD (NS)	Student Representative (GSS)	2018 (2017)
Marsha Runtz (NS)	Chair, Faculty of Graduate Studies Awards Committee	(ex officio)
Yvonne Rondeau (NS)	Scholarships Officer, Faculty of Graduate Studies	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Anne Cirillo (NS)	President's nominee	(ex officio)
Lori Nolt (NS)	Director, Student Awards and Financial Aid	(ex officio)
Francisco Canjura (Secretary)	Student Awards & Financial Aid	

Senate Committee on Continuing Studies

Name	Faculty or Department	Term
Richard Rush (Chair) (S)	Acting Dean, Continuing Studies	(ex officio)
Vacancy	Business	2020 (2017)
James Nahachewsky (NS)	Education	2019 (2016)
Poman So (NS)	Engineering	2018 (2015)
Carolyn Butler-Palmer (S)	Fine Arts	2018 (2015)
Vacancy	HSD	2020 (2017)
Penny Bryden (NS)	Humanities	2018 (2015)
Robert Howell (NS)	Law	2018 (2012)
Vacancy	Science	2020 (2017)
Kenneth Stewart (NS)	Social Sciences	2018 (2015)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Student Representative (UVSS)	2018 (2017)
Vacancy (NS)	Student Representative (GSS)	2018 (2017)
Vacancy (NS)	Student Representative from diploma or certificate program in Continuing Studies	2018 (2017)
Wendy Gedney (NS)	Alumni Association	2019 (2016)
Chandra Beaveridge (S)	Convocation Senator	2018 (2015)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Kristen Kopp (Secretary)	Continuing Studies	

Senate Committee on Curriculum

Name	Faculty or Department	Term
Vacancy (Chair) (S)	TBD	2020 (2017)
Leslee Francis Pelton (Vice-Chair) (S)	Education	2018 (2012)
David McCutcheon (NS)	Business	(ex officio)
Cathy McGregor (NS)	Education	(ex officio)
LillAnne Jackson (NS)	Engineering	(ex officio)
Eva Baboula (NS)	Fine Arts	(ex officio)
Steve Evans (NS)	Graduate Studies	(ex officio)
Esther Sangster-Gormley (NS)	HSD	(ex officio)
Tim Haskett (S)	Humanities	(ex officio)
Freya Kodar (NS)	Law	(ex officio)
Rosaline Canessa (NS)	Social Sciences	(ex officio)
Kathryn Gillis (S)	Science	(ex officio)
Gary MacGillivray (NS)	President's nominee	(ex officio)
TBD (S)	Chair, Senate Committee on Academic Standards	(ex officio)
TBD (S)	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Gordon Fulton (NS)	VPAC and Provost designate	(ex officio)
Asia Longphee (NS)	UVic Calendar Editor	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
Melody Foreman (Secretary)	Registrar Representative	(ex officio)

Senate Committee on Honorary Degrees and Other Forms of Recognition

Name	Faculty or Department	Term
Shelagh Rogers (Chair) (S)	Chancellor	(ex officio)
Evert Lindquist (NS)	HSD	2018 (2012)
Rishi Gupta (NS)	Engineering	2018 (2015)
Joseph Salem (S)	Fine Arts	2019 (2016)
Vacancy	TBD	2020 (2017)
Vacancy	TBD	2020 (2017)
Michael Masson (NS)	Social Sciences	2019 (2016)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Alumni Association	2020 (2017)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ian Case (NS)	Director, University Ceremonies and Events	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
Janni Aragon (Chair) (S)	Social Sciences	2018 (2012)
Cedric Littlewood (NS)	Graduate Studies	2018 (2016)
Annalee Lepp (S)	Humanities	2018 (2015)
Dale Ganley (NS)	Business	2019 (2013)
Laura Vizina (NS)	Continuing Studies	2019 (2016)
Peter Driessen (S)	Engineering	2019 (2013)
David Leach (NS)	Fine Arts	2019 (2013)
Rebecca Warburton (S)	HSD	2019 (2016)
Vacancy	Law	2020 (2017)
Kurt McBurney (NS)	Medical Sciences	2019 (2013)
Vacancy	Science	2020 (2017)
TBA (S)	Student Senator	2018 (2017)
TBA (S)	Student Senator	2018 (2017)
TBA (NS)	Student Representative (UVSS)	2018 (2017)
TBA (NS)	Student Representative (UVSS)	2018 (2017)
TBA (NS)	Student Representative (GSS)	2018 (2017)
David Eyles (NS)	Alumni Association	2018 (2016)
Rebecca Raworth (NS)	Library, (FALC)	2019 (2016)
Rizwan Bashir (S)	Convocation Senator	2018 (2015)
Ralf St. Clair (NS)	Dean, Faculty of Education	(ex officio)
Justin Harrison (NS)	University Librarian Designate	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Laurene Sheilds (NS)	Acting Director, Learning and Teaching Centre	(ex officio)
Hayley Hewson (NS)	Technology Integrated Learning Centre	(ex officio)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's nominee)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Libraries

Name	Faculty or Department	Term
Vacancy	Business	2020 (2017)
Elena Pnevmonidou (NS)	Graduate Studies	2019 (2016)
Andre Kushniruk (S)	HSD	2018 (2015)
Vacancy	Education	2020 (2017)
Miranda Angus (NS)	Continuing Studies	2019 (2013)
Venkatesh Srinivasan (NS)	Engineering	2018 (2015)
Vacancy	Fine Arts	2020 (2017)
Jamie Lawson (NS)	Social Sciences	2019 (2016)
Simon Devereaux (NS)	Humanities	2019 (2016)
Vacancy	Law	2020 (2017)
Leigh Anne Swayne (NS)	Medical Sciences	2019 (2013)
Vacancy	Science	2020 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Student Representative (GSS)	2018 (2017)
Paul Bramadat (NS)	Representative of Council of Centre Directors	2019 (2016)
Daniel Brendle-Moczuk (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2017 (2014)
Kim Nayyer (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
TBD (NS)	President's nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Sheila Cresswell (Secretary)	University Librarian's Office	

Senate Committee on Planning

Name	Faculty or Department	Term
Nancy Wright (Chair) (NS)	Associate Vice-President Academic Planning	(ex officio)
Sang Nam (NS)	Business	2018 (2015)
Graham McDonough (NS)	Education	2019 (2016)
Jason Colby (S)	Humanities	2018 (2015)
Victoria Wyatt (S)	Fine Arts	2019 (2013)
Abdul Roudsari (NS)	HSD	2019 (2016)
Ralf St. Clair (S)	Dean	2019 (2014)
Vacancy	Science	2020 (2017)
Vacancy	Engineering	2020 (2017)
Vacancy	Law	2020 (2017)
Vacancy	Graduate Studies	2020 (2017)
Vacancy	Medical Sciences	2020 (2017)
Richard Rush (S)	Continuing Studies	2018 (2016)
Ann Stahl (NS)	Social Sciences	2019 (2013)
Vacancy (S)	Student Senator	2018 (2017)
Vacancy (NS)	Student Representative (GSS)	2018 (2017)
Merwan Engineer (NS)	President's nominee	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
David Castle (S)	Vice-President Research	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
Holly Hatch (Secretary)	Office of the Vice-President Academic and Provost	

Senate Committee on University Budget

Name	Faculty or Department	Term
Vacancy	TBD	2020 (2017)
Deborah Begoray (S)	Education	2019 (2016)
Vacancy	TBD	2020 (2017)
Patrick Boyle (NS)	Fine Arts	2018 (2015)
Bruce Kapron (NS)	Engineering	2018 (2014)
Lynda Gagne (S)	HSD	2019 (2016)
Vacancy	TBD	2020 (2017)
Vacancy (S)	Student Senator	2018 (2017)
Chandra Beaveridge (S)	Convocation Senator	2018 (2015)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

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

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

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

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

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

If you are interested in serving on a Senate committee, please send an email to the Office of the University Secretary at usec2@uvic.ca by March 17, 2017. Please list the committees you are interested in serving on and include a short biographical sketch (up to 300 words) for review by the Senate Committee on Agenda and Governance. While not all committees have vacancies each year, the Senate Committee on Agenda and Governance is developing a pool of candidates who are interested in serving.

Overview of Senate Committees

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

Senate Committee on Academic Standards

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

Senate Committee on Admissions, Re-Registration and Transfer

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

Senate Committee on Appeals

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

Senate Committee on Awards

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

Senate Committee on Continuing Studies

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

Senate Committee on Curriculum

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

Senate Committee on Honorary Degrees and Other Forms of Recognition

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

Senate Committee on Learning and Teaching

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

Senate Committee on Libraries

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

Senate Committee on Planning

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

Senate Committee on University Budget

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

MEMORANDUM

University of Victoria

Student Awards and Financial Aid
Email: lnolt@uvic.ca
Tel: (250) 721-8425
Fax: (250) 721-8757

TO: Secretary of Senate
University Secretary's Office

DATE: December 8, 2016

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

RE: Awards Recommended to Senate for Approval



Lori Nolt

2016/2017 Senate Committee on Awards

J. Walsh (Chair), S. Banerjee, C. Schallie, K. Barnes,
H. Hallgrimsdottir, J. Wood, S. Timayo, J. Fortin, M. Runtz, A. Cirillo,
Y. Rondeau, N. Greengoe, L. Nolt, F. Canjura

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

*Administered by the University of Victoria Foundation

Additions are underlined

Deletions are ~~struck through~~

**CHAIR IN TRANSGENDER STUDIES UNDERGRADUATE RESEARCH
SCHOLARSHIP (REVISED-UG)**

Two or more \$500 scholarships will be awarded to two academically outstanding undergraduate students entering third or fourth year and pursuing trans-related research; in any field, including ~~activity of a~~ creative or performative activity. ~~type, in any field of study.~~ Preference Priority will be given to students who self-identify as trans or non-binary-identified students, and further preference will be given ~~and/or~~ to students who demonstrate financial need.

~~Students will submit an application, a 250 word statement about their research, a current copy of their CV, unofficial transcript, one academic letter of recommendation and an optional 250 word personal statement to the office of the Chair in Transgender Studies. Selection for the award will be made by the Graduate Awards Committee upon recommendation from the Chair in Transgender Studies Awards Committee.~~

CHAIR IN TRANSGENDER STUDIES DOCTORAL DEGREE RESEARCH SCHOLARSHIP (REVISED-GS)

One or more \$5,000 scholarships will be awarded to current or entering, academically outstanding doctoral degree students pursuing trans-related research, in any field, including ~~activity of a creative or performative~~ activity. ~~type, in any field of study.~~ Preference Priority will be given to students who self-identify as trans or non-binary-identified students, and further preference will be given and/or to students who demonstrate financial need.

~~Students will submit an application, a 500 word statement about their research, a current copy of their CV, unofficial transcript, one academic letter of recommendation and an optional 250 word personal statement to the office of the Chair in Transgender Studies. Selection for the award will be made by the Graduate Awards Committee upon recommendation from the Chair in Transgender Studies Awards Committee.~~

CHAIR IN TRANSGENDER STUDIES MASTER'S DEGREE RESEARCH SCHOLARSHIP (REVISED-GS)

Two or more \$1,000 scholarships will be awarded to current or entering academically outstanding master's students pursuing trans-related research, in any field, including ~~activity of a creative or performative~~ activity. ~~type, in any field of study.~~ Preference Priority will be given to students who self-identify as trans or non-binary-identified students, and further preference will be given and/or to students who demonstrate financial need.

~~Students will submit an application, a 500 word statement about their research, a current copy of their CV, unofficial transcript, one academic letter of recommendation and an optional 250 word personal statement to the office of the Chair in Transgender Studies. Selection for the award will be made by the Graduate Awards Committee upon recommendation from the Chair in Transgender Studies Awards Committee.~~

CHAIR IN TRANSGENDER STUDIES DOCTORAL DEGREE RESEARCH SCHOLARSHIP FOR TRANS AND NON-BINARY STUDENTS (REVISED-GS)

One or more \$5,000 scholarships will be awarded to current or entering, academically outstanding doctoral degree students who self-identify as trans or non-binary-identified doctoral student(s) pursuing research, in any field, including ~~activity of a creative or performative~~ activity. ~~type, in any field of study.~~ Preference will be given to students who demonstrate financial need.

~~Students will submit an application, a 500 word statement about their research, unofficial transcript, a current copy of their CV, one academic letter of recommendation and an optional 250 word personal statement to the office of the Chair in Transgender Studies. Selection for the award will be made by the Graduate Awards Committee upon recommendation from the Chair in Transgender Studies Awards Committee.~~

CHAIR IN TRANSGENDER STUDIES MASTER'S DEGREE RESEARCH SCHOLARSHIP FOR TRANS AND NON-BINARY STUDENTS (REVISED- GS)

Two or more \$1,000 scholarships will be awarded to current or entering, academically outstanding master's degree students who self-identify as trans or non-binary-identified ~~master's students~~

pursuing research, ~~in any field~~, including ~~activity of a creative or performative activity type, in any field of study~~. Preference will be given to students who demonstrate financial need.

~~Students will submit an application, a 500 word statement about their research, unofficial transcript, a current copy of their CV, one academic letter of recommendation and an optional 250 word personal statement to the office of the Chair in Transgender Studies. Selection for the award will be made by the Graduate Awards Committee upon recommendation from the Chair in Transgender Studies Awards Committee.~~

DENNIS, JEROME, AND PETER ZACHARY AWARD IN UKRAINIAN STUDIES* (NEW-UG)

One or more awards of at least \$1,000 each are awarded to undergraduate students of Ukrainian language and/or culture courses. Recipients will be nominated by the Department of Germanic and Slavic Studies. Preference will be given to students who, in descending order of priority:

- (a) are continuing their studies of Ukrainian language and/or culture in the summer academic term through an accredited program in Ukraine.
- (b) were academically outstanding in a Ukrainian language and/or culture course in the previous term.

ELIZABETH (BETTY) VALENTINE PRANGNELL SCHOLARSHIP* (REVISED-UG)

~~Two undergraduate scholarships, one to a female and one to a male, to two students of different genders,~~ are awarded to academically outstanding undergraduate ~~First Nations~~ Indigenous students majoring in Visual Arts. Preference will be given to students with an interest in native indigenous visual art. ~~in the Department of Visual Arts.~~

FREEDOM 55 FINANCIAL FITNESS AND COMMUNITY WELLNESS AWARD (NEW-UG/GS)

An award is given to two academically outstanding graduate, or 3rd or 4th year undergraduate students who are active members of a Vikes Recreation Club or Vikes Varsity team at the University of Victoria. Students must demonstrate community involvement, volunteerism or participation in a community based social improvement program. Eligible Vikes Varsity team students must also meet all U Sport eligibility requirements. Award recipients will be selected by the Director of Athletics and Recreation in consultation with the Managers of Athletics and or Recreation.



University
of Victoria

University
Secretary

MEMO

Date: December 14, 2016

To: Senate

From: Valerie Kuehne
Vice-President Academic & Provost

Nancy Wright
Associate Vice-President Academic Planning

Re: Policy AC1150 – Teaching and the Organization of Courses and Programs

The University Secretary's Office is conducting a Policy Renewal Project, an expedited review of all institutional policies that are out of date or due for review. One such outdated policy is *Teaching and the Organization of Courses and Programs* (AC1150). This policy was last reviewed in 2001.

We recommend that this policy (AC1150) be rescinded. It does not meet the current or anticipated future needs of academic departments. In particular, policy AC1150 does not use current language that is relevant to teaching and learning. Further, it does not provide meaningful guidance to the Senate Committee on the Curriculum, which is responsible for review of new and revised courses for programs (AC1120).

This policy has been superseded by the Academic Program Review policy (AC1145) that addresses courses and programs in the context of quality assurance of programs. As a result, we do not anticipate any negative consequences from rescinding it.

For more information, please see the attached text of policy AC1150 as well as email correspondence regarding its rescission.

Recommended Motions:

That Senate rescind the university policy AC1150 "Teaching and the Organization of Courses and Programs".



TEACHING AND THE ORGANIZATION OF COURSES AND PROGRAMS

University Policy No.: AC1150
Classification: Academic and Students
Approving Authority: Senate
Effective Date: April/01
Supersedes: December/88
Last Editorial Change:
Mandated Review:

INTRODUCTION

The Senate Committee on Teaching and Learning, in its terms of reference, is charged with the task of providing to Senate concrete recommendations which will be instrumental in improving the quality of teaching and learning at the University of Victoria.

Courses and programs are developed, approved and reviewed constantly as the University evolves. The following guidelines offer a basic reference for use by all persons concerned with assessing the quality of what is taught within the various areas of the University. The guidelines are applicable to all Faculties. Nothing in this policy shall be interpreted as limiting the right to Academic Freedom set out in Article 6.0 of the Framework Agreement.

2. GUIDELINES FOR ASSESSMENT

2.1 A course of quality is one that:

- has a recognizable place in the overall structure of one or more programs;
- has a selection of content, knowledge, and skill valid in terms of the recognized field of learning from which it has been selected; is inclusive, if appropriate, of material or data relative to the experience of the total student body (i.e., both sexes, varying cultural backgrounds, differing ages);
- has been organized in a definable rational sequence;
- is offered in a learning environment (which includes texts, portfolios, references, library resources, laboratories and equipment) related to the subject matter and objectives of the course;
- uses non-discriminatory language and examples;

- displays a range of learning activities appropriate to the field of study, the declared level of the course, and the resources of the institution; and
- contains an articulated, valid and fair means of assessing achievement.

2.2 A program of quality is one that:

- provides for study, in depth and breadth, of a defined field of academic activity;
 - clearly demonstrates the relationship among the courses within it and affiliated with it;
 - allows students some choice of courses so that they may pursue their own interests provided these interests are in accord with the overall aims of the program;
 - is designed in such a way as to promote and encourage participation and success in the program by students regardless of gender, varying cultural backgrounds and differing ages;
 - is staffed by adequate numbers of faculty appropriately qualified in terms of scholarship, and/or professional experience and teaching effectiveness;
 - has adequate resources to maintain it and to allow for good teaching within it; and
 - includes periodic assessment of goals and effectiveness in achieving them.
-



Date: December 14, 2016

To: Senate

From: Valerie Kuehne
Vice-President Academic & Provost

Nancy Wright
Associate Vice-President Academic Planning

Re: Policy AC1125 – Examinations and Grades

The University Secretary's Office is conducting a Policy Renewal Project, an expedited review of all institutional policies that are out of date or due for review. One such outdated policy is *Examinations and Grades* (AC1125). This is a very old policy that was last reviewed in 1977.

We recommend that this policy be rescinded. The Registrar's Office does not use this policy – they instead refer to the Calendar for guidance on examinations and grading. Portions of this policy are already covered in the Undergraduate Calendar.¹ The Associate University Secretary advised that the second paragraph of section 2, which addresses faculty responsibility for invigilating exams, is useful; however, the rest of the policy is obsolete.

It is desirable to have guidance on examinations and grading appear in the Calendar so that course instructors and students have one readily accessible source of information. Therefore, we propose integrating section 2, paragraph 2 into the "Regulations Governing Administration of University Examinations" section of the Undergraduate Calendar, and rescinding Policy AC1125.

For more information, please see the attached text of policy AC1125, as well as email correspondence regarding its rescission.

¹ Sections 3 and 4, and the final paragraph of section 1.

Recommended Motions:

That Senate approve adding the sentence:

"Each faculty assumes complete responsibility for the invigilation of its own examinations."

to the "Regulations Governing Administration of University Examinations" section of the Undergraduate Calendar.

AND

That Senate rescind the university policy AC1125 "Examinations and Grades".





University Policy No.: AC1125
Classification: Academic and Students
Approving Authority: Senate
Effective Date: March/77
Supersedes: February/72
Last Editorial Change:
Mandated Review:

EXAMINATIONS AND GRADES

1. ADMINISTRATION OF EXAMINATIONS

The Records Office is authorized, upon the request of the department to schedule individual examinations during official examination periods in the classroom requested by the department, subject to the following stipulations:

- 1.1 the instructors concerned are responsible for invigilation as part of their normal invigilation assignments;
- 1.2 certain rooms (for example those adjacent to the lobbies of the Elliott and MacLaurin buildings) may have to be excluded from the provisions of this Policy;
- 1.3 multi-section courses having a common examination continue to be administered as previously.

Existing procedures governing preparation of examinations and submission of copy to the Records Office are to be complied with when examinations are scheduled under the provisions of the above policy.

2. INVIGILATION OF EXAMINATIONS

Each department is responsible for a share of invigilation duties assigned by the Records Office irrespective of whether the department has formally scheduled final examinations or not.

Each Faculty shall assume complete responsibility for the invigilation of its own examinations.

3. EVALUATION OF STUDENT ACHIEVEMENT

See the sub-section titled **EVALUATION OF STUDENT ACHIEVEMENT** in the section titled **ACADEMIC REGULATIONS** in the current Calendar.

4. RELEASE OF FINAL GRADES

Instructors are permitted to release final grades to students in their classes who request them as soon as the grades have been forwarded by the department to the Records Office, on the understanding that grades are subject to final approval by Senate in May.
