



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, February 2, 2018 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.**

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

**1. APPROVAL OF THE AGENDA ACTION**

**2. MINUTES ACTION**

a. January 5, 2018 (**SEN-FEB 2/18-1**)

Motion: That the minutes of the open session of the meeting of the Senate held on January 5, 2018 be approved and that the approved minutes be circulated in the usual way.

**3. BUSINESS ARISING FROM THE MINUTES**

**4. REMARKS FROM THE CHAIR**

a. President's report **INFORMATION**

b. Pre-release Draft of UVic Strategic Framework (document to follow) **ACTION**

c. 2017 Strategic Research Plan Implementation Progress Report  
(**SEN-FEB 2/18-2**) **ACTION**

**5. CORRESPONDENCE**

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

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

i. Computer Science - Change to Minimum Grade Required for Courses Offered by Other Faculties or Institutions (**SEN-FEB 2/18-3**) **ACTION**

Motion: That Senate approve the proposed change to the program requirements for Computer Science programs effective May 1, 2018.

b. Senate Committee on Admission, Re-registration and Transfer – Dr. Garry Gray, Chair

- i. Faculty of Engineering, Computer Science - Change to admission requirements for transfer applicants (New applicants and applicants from other faculties) (**SEN-FEB 2/18-4**) **ACTION**

Motion: That Senate approve the Faculty of Engineering change to the admission requirements for the Computer Science program in the academic calendar, effective May 1, 2018.

- ii. Faculty of Education, BA Recreation and Health Education Year 1 Admission Requirements (**SEN-FEB 2/18-5**) **ACTION**

Motion: That Senate approve the Faculty of Education change to the admission requirements for the BA, Recreation and Health Education program in the academic calendar, effective May 1, 2018.

- iii. Faculty of Education, BSc Kinesiology - Year 1 Admission Requirements (**SEN-FEB 2/18-6**) **ACTION**

Motion: That Senate approve the Faculty of Education change to the admission requirements for the BSc Kinesiology program in the academic calendar, effective May 1, 2018.

- iv. Annual Report (**SEN-FEB 2/18-7**) **INFORMATION**

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

- i. New and Revised Awards (**SEN-FEB 2/18-8**) **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:

- Glenn and Mary Daugharty Bursary in Music (revised)\*
- Emergency Fund for Social Work Students (new)
- Harris & Company Award in Legal Ethics (new)
- Harris & Company Bursary (new)
- Faculty of Human and Social Development Indigenous Student Emergency Fund (new)\*
- Nimrod Hungarian Mobility Award (revised)\*
- Acheson Sweeney Foley Sahota LLP Prize in Torts (revised)
- Royal Jubilee Hospital School of Nursing Alumnae Association Student Award (revised)\*

- Knowledge First Foundation Scholarship (new)\*
- Rita Perry Hammett Bursary (revised)\*
- Suntracker Technologies Scholarship (new)
- Phoenix Theatre Graduate Student Travel Award (new)

*\* Administered by the University of Victoria Foundation*

d. Senate Committee on Curriculum - Dr. Tim Haskett, Chair

i. 2018-2019 Cycle 1 Curriculum Submissions (**SEN-FEB 2/18-9**)

**ACTION**

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2018-2019 academic calendar, effective May 1, 2018.

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

**Note: The summaries of the curriculum changes from the Faculties have been included in the docket. The complete curriculum submissions can be reviewed in the Office of the University Secretary starting on January 26, 2018.**

**7. PROPOSALS AND REPORTS FROM FACULTIES**

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

a. Enrolment Projections for 2018-2019 (**SEN-FEB 2/18-10**)

**ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, a recommended enrolment level of 17,913 FTE for the 2018/19 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, and application rates.

**9. OTHER BUSINESS**

a. Ten-Year Sessional Calendar (**SEN-FEB 2/18-11**)

**ACTION**

Motion: That Senate approve the 2017-2027 Ten-Year Sessional Calendar.

b. Academic Year Important Dates (**SEN-FEB 2/18-12**)

**ACTION**

Motion: That Senate approve the Academic Year Important Dates for the period May 2019 through December 2019 for submission to the online academic calendar and for the academic calendar May 2018 publication.

c. 2018-2019 Senate Meeting Dates and Other Important Dates  
(**SEN-FEB 2/18-13**)

**ACTION**

Motion: That Senate approve the 2018-2019 Senate Meeting Dates and Other Important Dates schedule.

**10. ADJOURNMENT**



University  
of Victoria

## MINUTES

A meeting of the Senate of the University of Victoria was held on January 5, 2018 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

### 1. APPROVAL OF THE AGENDA

Motion: (C. Krull/S. Lewis)

That the agenda be approved as circulated.

**CARRIED**

### 2. MINUTES

#### a. December 1, 2017

Motion: (L. Charlton/S. Klein)

That the minutes of the open session of the meeting of the Senate held on December 1, 2017 be approved and that the approved minutes be circulated in the usual way.

**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 members of Senate. He made start of term remarks, noting that enrolment was strong. He reported that the university had received its budget letter, which was consistent with expectations. Prof. Cassels commented on recent successes in the research realm.

Prof. Cassels provided an update on matters at the federal level. He commented on continued discussions regarding the Fundamental Science Review (Naylor Report) and support for Indigenous programs at UVic.

At the provincial level, Prof. Cassels said the university continued to advocate for increased support for student success, which included wellness, mental health, sexualized violence prevention and programs, experiential learning, and programs for Indigenous students. He said the university also continued to advocate for increased support for programs with the highest demand.

Prof. Cassels commented on a recent meeting he had co-chaired between the Minister of Advanced Education, Skills and Training, and presidents of 25 BC institutions. He also provided information about a recent meeting with the Minister of Education.

With respect to matters at the university, Prof. Cassels reported on recent appointments to the Board of Governors and recent senior leadership appointments.

**b. Update on strategic planning process**

Prof. Cassels provided an update on the strategic planning process. He reported on recent consultation meetings, commented that a draft plan was in progress, and said he hoped to have a detailed update for members of Senate at the February meeting.

**5. CORRESPONDENCE**

**a. Campus Planning Committee**

**i. Semi-annual report**

Dr. Kuehne introduced the report. Mr. Mike Wilson, Director, Campus Planning was in the gallery to answer questions.

Questions were raised regarding the proposed funding model for the new student residence. Mr. Wilson commented on the funding model for ongoing maintenance of residences and provided some information on options for capital funding. Prof. Cassels reminded members of Senate of the borrowing restrictions on universities. He said the university was continuing to work with the provincial government to obtain permission to incur debt, but that alternative options continued to be explored. In response to further questions, Prof. Cassels provided information about these options, including exploring partnerships with public or private entities, self-financing or scaling down plans. In response to a question regarding site options for building a new residence, Mr. Wilson explained the different plans proposed for each site.

A question was raised regarding the consultation plan for the university Cycling Plan. Mr. Wilson said members of the university community would have a number of opportunities to provide input before the plan was finalized.

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

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

**i. 2016/2017 Annual Report**

Prof. Cassels introduced the report.

**ii. Upcoming Senate committee vacancies**

Ms. Andersen reviewed the report with Senate members, noting that it included vacancies for which committee members were eligible for reappointment. She briefly outlined the process for submitting nominations.

**iii. Appointment to the Senate Committee on Libraries**

Dr. Lepp introduced the proposal.

Motion: (A. Lepp/P. Marck)

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

**CARRIED**

**iv. Proposed Revisions to the Senate Committee on Appeals Terms of Reference and Procedural Guidelines**

Prof. Cassels introduced the proposal on behalf of Prof. Gillen, Chair of the Senate Committee on Appeals. Mr. Don Barnhardt, General Counsel and Mr. Kyle McNeill, Policy Officer were in the gallery to answer questions.

In response to a question regarding why the terms of reference referred to permanent suspensions instead of expulsions, Mr. Barnhardt explained that this reflected language in the University Act. In response to a question regarding the lack of reference to appeals of a decision by the President to rescind a degree, Mr. Barnhardt clarified that the President did not have authority to rescind degrees.

A question was raised regarding the rationale for the proposed revisions. Mr. McNeill explained that a number of housekeeping changes and procedural updates were required. Prof. Cassels commented on the broader rationale, which was to update the committee's procedures to more adequately address non-academic appeals.

In response to a question regarding a student's right to have an in-person hearing, Ms. Andersen explained that, while the default position was for a hearing based on the written materials, a hearing panel could order an in-person hearing, and that parties had an opportunity to request such during the process.

A question was raised about a section in the document that allowed a hearing panel to depart from the procedural guidelines in the interests of procedural fairness. Prof. Cassels explained that the need to depart from the procedural guidelines for this purpose was a legal question, and that the committee could seek legal advice as necessary before making a determination to do so.

Motion: (D. Baer/M. Garcia Barrera)

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

**CARRIED**

## **b. Senate Committee on Awards**

### **i. New and Revised Awards**

Dr. John Walsh, Chair, Senate Committee on Awards introduced the proposal.

In response to a question regarding the assessment of outstanding academic achievement in one of the proposed Music awards, particularly as it relates to assessment of talent, Dr. Walsh agreed to seek further information about the rationale for the proposed change. Dr. Lewis acknowledged that ongoing discussions were underway regarding appropriate and clear wording for these types of awards, but said this wording was consistent with other awards in the School of Music.

Motion: (T. Haskett/C. Krull)

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

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

*\* Administered by the University of Victoria Foundation*

**CARRIED**

## **c. Senate Committee on Planning**

### **i. Joint Degree Program in Nursing Name Change**

Dr. Wright introduced the proposal. She explained that the proposal to change the program name was in response to direction from the Ministry of Advanced Education, Skills and Training.

In response to a question regarding inclusion of parentheses in the program title, Dr. Wright confirmed that the name had been developed in consultation with the Registrar. In response to a further question, it was clarified that the name change would not impact degrees awarded to students or call into question the validity of the program.



Motion: (P. Marck/J. Salem)

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

**CARRIED**

**ii. Proposal to Establish an Indigenous Studies Major: Bachelor of Arts**

Dr. Wright introduced the proposal.

An editorial error was noted in the composition of the advisory committee. It was agreed this would be corrected.

Motion: (C. Goto Jones/S. Lewis)

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

**CARRIED**

**iii. Major modification to the Student-designed Interdisciplinary Minor**

Dr. Wright introduced the proposal. She outlined the work being undertaken by the Senate Committee on Planning and the Senate Committee on Curriculum to more consistently address major modifications to programs.

In response to question, Dr. Wright explained that a small number of students chose this option, but that it remained an important opportunity.

Motion: (L. Charlton/M. Garcia-Barrera)

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

**CARRIED**

**iv. Major Modification to the Concentration in Cultural, Social and Political Thought (CSPT) Program**

Dr. Wright introduced the proposal and explained that the proposed revision made the program available to a group of students who previously did not have access.

Motion: (C. Goto-Jones/C. Krull)

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

**CARRIED**

## **7. PROPOSALS AND REPORTS FROM FACULTIES**

### **a. Faculty of Humanities**

#### **i. Report on Faculty Taskforces**

Dr. Goto-Jones provided a report on three taskforces in the Faculty of Humanities – the Taskforce on Culture and Media Analysis, the Taskforce on Language and Languages, and the Taskforce on Knowledge and Place in the Humanities. He commented on the work being undertaken by the taskforces and said he would report back to Senate on the results of this work.

### **b. Faculty of Social Sciences**

#### **i. Faculty Membership Statement Changes for Senate Approval**

Dr. Krull introduced the proposal for minor changes to the Faculty membership statement.

A comment was made regarding the inability of grant-funded employees to join the Retirees’ Association. It was noted that, although a change in wording was proposed, this was not an addition to the membership statement. It was noted that some separate follow up regarding the issue related to membership in the Retirees’ Association may be desirable.

Motion: (C. Krull/C. Goto-Jones)

That Senate approve the revisions to the Faculty of Social Sciences’ Faculty Membership Statement.

**CARRIED**

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

There were none.

There being no other business the meeting was adjourned at 4:36 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
Angelblazer, Pierre-Paul	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Aragon, Janni	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Baer, Doug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Bashir, Rizwan	<input type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Beam, Sara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Beaveridge, Chandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Begoray, Deborah	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education	Elected by the faculty members
Bengtson, Jonathan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	University Librarian	Ex officio
Burford, Neil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Butler-Palmer, Carolyn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Calder, Gillian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law	Elected by the Faculty
Cantarutti, Brent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Cassels, Jamie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President and Vice-Chancellor	Chair of Senate
Castle, David	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vice-President Research	Ex officio
Charlton, Lauren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Chasib, Noor	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Clarke, Jo-Anne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Division of Continuing Studies	Ex officio
Colby, Jason	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Cumberland, Mackenzie	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Devor, Aaron	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
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 type="checkbox"/>	<input checked="" type="checkbox"/>	University Secretary	Secretary of Senate
Evans, Stephen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acting Dean, Faculty of Graduate Studies	Ex officio
Fairley, Kate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Foster, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Fry, Kate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Gagné, Lynda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Ganley, Dale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
Garcia-Barrerra, Mauricio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Gillen, Mark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law	Elected by the Faculty
Goto-Jones, Christopher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Humanities	Ex officio
Gray, Garry	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Greengoe, Nicole	<input type="checkbox"/>	<input checked="" 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
Haynes, Carl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Hicks, Robin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Hundza, Sandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Husband, Alyssa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Karpovskaia, Natalia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Klein, Saul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Peter B. Gustavson School of Business	Ex officio
Koning, Hannah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
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
Kurki, Helen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Kushniruk, Andre	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Laidlaw, Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Lepp, Annalee	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Lipson, Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Science	Ex officio
Marck, Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Human and Social Development	Ex officio
McNally, Kirk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Nwoko, Ngozi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Popova, Diana	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senators	Elected by the students
Prendergast, Monica	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Rogers, Shelagh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chancellor	Ex officio
Saint-Vil, Colin	<input type="checkbox"/>	<input type="checkbox"/>	Student Senators	Elected by the students
Salem, Joseph	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Smith, Brock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
St. Clair, Ralf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Education	Ex officio
Struchtrup, Henning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Tiedje, Tom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Engineering	Ex officio
Ulysses, Alicia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continuing Sessional	Elected by the Continuing Sessionals
Varela, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Warburton, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the faculty members
Webber, Jeremy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Law	Ex officio
Welling, Linda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Wright, Bruce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head, Division of Medical Sciences	
Wright, Nancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Academic Planning	By invitation
Wyatt, Victoria	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Yadawad, Deepti	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students

MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA  
**Effective January 1, 2018**

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

Chancellor: Shelagh Rogers (31/12/20)  
President and Vice-Chancellor: Jamie Cassels, Chair  
V.P. Academic & Provost: Valerie Kuehne  
V.P. Research: David Castle  
Dean, Peter B. Gustavson School of Business: Saul Klein  
Dean of Education: Ralf St. Clair  
Dean of Engineering: Thomas Tiedje  
Dean of Continuing Studies: Jo-Anne Clarke  
Dean of Fine Arts: Susan Lewis  
Acting Dean of Graduate Studies: Stephen Evans  
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: Dale Ganley (30/6/19)  
Brock Smith (30/6/18)  
EDUC: Sandra Hundza (30/6/20)  
Monica Prendergast (30/6/19)  
ENGR: Peter Driessen (30/6/19)  
Henning Struchtrup (30/6/20)  
FINE: Carolyn Butler Palmer (30/6/19)  
Kirk McNally (30/6/18)  
GRAD: Sara Beam (30/6/19)  
Mauricio Garcia-Barrera (30/6/20)  
HSD: Lynda Gagné (30/6/19)  
Andre Kushniruk (30/6/18)  
HUMS: Jason Colby (30/6/18)  
Annalee Lepp (30/6/19)  
LAWF: Gillian Calder (30/6/20)  
Mark Gillen (30/6/19)  
SCIE: Neil Burford (30/6/20)  
Diana Varela (30/6/20)  
SOSC: Janni Aragon (30/6/18)  
Helen Kurki (30/6/20)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

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

MEMBERS ELECTED BY THE FACULTY

MEMBERS (continued)

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

MEMBERS ELECTED FROM THE STUDENT

SOCIETIES – Section 35 (2) (h)

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

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

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

ADDITIONAL MEMBERS - Section 35 (2) (k)

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

John Durno (30/06/18)

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

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Julia Eastman

BY INVITATION - Seated with specified speaking rights

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



## MEMORANDUM

**DATE:** January 17, 2018  
**TO:** UVic Senate  
**FROM:** David Castle, Vice-President Research  
**RE:** 2017 SRP Implementation Progress Report  
**FOR:** Information and seeking advice

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The UVic Strategic Research Plan (SRP), published in January 2016, aims to prepare the university for future research excellence and positions us to move forward as we continue to make important contributions to society and the world around us. At the core of the plan are five priorities, and associated objectives and strategies, for enhancing and leveraging the best of UVic research. These research priorities set directions for improving UVic's research environment and institutional support for research, with the ultimate aim of enabling current and successive generations of researchers to excel in research.

### IMPLEMENTATION

The final section of the SRP commits to monitoring and reporting on the plan's implementation, and to continuing to engage with key governance groups, over the five-year life of the plan. Thus, a system has been established that uses the SRP's five priorities, 35 objectives and 67 strategies as a framework for creating annual implementation plans and progress reports. To date, the following reports have been prepared and provided to UVic Senate:

- The SRP Annual Implementation Plan, 2016-17
- The SRP Implementation Progress Report and Scorecard, 2016
- The SRP Annual Implementation Plan, 2017-18
- The SRP Implementation Progress Report and Scorecard, 2017 **\*NEW**

### SECOND PROGRESS REPORT

The second report on implementation progress (2017) has now been prepared and is attached. The report describes progress made so far across all of the SRP strategic priorities and objectives, and against 61 of the 67 strategies and includes a covering message from the VPR to the UVic community and partners. The SRP Scorecard, a quick reference report on implementation progress that shows the planned implementation timing and sequence for the strategies, is also attached. The reports were developed in consultation with UVic's Council of Centre Directors, Research Advisory Committee, Office of Research Services Management, Deans' Council, Executive Council and Senate.

Progress made against the SRP implementation strategies represents work carried out collaboratively, led across all of UVic's executive portfolios, with faculties, research centres and numerous other units. For the VPRE, over the past year achieving the implementation strategies has included:

- Establishing a **Research Communications Committee**, co-chaired by the VPR and VPER, to guide the development and implementation of a strategic research communications plan (SRP Priority 1).
- Providing funding to support **interdisciplinary conferences** and workshops, e.g.: Forgotten Corridors: Global Displacement & the Politics of Engagement conference; Digital Humanities Summer Institute; and First Nations, Land and James Douglas: Indigenous and Treaty Rights in the Colonies of Vancouver

Island and British Columbia, 1849-1864 symposium (SRP Priority 1).

- Holding the inaugural **REACH Awards**, which combined UVic's internal research and academic award ceremonies into a single high impact event (SRP Priority 2).
- Supporting 70 groups at the **Coast Capital Savings Innovation Centre** (UVic's on-campus incubator), and holding six business plan and pitch competitions; establishing a mentor network; and supporting the generation of 36 of 99 invention disclosures (SRP Priority 3).
- Implementing a new **contracts** database and system for **invention disclosures, patenting and licencing** (SRP Priority 3).
- Piloting an **annual faculty and centre research planning process**, where faculties and centres complete templates that describe plans to grow existing or initiate new research initiatives (SRP Priority 4).
- Developing the **Research Administration Information System**, with a focus on building and conducting pilot testing for the UVic Ethics portal (SRP Priority 5).
- Expanding UVic's **research facilitators' network**, by using a cost-share model to fund a 2-year pilot project that provides faculties with expanded institutional grant facilitation support (SRP Priority 5).

## DISCUSSION AND NEXT STEPS

Feedback from UVic Senate is sought on the SRP Implementation Progress Report and on how implementation has impacted member's work and the plans of academic units.

Once feedback from UVic Senate has been received and considered, the 2017 SRP Implementation Progress Report and Scorecard will be finalized and posted to [www.uvic.ca/researchplan](http://www.uvic.ca/researchplan). The campus community will then be notified of the Progress Report and Scorecard's availability in a February issue of the UVic Campus Checklist and via other regular internal communications channels.

The third annual implementation plan (2018-19) is being prepared and will be provided to UVic Senate for feedback in April 2018 and the third report on implementation progress (2018) will be prepared and provided to UVic Senate for feedback Fall 2018.

The OVPR will continue to collaborate and engage with the executive portfolios, faculties and research centres as the SRP continues to be implemented.



## MEMORANDUM

**DATE:** February 2018  
**TO:** UVic community and partners  
**FROM:** David Castle, Vice-President Research  
**RE:** 2017 SRP Implementation Progress Report  
**FOR:** Information

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The UVic Strategic Research Plan (SRP) was published in January 2016. At the core of the plan are five priorities, and associated objectives and strategies, for enhancing and leveraging the best of UVic research. The priorities set directions for improving UVic's research environment and institutional support for research, with the ultimate aim of enabling current and successive generations of researchers to excel in research.

The final section of the SRP commits to monitoring and reporting on the plan's implementation, and to continuing to engage with key governance groups, over the five-year life of the plan. Thus, a system has been established that uses the SRP's five priorities, 35 objectives and 67 strategies as a framework for creating annual implementation plans and progress reports.

### SECOND PROGRESS REPORT ON IMPLEMENTATION

To date, one progress report (2016) and two annual implementation plans (2016-17, 2017-18) have been generated, and the second report on implementation progress (2017) is now available. The report describes progress made so far across all of the SRP strategic priorities and objectives, and against 61 of the 67 strategies. The SRP Scorecard, a quick reference report on implementation progress that shows the planned implementation timing and sequence for the strategies, is also available. The reports were developed in consultation with UVic's Council of Centre Directors, Research Advisory Committee, Office of Research Services Management, Deans' Council, Executive Council and Senate.

Over the past year, achieving the implementation strategies has included:

#### Strategic Research Plan Priority 1: Defining and Achieving Research Excellence

- Office of Community-University Engagement has reported on the impact of UVic's **community engagement initiatives** and began work on an **impact framework** for community-engaged research.
- **Major awards** have included a Killam Prize, a CIFAR Global Scholars Award, a CIHR Gold Leaf Prize for Transformation, a SSHRC Talent Award, two RSC College Memberships and two RSC Fellowships.
- VPRE provided support for **interdisciplinary conferences** and workshops, e.g.: Forgotten Corridors: Global Displacement & the Politics of Engagement conference; Digital Humanities Summer Institute; and First Nations, Land and James Douglas: Indigenous and Treaty Rights in the Colonies of Vancouver Island and British Columbia, 1849-1864 symposium.
- UVic Libraries' has released 14 open access monographs and textbooks, and hosts 34 open access journals. UVic Libraries' **open access repository contains more than 7000 items of UVic research**.
- UVic Libraries developed its **new grants services package** that addresses data storage, organization, sharing and discovery and suggests in-kind costs that can be used in grant applications.
- UVic continued to advocate, through RUCBC, for improved graduate student funding and the new provincial coalition government has identified establishing a new **graduate student scholarship fund** as a key priority.

## FINAL DRAFT MESSAGE FROM VPR TO UVIC COMMUNITY AND PARTNERS

**Strategic Research Plan Priority 2: Enhancing the Integration of Research and Education**

- UVic and the Royal BC Museum have **renewed their MOU** and established a new **student access framework** to support the integration of research into educational programs.
- The **JCURA program** continued-on and awarded 108 undergraduate students with \$1,500 each in-kind towards fees to undertake research under the mentorship and guidance of a faculty.
- The inaugural **REACH Awards** were held, which combined UVic's internal research and academic award ceremonies into a single high impact event.

**Strategic Research Plan Priority 3: Expanding Partnerships, Innovation and Entrepreneurship**

- UVic released its new **International Plan** and formed a working group to lead on its implementation. The Office of Research Services established the new position of **International grants facilitator**.
- The **BC SUPPORT** Vancouver Island Regional Centre was established, which is a collaboration between UVic and Island Health, to facilitate **patient oriented research collaborations**.
- The **Coast Capital Savings Innovation Centre**, UVic's on-campus incubator, supported 70 groups, held six business plan (**PlanIt**) and pitch (**PitchIt**) competitions; established a **mentor network**; and supported the generation of **36 of 99 invention disclosures**.
- UVic developed its first ever **Indigenous Plan**. Work also continues to develop **research protocols** for engaging with Indigenous communities and conducting research on Indigenous lands.

**Strategic Research Plan Priority 4: Improving Research Competitiveness through Differentiation and Specialization**

- The VPRE piloted an annual **faculty and centre research planning** process where faculties and centres complete templates that describe plans to grow existing or initiate new research initiatives.
- A number of **improvements to research space** were initiated or completed, including:
  - Starting a \$20 million upgrade to some of the science labs, scheduled for completion in 2019.
  - Starting a \$9 million renovation of the Queenswood property to turn it into UVic's new ocean and climate research campus.
  - Completing \$5 million in renovations to the McKinnon Building to support Exercise Science, Physical & Health Education research.
  - Investing \$2 million in renovations to support civil engineering research.
  - Investing \$1 million in emergency eye wash station updates to support safe research on campus.
  - Updating the Phoenix Theatre sound system and theatre rigging.
- A **Research Communications** Committee has been established, co-chaired by the VPR and VPER, to guide the development and implementation of a strategic research communications plan.

**Strategic Research Plan Priority 5: Enhancing and Optimizing the Provision of Research Service**

- Development of the **Research Administration Information System** continued, with a focus on building and conducting pilot testing for the UVic Ethics portal.
- A new **contracts database** and system to improve the workflow for invention **disclosures, patenting and licencing** have been implemented.
- ORS Grants continued to build UVic's **research facilitators network**, with facilitators now in eight faculties. Using a cost-share model, funding for a 2-year pilot project was provided to faculties to expand institutional grant facilitation support.
- The Provosts office, in collaborations with ORS Institutional Programs implemented new guidelines for UVic's **CRC program** to ensure the program's financial **sustainability** over the long-term.

**NEXT STEPS**

The third annual implementation plan (2018-19) will be developed in Spring 2018 and the third report on implementation progress in Fall 2018. The OVPR will continue to collaborate and engage with the executive portfolios, faculties and research centres as the SRP continues to be implemented.



## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

## ACRONYMS AND ABBREVIATIONS

1. AVPR	Associate Vice-President Research	25. ORS	Office of Research Services
2. AVPRO	Associate Vice-President Research Operations	26. OVPR	Office of the Vice-President Research
3. BCIT	British Columbia Institute of Technology	27. Queen's	Queens University
4. CAE	Canadian Academy of Engineering	28. RAC	Research Advisory Committee
5. Carleton	Carleton University	29. RPKM	Research Partnerships and Knowledge Mobilization
6. CCSIC	Coast Capital Savings Innovation Centre	30. RUCBC	Research Universities' Council of British Columbia
7. CFI	Canada Foundation for Innovation	31. SFU	Simon Fraser University
8. CFI-JELF	Canada Foundation for Innovation - John R. Evans Leaders Fund	32. SRP	Strategic Research Plan
9. CIFAR	Canadian Institute for Advanced Research	33. SSHRC	Social Sciences and Humanities Research Council
10. CIHR	Canadian Institutes for Health Research	34. TRIUMF	TRI-University Meson Facility
11. CIRCLE	Centre for Indigenous Research and Community-Led Engagement	35. U of A	University of Alberta
12. COCD	Council of Centre Directors	36. U of T	University of Toronto
13. CRC	Canada Research Chairs	37. UBC	University of British Columbia
14. CUVIC	Community-University-Victoria	38. UC+M	University Communications and Marketing
15. Emily Carr	Emily Carr University of Art + Design	39. UM	Université de Montréal
16. EPT	Enhanced Planning Tool	40. UMan	University of Manitoba
17. FGS	Faculty of Graduate Studies	41. VIATEC	Victoria Innovation, Advanced Technology and Entrepreneurship Council
18. Guelph	University of Guelph	42. VITP	Vancouver Island Technology Park
19. IP	Intellectual property	43. VPAC	Vice-President Academic and Provost
20. JCURA	Jamie Cassels Undergraduate Research Awards	44. VPER	Vice-President External Relations
21. MSFHR	Michael Smith Foundation for Health Research	45. VPFO	Vice-President Finance and Operations
22. NSERC	Natural Sciences and Engineering Research Council	46. VPR	Vice-President Research
23. OCUE	Office of Community-University Engagement	47. VPRE	Portfolio of the Vice-President Research
24. Office of IACE	Office of Indigenous Academic & Community Engagement	48. York	York University

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

## Strategic Research Plan Priority 1: Defining and Achieving Research Excellence

Define research excellence and achieve it by aligning resources, supports and incentives to ensure that the pursuit of research excellence remains at the forefront of UVic's academic mission.

Objectives	Strategies	Completed actions
1.1 Adopt the definition of research excellence in the Plan to guide strategic decision-making	1.1.1 Communicate with academic units and integrate the definition into EPT processes	<i>Start 2017/18</i>
1.2 Provide and sustain a high-quality research environment	1.2.1 Integrate EPT quality indicators for research into annual priorities of OVPR and implementation plans	<i>Start 2017/18</i>
	1.2.2 Align submissions to Integrated Planning with Strategic Research Plan priorities	<ul style="list-style-type: none"> <li>VPRE aligned its requests to the Integrated Planning Committee with the research plan.</li> </ul>
	1.2.3 Work with the Office of VPAC and the Dean of Graduate Studies to consider increasing the proportion of graduate students among the total student population	<ul style="list-style-type: none"> <li>In January 2018, VPAC will launch a Strategic Enrolment Management framework with a goal of establishing key enrolment goals for UVic including the balance between undergraduate and graduate enrolments.</li> </ul>
	1.2.4 Work with VPAC to foster a culture of recognition of research excellence through reporting and acknowledgement of research funding success	<ul style="list-style-type: none"> <li>The President's Office formally recognized researchers for significant grants.</li> <li>ORS sent email communications to Deans, Associate Deans Research and Department Chairs on research grant success.</li> </ul>
1.3 Promote research that engages with partners and communities to maximize opportunities for impact	1.3.1 RPKM to coordinate and facilitate research partnerships with the Office of the VPER and OCUE	<ul style="list-style-type: none"> <li>The VPR participated on UVic's Community-University Engagement Executive Committee and ORS RPKM participated on <a href="#">OCUE's Internal Working Group</a>.</li> <li>OCUE and the VPR sponsored the research project, <a href="#">Community-Engaged Research at the University of Victoria 2009-2015</a> that examined the breadth and impact of UVic's community engagement initiatives.</li> <li>OCUE initiated work to develop an impact framework to support faculty members who participate in community-engaged research.</li> <li>ORS RPKM assisted OCUE with the organization of <a href="#">CUVIC 2016: Reconciliation, Innovation and Transformation through Engagement</a>, which was attended by 200+ delegates from over 30 cities across Canada.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
1.4 Recognize and reward high-quality, fundamental and problem-focused research, nationally and internationally	1.4.1 Increase the annual number of award nominations	<ul style="list-style-type: none"> <li>UVic's <a href="#">award</a> successes included a Killam Prize, a CIFAR Global Scholars Award, a CIHR Gold Leaf Prize for Transformation, a CAE Fellowship, a SSHRC Talent Award, 2 Royal Society of Canada College Memberships and 2 Royal Society of Canada Fellowships.</li> <li>The President's Advisory Committee on External Awards built a list of faculty who should be considered for awards in the short and long term.</li> <li>The President's Advisory Committee on External Awards enlarged the list of awards it reviews with the addition of the Guggenheim and Sloan Awards.</li> </ul>
	1.4.2 Work with academic units to define Enhanced Planning Tool indicators of research quality to support research award nominations	<i>Start 2017/18</i>
1.5 Increase research funding for research chairs and graduate student scholarships and sponsorships via endowments	1.5.1 Work with VPER to use fundraising priority-setting process to increase donations	<ul style="list-style-type: none"> <li>VPRE continued to work annually with UVic Alumni and Development on <a href="#">fundraising priorities</a>, including funds for research chairs and graduate student scholarships.</li> </ul>
1.6 Focus knowledge mobilization initiatives to derive greater impact and social benefit from research	1.6.1 Align EPT quality and demand indicators for research with mandate and activities of RPKM and OCUE	<ul style="list-style-type: none"> <li>ORS' RPKM has aligned its services planning and reporting with EPT and provides the VPR with monthly and annual statistical reports.</li> </ul>
1.7 Support research communications to increase access to publicly funded research	1.7.1 Work with UC+M to enhance and implement strategic research communications about UVic research excellence	<ul style="list-style-type: none"> <li>UC+M developed and implemented its <a href="#">Edge</a> campaign highlighting UVic graduate-level research.</li> <li>UC+M's Edge Department and Unit Implementation Team (DU-IT) continued to brand faculty webpages with both Edge language and images.</li> <li>UC+M and OVPR began a rollout of research communications developed in the strategic research communications plan, which included: <ul style="list-style-type: none"> <li>Development of a new social media strategy to enhance campus-wide collaboration and university positioning.</li> <li>Enhancement of federal funding agency recognition, e.g. via a social media Twitter campaign and the distribution of <a href="#">Ideas In Action</a>.</li> <li>Development of internal quarterly reports outlining priority research initiatives, events, and awards requiring communications support.</li> <li>Ongoing media relations and engagement on emergent impact stories, focusing on areas of institutional priority.</li> </ul> </li> <li>Implementation of UVic's sixth annual <a href="#">Ideafest</a>, a festival of research that highlights research excellence from across disciplines. Over 5500 audience members attended and close to 400 members of the UVic community participated as presenters and organizers in the over 40 events on offer.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	1.7.2 Work with UC+M to create tools and training for research communications, including social media	<ul style="list-style-type: none"> <li>• UC+M and the OVPR facilitated access to research communications tools and training, including:               <ul style="list-style-type: none"> <li>○ Event management training for Ideafest organizers</li> <li>○ Social media training for research centres and academic units</li> <li>○ Op-ed writing training for faculty with an external facilitator</li> <li>○ Pilot use of Hootsuite Enterprise to enhance university positioning on social media.</li> </ul> </li> </ul>
	1.7.3 Support the organization of conferences, workshops, colloquia, and reporting meetings with stakeholders	<ul style="list-style-type: none"> <li>• The VPRE provided funding for the organization of conferences, workshops, colloquia, and reporting meetings with stakeholders, including:               <ul style="list-style-type: none"> <li>○ Biology Graduate Symposium</li> <li>○ Conference on Advanced Vibrational Spectroscopy 2017</li> <li>○ Forgotten Corridors: Global Displacement &amp; the Politics of Engagement</li> <li>○ Still Interpreting – New Ways of Analyzing Variation 45</li> <li>○ Winter Nuclear and Particle Physics 2017</li> <li>○ First Nations, Land, and James Douglas: Indigenous and Treaty Rights in the Colonies of Vancouver Island and British Columbia, 1849-1864</li> <li>○ Digital Humanities Summer Institute 2017</li> <li>○ International Symposium on Rarefied Gas Dynamics Meeting.</li> </ul> </li> <li>• ORS RPKM:               <ul style="list-style-type: none"> <li>○ Led the planning for the 2017 <a href="#">BC Tech Summit</a> – a large and highly visible event that showcases research excellence in BC.</li> <li>○ Hosted the Opening Doors, Strengthening Partnerships event, attended by 122 attendees to celebrate current and future partners.</li> </ul> </li> </ul>
	1.7.4 Work with libraries to support open-access initiatives	<ul style="list-style-type: none"> <li>• UVic Libraries:               <ul style="list-style-type: none"> <li>○ Assisted faculty by releasing 14 open access monographs and textbooks, and hosting 34 open access journals. UVic Libraries' <a href="#">open access</a> research repository contains more than 7000 items of UVic research.</li> <li>○ Communicated about open access on the <a href="#">Scholarly Communications</a> section of their website and at faculty and department meetings.</li> <li>○ Initiated a project that aims to understand UVic's current and emerging data management needs, including for <a href="#">open data</a>. Twenty-four in-depth interviews have been completed, and a campus wide survey is scheduled for Fall 2017.</li> </ul> </li> </ul>
1.8 Enhance supports for graduate student research	1.8.1 Undertake a review of graduate student support with VPAC and FGS	<ul style="list-style-type: none"> <li>• FGS' review of supports resulted in plans to develop the Strategic Enrolment Management model and the establishment of the <a href="#">Faculty of Graduate Studies Council</a>.</li> </ul>
	1.8.2 Work with VPER to use fundraising priority- setting process to increase donations for graduate research	<ul style="list-style-type: none"> <li>• VPRE continued to work annually with UVic Alumni and Development on <a href="#">fundraising priorities</a>, including funds for graduate student scholarships.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	1.8.3 Work with other research universities in BC to improve competitiveness in graduate student funding, relative to other provinces	<ul style="list-style-type: none"> <li>• <a href="#">RUCBC</a> continued to advocate to the Province to improved graduate student funding.</li> <li>• The July 2017 <a href="#">mandate letter</a> from the Premier of British Columbia to the Minister of Advanced Education, Skills and Training includes <i>introducing a new graduate student scholarship fund</i>, as a key priority.</li> <li>• As Chair of RUCBC, UVic President Jamie Cassels submitted RUCBC's 2017/18 budget proposal to the Government of British Columbia, title <a href="#">Maximizing BC's Potential</a>. The submission identified funding for graduate student scholarships as a priority.</li> </ul>
	1.8.4 Improve competitiveness in recruiting graduate students by enhancing financial packages and enhancing campus space allocations for graduate student use	<ul style="list-style-type: none"> <li>• UVic continued its efforts to recruit high quality graduate students, including by increasing its awards, fellowships and bursaries and participating in programs such as MITACS <a href="#">Global Link</a>.</li> <li>• UVic continued to look for innovative solutions (e.g. the <a href="#">Library study carrels</a>) in order to enhance campus space allocations for graduate students.</li> <li>• Improvements underway to UVic's research space are detailed in 4.2.3</li> </ul>
1.9 Enhance supports for post-doctoral research	1.9.1 Work with VPAC and FGS to consolidate administrative supports for post-doctoral fellows	<ul style="list-style-type: none"> <li>• ORS RPKM continued to be the first point of contact for <a href="#">postdocs</a>, responding to inquiries regarding appointment procedures and eligibility.</li> <li>• UVic's Office of the General Counsel continued to be the point of contact for postdocs with immigration queries.</li> </ul>
	1.9.2 Work with VPAC and FGS to improve the profile of and supports for post-doctoral fellows	<i>Start 2017/18</i>

## Strategic Research Plan Priority 2: Enhancing the Integration of Research and Education

*Promote and support, in alignment with the UVic Edge, the integration of research and educational programs to create dynamic learning reflective of UVic's extraordinary environment and which contributes to the vital impact of research*

Objectives	Strategies	Completed actions
2.1 Recruit and retain the best researchers	2.1.1 Work collaboratively with VPAC on hiring processes	<ul style="list-style-type: none"> <li>• VPAC and ORS Institutional Programs have implemented new procedures to facilitate alignment between hiring processes and the CRC and CFI programs.</li> <li>• Working collaboratively with VPAC, ORS is developing an equity, diversity and inclusion action plan that aligns with UVic goals and Federal requirements.</li> </ul>
2.2 Ensure that educational programs are predicated on research excellence and reciprocally, that research excellence is reflected in educational programs	2.2.1 Coordinate academic and research planning processes with VPAC	<ul style="list-style-type: none"> <li>• The VPRE conducted the pilot year for its annual Faculty and Centre Research Planning process.</li> <li>• This process is intended to increase awareness of faculty and centre research plans at a high level, and to understand those plans in context with the Academic and Resources Planning and Enhanced Planning processes.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	2.2.2 Work with VPAC to review awards related to the integration of research and educational programs consistent with UVic learning outcomes	<ul style="list-style-type: none"> <li>UVic held its inaugural <a href="#">REACH</a> Awards, which combined UVic’s internal research and academic award ceremonies into a single high impact event.</li> <li>UVic awarded its new awards for Excellence in Undergraduate Research-Inspired Teaching and Excellence in Graduate Student Supervision and Mentorship.</li> </ul>
2.3 Provide every student with the opportunity to become engaged in the culture and activities of a research-intensive university	2.3.1 Work with academic units to expand opportunities for student engagement in research	<ul style="list-style-type: none"> <li>UVic continued engaging students in research with its successful <a href="#">JCURA</a> program, which awarded 108 undergraduate students with \$1,500 each to undertake research under the mentorship and guidance of a faculty.</li> <li>UVic renewed its MOU with the <a href="#">Royal BC Museum</a> and established a new student access framework for the museum that supports faculty who are seeking to integrate research into their educational programs.</li> </ul>
	2.3.2 Provide on-campus and distance-learning research opportunities	<i>Start 2017/18</i>
2.4 Support graduate student success while optimizing existing resources	2.4.1 Work with FGS to monitor program completion rates for graduate students	<ul style="list-style-type: none"> <li>FGS’ updated <a href="#">Graduate Supervision Policy</a> included an enhanced emphasis on regularizing supervisor/committee progress meetings and reports.</li> <li>FGS’ work to amend the graduate fellowship funding program includes exploring the use of incentivizes for timely degree completion.</li> </ul>
2.5 Draw on library expertise in research-related education and training	2.5.1 Promote digital information fluency training throughout UVic	<ul style="list-style-type: none"> <li>UVic Libraries continued to offer workshops on digital information fluency, to enhance research skills among graduate and undergraduate students.</li> <li>UVic Libraries’ <a href="#">Digital Scholarship Commons</a> has opened and is providing graduate students with community, highly transferable skills and access to advanced technologies. They have already delivered 3D design and printing workshops to more than 300 students.</li> </ul>

**Strategic Research Plan Priority 3: Expanding Partnerships, Innovation and Entrepreneurship**

*Expand UVic’s focus on partnerships as mechanisms to enhance innovation; generate new research opportunities; engage with community partners; mobilize knowledge in society, policy and professional practice; and support entrepreneurship on campus*

Objectives	Strategies	Completed actions
3.1 Promote internationalization of UVic research	3.1.1 Implement international working group recommendations	<ul style="list-style-type: none"> <li>UVic released its new <a href="#">International Plan: Making a World of Difference</a> (2017-2022) and formed a working group to lead on its implementation.</li> <li>The AVPR participates on the International Research and Academic Planning Group.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	3.1.2 Identify supports for ongoing and new international research partnerships	<ul style="list-style-type: none"> <li>• ORS established the new position of International grants facilitator.</li> <li>• ORS's new International grants facilitator commenced work to:               <ul style="list-style-type: none"> <li>○ Identify international funding/mobility opportunities and promote them via ORS research announcements, website and notification to researchers.</li> <li>○ Host capacity-building events focused on international funding opportunities or partnerships in specific regions.</li> <li>○ Identify research areas and regions/countries of strategic interest.</li> <li>○ Liaise with funding agencies, government and consular officials to promote UVic research and identify opportunities for collaboration.</li> </ul> </li> <li>• UVic hosted international companies' on-campus to facilitate engagement with researchers and research centers, for example, ORS RPKM and the UVic <a href="#">Center for Aerospace Research</a> recently hosted Boeing and Bombardier.</li> </ul>
3.2 Improve institutional responsiveness to new opportunities for research partnerships and community engagement with regional, national and international partners	3.2.1 Engage partners and potential partners to identify key priorities for enhancing responsiveness	<ul style="list-style-type: none"> <li>• Engaging partners/potential partners to identify priorities for enhancing responsiveness is an ongoing activity of UVic and ORS RPKM, for instance:               <ul style="list-style-type: none"> <li>○ The <a href="#">BC SUPPORT Vancouver Island Regional Centre</a> was established, which is a collaboration between UVic and Island Health, to facilitate patient oriented research collaborations that target Ministry of Health priorities, e.g. Seniors, mental health, substance use, Indigenous Health.</li> <li>○ Through a private donor, the Victoria Hospitals Foundation, Island Health and UVic are establishing the Cognitive Health Initiative.</li> <li>○ UVic continued its partnership with the <a href="#">South Island Prosperity Project</a>, whose mission is to facilitate and promote development of a strong, diversified economy in South Vancouver Island.</li> </ul> </li> <li>• UVic's <a href="#">CCSIC</a> provided on-campus incubator services designed to help students, faculty, staff and recent graduates take business concepts from idea to incubator-ready.</li> </ul>
	3.2.2 Contribute to the review of a revised intellectual property policy	<ul style="list-style-type: none"> <li>• ORS RPKM updated UVic's IP policy and engaged with the Faculty Association on the new draft IP policy.</li> </ul>
	3.2.3 Foster greater collaboration between UVic researchers and companies at VITP	<ul style="list-style-type: none"> <li>• <a href="#">VITP</a>'s high-tech companies and organizations participated in CCSIC and ORS' RPKM events.</li> <li>• VITP and CCSIC established an arrangement that will allow CCSIC affiliated start-up companies to be temporarily housed at VITP.</li> </ul>
	3.2.4 Work with the VPER, OCUE and regional economic development leadership to create the conditions and opportunities for economic and social development that improve wellbeing of citizens	<ul style="list-style-type: none"> <li>• UVic continued its partnership with the <a href="#">Prosperity Project</a> which included:               <ul style="list-style-type: none"> <li>○ UVic's CCSIC, <a href="#">VIATEC</a> and Prosperity Project establishing a Mentor Hub, a shared mentor network consisting of 30 mentors and advisors.</li> </ul> </li> <li>• ORS RPKM and CCSIC worked with the Prosperity Project and VIATEC to support more start-ups in Greater Victoria, including the identification of CCSIC clients ready to be accelerated.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	3.2.5 Foster collaborative approaches to designing, conducting and implementing research and educational programs with partners	<ul style="list-style-type: none"> <li>• The VPRE continued to participate in and provide leadership for collaborative partnerships, for example:               <ul style="list-style-type: none"> <li>○ Collaborated with Island Health to form the <a href="#">BC SUPPORT Vancouver Island Regional Centre</a>, which is currently supporting the development of 19 patient-oriented research projects across the Island.</li> <li>○ Participated on the <a href="#">Autism Research Steering Committee</a>, co-chaired by MSFHR and Genome BC with representatives from BCIT, Child &amp; Family Research Institute, Emily Carr, Ministry of Children and Family Development and UBC.</li> <li>○ Participated on <a href="#">TRIUMF's Five-Year Plan</a> Steering Committee. UVic is a consortium member of TRIUMF in conjunction with U of A, UBC, Carleton, Guelph, UMan, UM, SFU, Queen's, U of T and York.</li> </ul> </li> <li>• ORS RPKM continued facilitating research partnerships with community and industry organizations and managed the shared research agenda with the Ministry of Children and Family Development.</li> </ul>
3.3 Streamline contracts management to improve service on- and off-campus	3.3.1 Establish electronic workflows and refine approval process	<ul style="list-style-type: none"> <li>• A new ORS RKPM Contracts Database has been implemented and has enhanced service delivery and increased efficiency. In 2016-17 ORS RPKM Contracts group worked on 464 contracts.</li> <li>• ORS RPKM implemented a new system for its IP and licensing operations. The new system, Inteum, has improved the workflow for invention disclosures, patenting and licencing.</li> </ul>
3.4 Enhance supports for innovation and entrepreneurial activity	3.4.1 Work with Office of the VPFO to explore the potential for the university to gain access to venture capital	<ul style="list-style-type: none"> <li>• <a href="#">CCSIC</a> supported and mentored 70 client groups its first year of operations and supported the generation of 36 of 99 invention disclosures in 2016-17.</li> <li>• CCSIC held three business plan competitions (<a href="#">Plantit</a>) and three business pitch competitions (<a href="#">PitchIt</a>) events that awarded funding to 35 start-ups.</li> <li>• ORS RPKM and CCSIC facilitated access for its clients to venture funds via the <a href="#">Capital Investment Network</a> and <a href="#">VIATEC's</a> angel networks.</li> <li>• ORS RPKM and CCSIC worked with UVic Alumni and Development to create a plan for seeking donor funds for student ventures.</li> </ul>
3.5 Increase UVic's research profile regionally, nationally and internationally	3.5.1 Work with UC+M and RPKM to enhance and implement strategic research communications about research partnerships	<ul style="list-style-type: none"> <li>• ORS RPKM continued to have regular meetings with UC+M on partnerships communications; published on its website a select group of UVic technologies available for licensing and partnering and recognized successful research collaborations at an annual event.</li> </ul>
3.6 Enhance community-engaged research	3.6.1 RPKM to develop cultural protocols and best practices for initiating, continuing and expanding research partnerships in collaboration with other units including OCUE and the Office of IACE	<ul style="list-style-type: none"> <li>• A working group co-chaired by the Director of <a href="#">CIRCLE</a> and the AVPRO with membership from <a href="#">OCUE</a>, <a href="#">IACE</a> and ORS RPKM continued to develop research protocols for engaging with Indigenous communities and conducting research on Indigenous lands.</li> <li>• In 2017, UVic published its <a href="#">Indigenous Plan</a>. Strand 4 of the plan is on Research and provides goals and actions for conducting research in Indigenous communities and for research involving indigenous people.</li> </ul>



## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
3.7 Further integrate university libraries into UVic research processes	3.7.1 Identify opportunities for librarians to collaborate on research projects	<ul style="list-style-type: none"> <li>UVic Libraries developed and disseminated its new grants services package. This package addresses data storage, organization, sharing and discovery and provides in-kind costs that can be used in grant applications.</li> <li>UVic Libraries also continued to partner on faculty funding applications, for example SSHRC partnership and NSERC Create grants.</li> <li>The VPR continued as Chair, Research Data Canada Steering Committee.</li> </ul>
	3.7.2 Raise awareness of the ability of UVic Libraries to access other collections and repositories	<ul style="list-style-type: none"> <li>UVic Libraries promoted its ability to provide access to <a href="#">specialized collections</a> and repositories and provided its, Special Collections: Open Eyes, Open Minds Workshop.</li> </ul>

**Strategic Research Plan Priority 4: Improving Research Competitiveness through Differentiation and Specialization**

*Concentrate resources in areas with demonstrated or strong potential for research excellence.*

Objectives	Strategies	Completed actions
4.1 Provide and sustain a high-quality research environment that enables and nurtures the expertise and aspirations of researchers	4.1.1 Develop and implement annual priority-setting process with RAC and COCD	<ul style="list-style-type: none"> <li>The VPRE conducted the pilot year for its annual Faculty and Centre Research Planning process. Faculties and centres completed a template that describes plans to grow existing or initiate new large scale and/or team-based and/or multi-faculty partnerships, or network-based research.</li> <li>The OVPR also updated the <a href="#">RAC and COCD Terms of References</a>.</li> </ul>
4.2 Enable existing and emerging dynamic research capabilities	4.2.1 Promote clustering of resources where strategically advantageous	<ul style="list-style-type: none"> <li>Internal Audit is working with VPRE on a review of research infrastructure management processes and tools.</li> <li>ORS Institutional Programs is following up with research centres and faculties on their strategic priorities, discussing opportunities for efficiencies.</li> </ul>
	4.2.2 Ensure that the allocation of space, infrastructure and research chairs aligns with SRP priorities	<ul style="list-style-type: none"> <li>New CRC guidelines and processes have been approved and implemented. These new guidelines address the sustainability of the CRC program, follow Federal requirements for equity and diversity, and aligns with the SRP.</li> <li>A new CFI-JELF process has been implemented and is aligned with the UVic SRP and ensures UVic will make best strategic use of its CFI allocations.</li> <li>A new Institutional Research Review Committee has been approved and is currently being established. The new committee will provide advice to the VPR on the evaluation, prioritization and strategic development of major institutional research initiatives.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	4.2.3 Identify opportunities for increasing and improving space for researchers and students	<ul style="list-style-type: none"> <li>• Improvements to research space included:               <ul style="list-style-type: none"> <li>○ Starting a \$20 million upgrade to some of the science labs, scheduled for completion in 2019.</li> <li>○ Starting a \$9 million renovation of the Queenswood property to turn it into UVic’s new ocean and climate research campus.</li> <li>○ Completing \$5 million in renovations to the McKinnon Building to support Exercise Science, Physical &amp; Health Education research.</li> <li>○ Investing \$2 million in renovations to support civil engineering research.</li> <li>○ Investing \$1 million in emergency eye wash station updates to support safe research on campus.</li> <li>○ Updating the Phoenix Theatre sound system and theatre rigging.</li> </ul> </li> </ul>
	4.2.4 Explore ways to provide seed-funding for interdisciplinary conferences and workshops	<ul style="list-style-type: none"> <li>• Research units can apply for Tri-Council funding for conferences and workshops, for example ORS’ RPKM received NSERC Connect funding to host interdisciplinary conferences and workshops, such as for its Opening Doors, Strengthening Partnerships event and for UVic’s <a href="#">Biomedical Technology Industry Partnership Day</a> 2017.</li> <li>• As described in 1.7.3, the VPRE provides some funding for interdisciplinary conferences and workshops.</li> </ul>
4.3 Fully engage the expertise and leadership of research chairs	4.3.1 Develop a research chairs forum focused on research leadership for UVic	<i>Start 2017/18</i>
4.4 Continue to ensure that UVic meets the use and reporting requirements of the Research Support Fund	4.4.1 Work with VPFO to review Research Support Fund use to ensure consistency with evolving reporting requirements	<ul style="list-style-type: none"> <li>• VPFO in collaboration with the VPRE developed <a href="#">performance measures, outcomes and outputs</a> for the use of Research Support Funds to ensure compliance with federal policy.</li> </ul>
4.5 Optimize the collection of indirect costs of research	4.5.1 Engage internal community and external funders to optimize the collection of indirect costs of research	<ul style="list-style-type: none"> <li>• ORS continually monitors indirect funds requested on contracts and agreements for eligibility and compliance.</li> </ul>
	4.5.2 Collaborate with other universities and organizations regarding related (SRP) initiatives	<ul style="list-style-type: none"> <li>• The VPR continued to work closely with <a href="#">RUCBC</a> and <a href="#">Universities Canada</a> and their members.</li> </ul>
4.6 Enable and support research centres to respond to emerging research opportunities, promote collaborative and interdisciplinary research	4.6.1 Develop standardized annual reporting templates	<ul style="list-style-type: none"> <li>• The VPRE has conducted a successful pilot year for its annual Faculty and Centre Research Planning process and planning template.</li> </ul>
	4.6.2 Increase research networking capacity and infrastructure	<ul style="list-style-type: none"> <li>• UC+M developed a social media strategy to enhance campus-wide collaboration and university positioning.</li> <li>• The VPRE in collaboration with University Systems and other units, initiated the process to acquire a research information system. The process has included exploring a potential joint effort with UBC and SFU.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
4.7 Provide the best possible governance of research	4.7.1 Support, or lead, research-related policy and procedure reviews	<ul style="list-style-type: none"> <li>The VPRE conducted a review of UVic’s research policies, which included engaging with key governance groups, an open consultation period with the UVic community and discussions with the UVic Faculty Association.</li> </ul>
4.8 Continue to build the visibility and reputation of UVic as a research-intensive university	4.8.1 Develop and implement a strategic research communications plan with UC+M and align Strategic Research Plan priorities with the UVic Edge	<ul style="list-style-type: none"> <li>UVic established a Research Communications Committee, co-chaired by the VPR and VPER, to provide advice and guidance on the development and implementation of a strategic research communications plan.</li> <li>The OVPR and UC+M developed and began to implement a strategic research communications plan, see example activities and products in 1.7.1</li> </ul>

**Strategic Research Plan Priority 5: Enhancing and Optimizing the Provision of Research Service**







*Further the pursuit of research excellence for researchers and UVic as a whole by making strategic investments in systems, staff and staff training, and through the optimization of service delivery and asset management.*




































































Objectives	Strategies	Completed actions
5.1 Position the Office of Research Services for 2021	5.1.1 Ensure that ORS’ annual service plan reflects Strategic Research Plan priorities	<ul style="list-style-type: none"> <li>ORS’s annual service plan development aligns with the UVic SRP’s priorities.</li> </ul>
	5.1.2 Implement enterprise-class research information and administration systems	<ul style="list-style-type: none"> <li>UVic continued to develop its Research Administration Information System focused on the development of a <a href="#">UVic Ethics portal</a>. To support those UVic researchers involved in multi-jurisdictional research with other BC institutions, a separate shared provincial research ethics platform (hosted at UBC) is being developed with UBC, UBC affiliated hospitals, SFU, UNBC, and the provincial health authorities who are partners in the <a href="#">BC Ethics Harmonization Initiative</a>.</li> <li>The VPRE in collaboration with University Systems and other units, initiated the process to acquire a research information system. The process has included exploring a potential joint effort with UBC and SFU.</li> </ul>
5.2 Increase the quantity and improve the quality of research grant applications	5.2.1 Work with faculty to assess the needs of researchers for achieving, measuring and recognizing success	<ul style="list-style-type: none"> <li>ORS Grants hosted capacity building <a href="#">workshops and grant information sessions</a>; hosted networking events with international and research area themes and met with researchers on enhancing research funding success.</li> <li>ORS Grants continued to monitor the use of peer review via a declaration on the research application summary form to see if the additional co-support resulted in increased grants success.</li> </ul>
	5.2.2 Create a university-wide, robust system of grants facilitation and management distributed through the faculties	<ul style="list-style-type: none"> <li>UVic continued to build its <a href="#">research facilitators network</a>, with grants facilitators now in eight faculties. Bi-monthly meetings were held with UVic research facilitators to build capacity and share key information on grants.</li> <li>Using a cost-share model, funding for a two-year pilot project was provided to faculties to expand grant facilitation support.</li> <li>ORS Grants and Health Research Project Officer provided co-grants crafting on CIHR and Michael Smith Foundation for Health Research applications.</li> </ul>

## FINAL DRAFT – STRATEGIC RESEARCH PLAN IMPLEMENTATION PROGRESS REPORT

Objectives	Strategies	Completed actions
	5.2.3 Monitor application success rates	<ul style="list-style-type: none"> <li>• ORS continued to monitor its grants success rates, including comparing UVic success rates with national success rates for major funding competitions.</li> </ul>
	5.2.4 Optimize ORS workflow consistent with differentiated services	<ul style="list-style-type: none"> <li>• As noted in 5.1.2, UVic continued to develop its Research Administration Information System.</li> <li>• The VPRE in collaboration with University Systems and other units, initiated the process to acquire a research information system. The process has included exploring a potential joint effort with UBC and SFU.</li> </ul>
	5.2.5 Develop pre-selection guidelines for institutional program opportunities	<ul style="list-style-type: none"> <li>• New CRC guidelines and processes have been approved and implemented. These new guidelines address the sustainability of the CRC program, follow Federal requirements for equity and diversity, and aligns with the Strategic Research Plan priorities.</li> <li>• A new CFI-JELF process has been implemented that is aligned with the UVic SRP and ensures UVic will make best strategic use of its CFI allocations.</li> <li>• A new Institutional Research Review Committee has been approved and is currently being established. The new committee will provide advice to the VPR on the evaluation, prioritization and strategic development of major institutional research initiatives.</li> </ul>
	5.2.6 Work with Faculty of Graduate Studies to develop grants facilitation supports for graduate students	<ul style="list-style-type: none"> <li>• FGS continued to provide facilitation support to graduate students with their Tri-council grant applications and FGS' Scholarship Coordinator continued to attend ORS' research facilitators' network meetings.</li> </ul>
5.3 Support the development of annual research plans by academic units	5.3.1 Conduct a review of asset management models at other institutions	<ul style="list-style-type: none"> <li>• Internal Audit is working with VPRE on a review of research infrastructure management processes and tools.</li> </ul>
	5.3.2 Develop an asset management process for major UVic research infrastructure	<ul style="list-style-type: none"> <li>• As above</li> </ul>
	5.3.3 Seek advice from Internal Audit	<ul style="list-style-type: none"> <li>• As above</li> </ul>
5.4 Improve the management of major research infrastructure	5.4.1 Work with VPFO to review Research Support Fund use to ensure consistency with evolving reporting requirements	<ul style="list-style-type: none"> <li>• VPFO and VPRE developed <a href="#">performance measures, outcomes and outputs</a> for the use of Research Support Funds to ensure compliance with federal policy.</li> </ul>
5.5 Improve UVic's internal research grants program	5.5.1 Strike a review committee, develop recommendations and consult before implementation	<ul style="list-style-type: none"> <li>• The committee completed its review in 2015-16, which resulted in the establishment of a new set of criteria and new assessment committee structure for UVic's <a href="#">Internal Research/Creative Project Grants</a>. A routine review of the program is anticipated in 2018-19.</li> </ul>
5.6 Support new collaborative research initiatives in response to emerging opportunities	5.6.1 Explore sources of funds to increase discretionary activity	<ul style="list-style-type: none"> <li>• VPRE worked with Alumni and Development to establish research fundraising priorities and the VPRE continued to explore the identification of other sources of funds.</li> </ul>

**FINAL DRAFT SRP SCORECARD**

Legend	
	Implementation in Y1 (Jan – Jun 2016)
	Implementation in Y1 (Jan – Jun 2016) and ongoing
	Implementation in Y2 (2016-17)
	Implementation in Y2 (2016-17) and ongoing
	Implementation in Y3 (2017-18)
	Implementation in Y3 (2017-18) and ongoing

Strategies	Y1	Y2	Y3	Y4	Y5
1.1.1 Communicate with academic units and integrate the definition into Enhanced Planning Tool (EPT) processes					
1.2.1 Integrate EPT quality indicators for research into annual priorities of the Office of the Vice-President Research (OVPR) and implementation plans					
1.2.2 Align submissions to Integrated Planning with Strategic Research Plan priorities					
1.2.3 Work with the Office of the Vice-President Academic (VPAC) and the Dean of Graduate Studies to consider increasing the proportion of graduate students among the total student population					
1.2.4 Work with VPAC to foster a culture of recognition of research excellence through reporting and acknowledgement of research funding success					
1.3.1 RPKM to coordinate and facilitate research partnerships with the Office of the Vice-President External Relations (VPER) and the Office of Community-University Engagement (OCUE)					
1.4.1 Increase the annual number of award nominations					
1.4.2 Work with academic units to define Enhanced Planning Tool indicators of research quality to support research award nominations					
1.5.1 Work with VPER to use fundraising priority-setting process to increase donations					
1.6.1 Align EPT quality and demand indicators for research with mandate and activities of RPKM and OCUE					
1.7.1 Work with University Communications and Marketing (UC+M) to enhance and implement strategic research communications about UVic research excellence					
1.7.2 Work with UC+M to create tools and training for research communications, including social media					
1.7.3 Support the organization of conferences, workshops, colloquia, and reporting meetings with stakeholders					
1.7.4 Work with libraries to support open-access initiatives					
1.8.1 Undertake a review of graduate student support with VPAC and the Faculty of Graduate Studies (FGS)					
1.8.2 Work with VPER to use fundraising priority- setting process to increase donations for graduate research					
1.8.3 Work with other research universities in BC to improve competitiveness in graduate student funding, relative to other provinces					

**FINAL DRAFT SRP SCORECARD**

1.8.4 Improve competitiveness in recruiting graduate students by enhancing financial packages and enhancing campus space allocations for graduate student use					
1.9.1 Work with VPAC and FGS to consolidate administrative supports for post-doctoral fellows					
1.9.2 Work with VPAC and FGS to improve the profile of and supports for post-doctoral fellows					
2.1.1 Work collaboratively with VPAC on hiring processes					
2.2.1 Coordinate academic and research planning processes with VPAC					
2.2.2 Work with VPAC to review awards related to the integration of research and educational programs consistent with UVic learning outcomes					
2.3.1 Work with academic units to expand opportunities for student engagement in research					
2.3.2 Provide on-campus and distance-learning research opportunities					
2.4.1 Work with FGS to monitor program completion rates for graduate students					
2.5.1 Promote digital information fluency training throughout UVic					
3.1.1 Implement international working group recommendations					
3.1.2 Identify supports for ongoing and new international research partnerships					
3.2.1 Engage partners and potential partners to identify key priorities for enhancing responsiveness					
3.2.2 Contribute to the review of a revised intellectual property policy					
3.2.3 Foster greater collaboration between UVic researchers and companies at the Vancouver Island Technology Park					
3.2.4 Work with the VPER, OCUE and regional economic development leadership to create the conditions and opportunities for economic and social development that improve wellbeing of citizens					
3.2.5 Foster collaborative approaches to designing, conducting and implementing research and educational programs with partners					
3.3.1 Establish electronic workflows and refine approval process					
3.4.1 Work with Office of the Vice-President Finance and Operations (VPFO) to explore the potential for the university to gain access to venture capital					
3.5.1 Work with UC+M and RPKM to enhance and implement strategic research communications about research partnerships					
3.6.1 RPKM to develop cultural protocols and best practices for initiating, continuing and expanding research partnerships in collaboration with other units including OCUE and the Office of Indigenous Affairs (OIA)					
3.7.1 identify opportunities for librarians to collaborate on research projects					
3.7.2 Raise awareness of the ability of UVic Libraries to access other collections and repositories					
4.1.1 Develop and implement annual priority-setting process with the Research Advisory Committee and the Council of Centre Directors					
4.2.1 Promote clustering of resources where strategically advantageous					
4.2.2 Ensure that the allocation of space, infrastructure and research chairs aligns with Strategic Research Plan priorities					
4.2.3 Identify opportunities for increasing and improving space for researchers and students					
4.2.4 Explore ways to provide seed-funding for interdisciplinary conferences and workshops					
4.3.1 Develop a research chairs forum focused on research leadership for UVic					
4.4.1 Work with VPFO to review Research Support Fund use to ensure consistency with evolving reporting requirements					
4.5.1 Engage internal community and external funders to optimize the collection of indirect costs of research					

**FINAL DRAFT SRP SCORECARD**

4.5.2 Collaborate with other universities and organizations regarding related (SRP) initiatives					
4.6.1 Develop standardized annual reporting templates					
4.6.2 Increase research networking capacity and infrastructure					
4.7.1 Support, or lead, research-related policy and procedure reviews					
4.8.1 Develop and implement a strategic research communications plan with UC+M and align Strategic Research Plan priorities with the UVic Edge					
5.1.1 Ensure that ORS' annual service plan reflects Strategic Research Plan priorities					
5.1.2 Implement enterprise-class research information and administration systems					
5.2.1 Work with faculty to assess the needs of researchers for achieving, measuring and recognizing success					
5.2.2 Create a university-wide, robust system of grants facilitation and management distributed through the faculties					
5.2.3 Monitor application success rates					
5.2.4 Optimize ORS workflow consistent with differentiated services					
5.2.5 Develop pre-selection guidelines for institutional program opportunities					
5.2.6 Work with Faculty of Graduate Studies to develop grants facilitation supports for graduate students					
5.3.1 Conduct a review of asset management models at other institutions					
5.3.2 Develop an asset management process for major UVic research infrastructure					
5.3.3 Seek advice from Internal Audit					
5.4.1 Work with VPFO to review Research Support Fund use to ensure consistency with evolving reporting requirements					
5.5.1 Strike a review committee, develop recommendations and consult before implementation (to improve UVic's internal research grants program)					
5.6.1 Explore sources of funds to increase discretionary activity					



Senate Committee on  
Academic Standards

# MEMO

**Date:** January 17, 2018  
**To:** Senate  
**From:** Senate Committee on Academic Standards  
**Re:** **Computer Science - Change to Minimum Grade Required for Courses Offered by Other Faculties or Institutions**

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At its meeting on January 8, 2018, the Senate Committee on Academic Standards received a proposal from the Faculty of Engineering, Department of Computer Science (attached) to change the minimum grade required for courses offered by other faculties or institutions. The committee reviewed and approved the proposal.

**Recommended Motion:**

*That Senate approve the proposed change to the program requirements for Computer Science programs effective May 1, 2018.*

Respectively submitted,  
2017/2018 Senate Committee on Academic Standards  
Sara Beam, Chair, Faculty of Graduate Studies  
Laurie Barnas, Associate Registrar  
Gillian Calder, Faculty of Law  
Rosaline Canessa, Faculty of Social Sciences  
Gillian Dornan, GSS Representative  
Kate Fry, Student Senator  
Kathy Gaul, Faculty of Education  
Nicole Greengoe, Registrar  
Catherine Harding, Faculty of Fine Arts  
David Harrington, Faculty of Science  
Daniel Lake, UVSS Representative  
Annalee Lepp, Acting Associate Dean, Academic Advising (Faculty of SCI, SOSC and HUM)  
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  
Abdul Roudsari, Faculty of Human and Social Development  
Richard Rush, Division of Continuing Studies  
Ada Saab, Director, Graduate Admissions and Records  
Henning Struchtrup, Faculty of Engineering  
Ken Thornicroft, Peter B. Gustavson School of Business  
Nancy Wright, Associate Vice-President Academic Planning (President's nominee)  
Deepti Yadawad, Student Senator  
Carrie Andersen (Secretary), Associate University Secretary

/Attachment



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DATE: November 30<sup>th</sup>, 2017  
TO: Senate Committee on Academic Standards  
FROM: Dr. LillAnne Jackson, Associate Dean Undergraduate Programs,  
Faculty of Engineering  
RE: **Faculty of Engineering, Computer Science: Change to  
minimum grade required for courses offered by other  
faculties or institutions**

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### Background

The Faculty of Engineering is proposing to increase the minimum grade for the Computer Science programs from a 55% (D) grade to a "C" for all Math, Computer Science, Software Engineering, Statistics and English courses; this regulation would apply to all students declared in a Computer Science program in the Faculty of Engineering.

We are able to predict negative results by the end of their first year in our program if a "D" grade is achieved. It is a disservice to suggest that students with "D" grades have the necessary background to be successful, particularly in the core Math, Computer Science, Software Engineering, Statistics and English courses. Accordingly, the Faculty and its advising team strongly recommend that students re-take these courses, but it cannot be enforced as a requirement based on our current calendar regulations.

It should also be noted that prior to the introduction of a university wide standard grading scale in 2012 Winter Session, the 55% grade currently noted in the calendar was considered a "C" grade. As such, this proposal is seeking to adjust the minimum grade required from a "D" to a "C" as previously established.

Our transfer partners have been informed of this planned change and have not expressed concerns. In fact, many of our transfer partner institutions require a minimum grade of "C" on their own courses in order to advance through their programs. For example, Camosun students require a "C" grade in the equivalent of CSC 110 and Math 100 to be eligible to take CSC 115 and Math 101, respectively. This minimum "C" grade prerequisite rule is also applied (at least) at Vancouver Island University, North Island College, Kwantlen Polytechnic University and College of the Rockies

### Proposal

It is proposed that a minimum grade of "C" be obtained in Math, Computer Science, Software Engineering, Statistics (or their equivalents), and English be incorporated as part of the program requirements for current Computer Science students (for specified courses in the Faculty of Science as well as other institutions).



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**Recommended Motion**

*That Senate approve a change to the program requirements noted in the academic calendar for Computer Science programs effective May 1, 2018 for the 2018-19 calendar year as follows:*

Credit for Courses Offered by Other Faculties or Institutions

"All courses in other faculties are acceptable for use as elective credit for Major or Honours Programs in Computer Science, if the regulations of the department offering the courses permit and prerequisites are met.

Students already enrolled in a BSc degree program who plan to undertake work at another institution must receive prior written approval from the department of Computer Science if they wish such courses to be credited towards the BSc degree. A Letter of Permission to take courses elsewhere is provided by the Computer Science Advising Office.

Credit for Math, Computer Science, Software Engineering, Statistics and English courses completed in another faculty or elsewhere will only be ~~granted~~ permitted in the program for courses in which a grade of "C" 55% or higher, or the equivalent, was achieved. ~~awarded~~. For some courses a higher minimum grade may be required as specified in the letter of permission".

Sincerely,



Dr. Lillian Jackson  
Associate Dean Undergraduate Programs





**Date:** January 8<sup>th</sup>, 2018

**To:** Senate

**From:** Garry Gray, Chair  
Senate Committee on Admission, Re-registration and Transfer

**Re:** **Faculty of Engineering, Computer Science**  
**Change to admission requirements for transfer applicants (New applicants and applicants from other faculties)**

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At its meeting of December 7<sup>th</sup>, the Senate Committee on Admission, Re-registration and Transfer (SCART) considered a proposal dated, December 1<sup>st</sup>, 2017 from Dr. LillAnne Jackson, Associate Dean Undergraduate Programs, Faculty of Engineering. The proposal is to approve a change to the admission requirements to the Computer Science program in the academic calendar, effective May 1, 2018:

#### **Transfers from Other Faculties or Institutions**

To be eligible for admission to a BSc program in the Faculty of Engineering on the basis of coursework completed in another faculty or post-secondary institution, applicants require the following:

1. At least 12 units of coursework including the equivalent of CSC 110 or CSC 111 and MATH 100 or MATH 109 with a minimum grade of C in each course and,
2. A minimum C+ average on the most recent 12 units of coursework attempted and,
3. A minimum grade of C in any Math, Computer Science, Software Engineering, Statistics or 100 level English course equivalent to ENGL 135, 146 or 147 completed in the most recent 12 units and.
4. Have satisfactory standing as defined by the university (see Minimum Sessional Grade Point Average and Academic Standing) at the time of transfer.

SCART supported the attached proposal and voted to endorse the Academic Calendar changes proposed by the Faculty of Engineering.

The proposal was then referred to the Senate Committee on Academic Standards (SCAS) for further consultation. SCAS considered the proposal at its meeting of January 8<sup>th</sup>, 2018 and expresses no academic standards concerns.

SCART now submits the proposal to Senate:

Motion:

*That the Senate approve the Faculty of Engineering change to the admission requirements for the Computer Science program in the academic calendar, effective May 1, 2018.*




**University  
of Victoria**

Senate Committee on  
Academic Standards

# MEMO

**Date:** January 8, 2018

**To:** Garry Gray, Chair, Senate Committee on Admission, Re-registration and Transfer

**From:** Carrie Andersen   
Associate University Secretary

**Re:** **Faculty of Engineering, Computer Science – Change to admission requirements for transfer applicants**

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At its meeting on January 8, 2018 the Senate Committee on Academic Standards considered a proposal to the Senate Committee on Admission, Re-registration and Transfer regarding a change to admission requirements for transfer applicants to Computer Science. Committee members had no academic standards concerns with the proposal.



Faculty of Engineering | Engineering Undergraduate Office  
Engineering Office Wing Room 206 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T (250) 721-6023 | www.uvic.ca/engineering

# MEMO

**Date:** December 1<sup>st</sup>, 2017

**To:** Senate Committee on Admission, Re-registration & Transfer

**From:** Dr. LillAnne Jackson, Associate Dean Undergraduate Programs, Faculty of Engineering

**Re:** **Change to admission requirements for transfer applicants to Computer Science programs (New applicants and applicants from other faculties)**

---

## Background

Transfer students to the Faculty of Engineering's Computer Science programs, both those from other faculties at UVic and from other institutions can, in fact, have significantly different backgrounds than those admitted directly from high school. The faculty and the department are extremely supportive of these differences, but need a change to the minimums to ensure students are sufficiently well-prepared to succeed after transfer. It is a disservice to suggest that students with "D" grades in transferred courses have the necessary background to be successful, particularly in the core Math, Computer Science, Software Engineering, Statistics and ENGL 135, 146 or 147 courses.

Based on our past experience with transfer students, we are able to predict negative results by the end of their first year in our program if UVic students transfer in with "D" grades. Accordingly, the Faculty and its advising team strongly recommend that students re-take these courses, but it cannot be enforced as a requirement based on our current calendar regulations.

Our transfer partners have been informed of this planned change and have not expressed concerns. In fact, many of our transfer partner institutions require a minimum grade of "C" on their own courses in order to advance through their programs. For example, Camosun students require a "C" grade in the equivalent of CSC 110 and MATH 100 to be eligible to take CSC 115 and MATH 101, respectively. This minimum "C" grade prerequisite rule is also applied (at least) at Vancouver Island University, North Island College, Kwantlen Polytechnic University and College of the Rockies.

## Proposal

It is proposed that the admission requirements for the Computer Science program (for new applicants to the university as well as those that are admitted from another faculty) as follows:





Faculty of Engineering | Engineering Undergraduate Office  
Engineering Office Wing Room 206 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T (250) 721-6023 | [www.uvic.ca/engineering](http://www.uvic.ca/engineering)

1. at least 12 units of course work including the equivalent of CSC 110 or CSC 111 and MATH 100 or MATH 109 with a minimum grade of C in each course and,
2. a minimum C+ average on the most recent 12 units of coursework attempted and,
3. a minimum grade of C in any Math, Computer Science, Software Engineering, Statistics or 100 level English course equivalent to ENGL 135, 146 or 147 completed in the most recent 12 units and,
4. have satisfactory standing as a defined by the university (see *Minimum Sessional Grade Point Average and Academic Standing*) at the time of transfer.

#### Recommended Motion

*That Senate approve a change to the admission requirements noted in the academic calendar for transfer applicants to Computer Science programs effective May 1, 2018 for the 2018-19 admission cycle as follows:*

Transfers from Other Faculties or Institutions

To be eligible for admission to a BSc program in the Faculty of Engineering on the basis of coursework completed in another faculty of post-secondary institution, applicants require the following:

1. at least 12 units of course work including the equivalent of CSC 110 or CSC 111 and MATH 100 or MATH 109 with a minimum grade of C in each course and,
2. a minimum C+ average on the most recent 12 units of coursework attempted and,
3. a minimum grade of C in any Math, Computer Science, Software Engineering, Statistics or 100 level English course equivalent to ENGL 135, 146 or 147 completed in the most recent 12 units and,
4. have satisfactory standing as a defined by the university (see *Minimum Sessional Grade Point Average and Academic Standing*) at the time of transfer.

Sincerely,

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

Dr. Lillian Jackson  
Associate Dean Undergraduate Programs



**Date:** January 8<sup>th</sup>, 2018

**To:** Senate

**From:** Garry Gray, Chair  
Senate Committee on Admission, Reregistration and Transfer

**Re:** **Faculty of Education, BA Recreation and Health Education  
Year 1 Admission Requirements**

---

At its meeting of December 7<sup>th</sup>, the Senate Committee on Admission, Reregistration and Transfer (SCART) considered a proposal dated, November 19<sup>th</sup>, 2017 from Dr. John Meldrum, Director of the School of Exercise Science, Physical and Health Education. The proposal is to approve the creation of the following admission requirements for secondary school applicants to the Faculty of Education, Bachelor of Arts (BA) Recreation and Health Education program, effective May 1, 2018:

**Year 1 Admission Requirements: BC/Yukon Secondary School Graduation**

**Required Grade 11 Courses**

- English 11 or English 11: First Peoples
- Foundations of Math 11 or Pre-calculus 11
- One approved science 11 course
- Social Studies 11

**Required Grade 12 Courses**

- English 12 or English 12: First Peoples
- Three approved academic 12 courses

Minimum admission average of at least 73%.

SCART supported the attached proposal and voted to endorse the Academic Calendar changes proposed by the Faculty of Education.

The proposal was then referred to the Senate Committee on Academic Standards (SCAS) for further consultation. SCAS considered the proposal at its meeting of January 8<sup>th</sup>, 2018 and expresses no academic standards concerns.

SCART now submits the proposal to Senate:

Motion:

*That the Senate approve the Faculty of Education change to the admission requirements for the BA, Recreation and Health Education program in the academic calendar, effective May 1, 2018.*




**University  
of Victoria**

Senate Committee on  
Academic Standards

# MEMO

**Date:** January 8, 2018

**To:** Garry Gray, Chair, Senate Committee on Admission, Re-registration and Transfer

**From:** Carrie Andersen   
Associate University Secretary

**Re:** **Faculty of Education, BA, Recreation and Health Education –  
Year 1 Admission Requirements**

---

At its meeting on January 8, 2018 the Senate Committee on Academic Standards considered a proposal to the Senate Committee on Admission, Re-registration and Transfer regarding admission requirements for the BA, Recreation and Health Education. The committee had no academic standards concerns with the proposal.





Faculty of Education | School of Exercise Science, Physical and Health Education  
McKinnon 120 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-8373 | F 250-721-6601 | [uvic.ca/education/exercise/](http://uvic.ca/education/exercise/)

MEMO

Date: November 19th, 2017

To: The Senate Committee on Admission, Re-registration and Transfer

From: Dr. John Meldrum, Director of the School of Exercise Science, Physical and Health Education

Re: Proposed creation of Year 1 admission requirements for the Faculty of Education, Bachelor of Arts (BA) Recreation and Health Education program

### ***Background and Rationale***

The School of Exercise Science, Physical and Health Education currently provides entry to the Bachelor of Arts (BA) Recreation and Health Education program at the 2nd year or higher level only. In the current application process, high school students must first apply for admission to another faculty at the University of Victoria and each of these faculties has different secondary school admission requirements. Once they have completed, or have in progress, at least 12 units of university-level courses, including the prescribed courses, they can apply for Year 2 entry to the program.

There are four reasons why the School of Exercise Science, Physical and Health Education wishes to establish a Year 1 admission path to the BA Recreation and Health Education program.

1. This two-step entry process is cumbersome and many students who want to enter the program are confused by the procedure. Year 1 entry will better serve our applicants by streamlining and clarifying the admission process.
2. Secondary school students often enquire about applying directly to Year 1, but this is not an option. Our direct competitors, such as the Recreation and Leisure Studies at the University of Waterloo and the Bachelor of Arts in Recreation, Sport, and Tourism at the University of Alberta have entry from high school. First year entry will allow us to attract applicants who might otherwise choose to begin their studies elsewhere, where first year admission to a discipline-specific program is already offered.
3. It will be easier for University of Victoria recruiters and high school counsellors to explain the entry requirements to prospective students.
4. First year entry will enhance the Recreation and Health Education student experience. Students will have an earlier sense of belonging in their chosen field. In addition, as this program has a strong component of experiential and hands-on learning, including three cooperative education work terms, Year 1 entry will help students and the academic advisor plan and operationalize the students' academic and experiential program components. These processes will help to engage and retain students, and allow them to graduate in an optimal period.

## **Proposal**

It is proposed that Senate approve the creation of new admission requirements that would provide secondary students with the opportunity to enter the BA Recreation and Health Education program directly in first year. Year 2 entry would continue to be offered as an option.

### **Recommended Motion:**

That Senate approve the creation of the following admission requirements for secondary school applicants to the Faculty of Education, BA Recreation and Health Education program, effective May 1, 2018:

### **Year 1 Admission Requirements: BC/Yukon Secondary School Graduation**

#### **Required Grade 11 Courses**

- English 11 or English 11: First Peoples
- Foundations of Math 11 or Pre-calculus 11
- One approved science 11 course
- Social Studies 11

#### **Required Grade 12 Courses**

- English 12 or English 12: First Peoples
- Three approved academic 12 courses

Minimum admission average of at least 73%.



**University  
of Victoria**  
Education

Office of the Dean  
Faculty of Education  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 721-7757, Fax: 472-5063

MEMO

---

To: SCART, Dr. John Meldrum  
Re: Proposal for first-year entry to BSc Kinesiology and BA Recreation and Health Education  
Date: 24 November 2017

The Faculty of Education supports the proposal of the School of Exercise Science, Physical and Health Education to move towards first year entry to the two programs listed above. The faculty has experienced a number of benefits from making a similar move in Teacher Education programs, including more security for the students and the ability to plan second and subsequent years with more accurate information. At the same time, we have managed to retain our rigour in selection through design of the intake threshold.

I would be delighted to answer any questions of concerns arising from this proposal.

A handwritten signature in cursive script, appearing to read "Ref. J. Chin".



**Date:** January 8<sup>th</sup>, 2018

**To:** Senate

**From:** Garry Gray, Chair  
Senate Committee on Admission, Reregistration and Transfer

**Re:** **Faculty of Education, BSc Kinesiology  
Year 1 Admission Requirements**

---

At its meeting of December 7<sup>th</sup>, the Senate Committee on Admission, Reregistration and Transfer (SCART) considered a proposal dated, November 19<sup>th</sup>, 2017 from Dr. John Meldrum, Director of the School of Exercise Science, Physical and Health Education. The proposal is to approve the creation of the following admission requirements for secondary school applicants to the Faculty of Education, BSc Kinesiology program, effective May 1, 2018:

**Year 1 Admission Requirements: BC/Yukon Secondary School Graduation**

**Required Grade 11 Courses**

- English 11 or English 11: First Peoples
- Pre-calculus 11
- Two courses chosen from Chemistry 11, Biology 11 or Physics 11
- Social Studies 11

**Required Grade 12 Courses**

- English 12 or English 12: First Peoples
- Pre-calculus 12
- Two courses chosen from Chemistry 12, Biology 12 or Physics 12

Minimum admission average of at least 80%.

SCART supported the attached proposal and voted to endorse the Academic Calendar changes proposed by the Faculty of Education.

The proposal was then referred to the Senate Committee on Academic Stands (SCAS) for further consultation. SCAS considered the proposal at its meeting of January 8<sup>th</sup>, 2018 and expresses no academic standards concerns.

SCART now submits the proposal to Senate:

Motion:

*That the Senate approve the Faculty of Education change to the admission requirements for the BSc Kinesiology program in the academic calendar, effective May 1, 2018.*




**University  
of Victoria**

Senate Committee on  
Academic Standards

# MEMO

**Date:** January 8, 2018

**To:** Garry Gray, Chair, Senate Committee on Admission, Re-registration and Transfer

**From:** Carrie Andersen   
Associate University Secretary

**Re:** **Faculty of Education, BSc, Kinesiology – Year 1 Admission Requirements**

---

At its meeting on January 8, 2018 the Senate Committee on Academic Standards considered a proposal to the Senate Committee on Admission, Re-registration and Transfer regarding admission requirements for the BSc, Kinesiology. The committee had no academic standards concerns with the proposal.



Faculty of Education | School of Exercise Science, Physical and Health Education  
McKinnon 120 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-8373 | F 250-721-6601 | [uvic.ca/education/exercise/](http://uvic.ca/education/exercise/)

## MEMO

Date: November 19<sup>th</sup>, 2017

To: The Senate Committee on Admission, Re-registration and Transfer

From: Dr. John Meldrum, Director of the School of Exercise Science, Physical and Health Education

Re: Proposed creation of Year 1 admission requirements for the Faculty of Education, Bachelor of Science (BSc) Kinesiology Program

### ***Background and Rationale***

The School of Exercise Science, Physical and Health Education currently provides entry to the Bachelor of Science (BSc) Kinesiology program at the 2<sup>nd</sup> year or higher level only. Applicants wishing to enter this program must first complete 12 or more units of prescribed courses while registered in another faculty or while attending another postsecondary institution.

Secondary school students often enquire about applying directly to Year 1 in the Kinesiology Program and are told that this is not an option. A desire for Year 1 entry has been expressed by applicants who wish to pursue a Bachelor of Science in Kinesiology, as the norm across Canada is to admit students from high school directly into Year 1 of Kinesiology programs. We consistently hear that highly qualified students choose to apply to Kinesiology programs at other universities because they can be admitted into those programs directly out of high school. With this in mind, the Faculty of Education would like to provide students who are intending to enter the Kinesiology program the option to begin their first year of studies as a Kinesiology student in the Faculty of Education. They would still be required to complete the same first year course requirements and meet progression requirements to continue on to Year 2 of the Kinesiology program.

There are a number of positive reasons why admitting students directly into the Kinesiology Program in the Faculty of Education during first year of studies is desirable. Year 1 Kinesiology would:

- Give students an earlier sense of belonging in their chosen field.
- Provide the ability to identify a potential cohort of students in advance and offer them more specific advising.
- Attract outstanding students who might otherwise choose to begin their studies elsewhere, where first year admission to the Kinesiology program is already offered.
- Engage, connect, and retain students to support an outstanding overall student experience

### ***Proposal***

It is proposed that Senate approve the creation of new admission requirements that would provide secondary students with the opportunity to enter the BSc Kinesiology program directly in first year. Year 2 entry would continue to be offered as an option.

***Recommended Motion***

That Senate approve the creation of the following admission requirements for secondary school applicants to the Faculty of Education, BSc Kinesiology program, effective May 1, 2018:

**Year 1 Admission Requirements: BC/Yukon Secondary School Graduation**

**Required Grade 11 Courses**

- English 11 or English 11: First Peoples
- Pre-calculus 11
- Two courses chosen from Chemistry 11, Biology 11 or Physics 11
- Social Studies 11

**Required Grade 12 Courses**

- English 12 or English 12: First Peoples
- Pre-calculus 12
- Two courses chosen from Chemistry 12, Biology 12 or Physics 12

Minimum admission average of at least 80%.



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of Victoria**  
Education

Office of the Dean  
Faculty of Education  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 721-7757, Fax: 472-5063

MEMO

---

To: SCART, Dr. John Meldrum  
Re: Proposal for first-year entry to BSc Kinesiology and BA Recreation and Health Education  
Date: 24 November 2017

The Faculty of Education supports the proposal of the School of Exercise Science, Physical and Health Education to move towards first year entry to the two programs listed above. The faculty has experienced a number of benefits from making a similar move in Teacher Education programs, including more security for the students and the ability to plan second and subsequent years with more accurate information. At the same time, we have managed to retain our rigour in selection through design of the intake threshold.

I would be delighted to answer any questions of concerns arising from this proposal.

A handwritten signature in cursive script, appearing to read "Ref. J. Chin".



**SENATE COMMITTEE ON  
ADMISSION, RE-REGISTRATION AND TRANSFER**

**ANNUAL REPORT**

**SEPT 1, 2016 – JUNE 30, 2017**

The Senate Committee on Admission, Re-Registration and Transfer consisted of the following members:

Dr. Leslee Francis Pelton, (Curriculum & Instruction)  
Dr. Garry Gray, (Sociology)  
Dr. Diana Varela, (Biology & Earth & Ocean Sciences)  
Dr. Stephen Tax, (Business)  
Dr. Ashoka Bhat, (Electrical & Computer Engineering)  
Dr. Scott Woodcock, (Philosophy)  
Dr. Sandra Hundza, (Education)  
Mr. Joel Lynn (Director, Student Affairs)  
Ms. Susan Butler (CSC Academic Advisor, ex-o)  
Dr. Cindy Holder (Associate Dean Academic Advising Faculties of Science, Social Sciences and Humanities) - Sept 1, 2016 – June 30, 2017  
Mr. David O'Brien (Counselling Services, ex-o)  
Ms. Nicole Greengoe (Registrar ex-o)  
Ms. Laurie Barnas (Associate Registrar, ex-o)  
Zoe-Blue Coates (Student Senator)  
Ann-Bernice Thomas (Student Senator)  
Jordan Quitzau (Student Representative)

**SENATE COMMITTEE ON  
ADMISSION, RE-REGISTRATION AND TRANSFER**

**ANNUAL REPORT**

**SEPT 1, 2016 – JUNE 30, 2017**

The Senate Committee on Admission, Re-Registration and Transfer held 15 meetings during the period Sept 1, 2016 to June 30, 2017 inclusive. One meeting was cancelled due to no cases. A total of 23 appeals submitted by students were considered within this timeframe. There were 9 appeals from Undergraduate Admissions, of which 7 were rejected and 2 were accepted. There were 14 appeals from Undergraduate Records, of which 6 were accepted and 8 were rejected. To summarize, the appeal results for this time were as follows: 8 were accepted; 15 were rejected.

\* Please note that the timeframe of the 2016/2017 Annual Report has been adjusted to align with other Senate Committee's Annual Reports that run from July to June. As such, July and August of 2017 will be included in the 2017/2018 Annual Report. These two months are the busiest months of the year and see large student appeal caseloads; a total of 25 appeals were considered at this time (3 from Undergraduate Records, of which two were accepted and one was rejected; the other 22 appeals were from Undergraduate Admissions, of which all were rejected. These appeal results will be included in the 2017/2018 Annual Report however the committee felt it was appropriate to convey the activities recently undertaken.

The Senate Committee on Admission, Re-Registration and Transfer (SCART) also considered additional various items/issues. The most noteworthy are as follows:

1. The committee voted to support the creation of Year 1 admission requirements for the Faculty of Human & Social Development (JDPN partnership with Camosun College), effective May 1, 2017.
2. The committee received an informational update to clarify how UVic students that were '*Required to Withdraw*' from their studies would be considered if they applied for admission to the JDPN program.
3. The committee considered the proposal from the Division of Continuing Studies, titled "*Proposal for Selected Continuing Studies' Non-Credit Certificates and Diplomas to Receive Degree Credit at the University of Victoria*" a second time, with the information gathered by the Office of the Registrar of Canadian institution practices.

Upon review of the additional material, the committee expressed concerns related to how the proposal would establish precedence to grant transfer credit for other

**SENATE COMMITTEE ON  
ADMISSION, RE-REGISTRATION AND TRANSFER**

**ANNUAL REPORT**

Continuing Studies programs at UVic (including those offered at Canadian and international institutions). The committee also recognized that the proposal would need to consider multiple academic calendar regulations that preclude the institution from assigning credit, at both the institutional and faculty/academic unit level. The committee noted that several of the DCS programs noted in the proposal varied in their admission requirements, availability for advanced placement options, program duration and completion requirements and was therefore not supportive of considering all DCS programs with an equal credit value or uniform approach. A change of this nature would also require further consideration of admission/re-admission requirements to credit programs and the practicalities of how credit would be restricted to a specific faculty/program.

After lengthy discussion, it was determined that the institution would need to consider these broader implications before pursuing the assignment of transfer credit in recognition of the completion of a DSC non-credit Certificate/Diploma, as currently proposed. The Division of Continuing Studies was provided with the details of the issues discussed so that committee concerns could be taken into consideration.

**SENATE COMMITTEE ON  
ADMISSION, RE-REGISTRATION AND TRANSFER**

**ANNUAL REPORT**

4. A representative from the Faculty of Engineering presented a proposal for the BSc Computer Science program; the proposal sought to establish a minimum grade requirement of “C” for transfer courses on admission to the Department of Computer Science. The committee was concerned about ambiguities in the proposed wording of the proposal. The Registrar’s office also expressed concern that students who later choose to change their program (where transfer credit is permitted) would be adversely impacted. The committee also expressed concern over the broader implications to courses articulated in the BC Transfer Guide; granting transfer credit for courses with a grade of “C” or higher is inherently problematic given that the university grants transfer credit for courses with a minimum grade of “D”.

After much discussion, SCART concluded that the proposed changes are better suited as admissions criteria than a transfer credit regulation. The committee recommended that further consultation occur with the Office of the Registrar to ensure that the intent of the proposed change be considered before the proposal is considered at a subsequent SCART meeting. Therefore, the committee moved to defer a vote on the proposal.

5. The committee voted to support the School of Nursing UVic/BCIT Graduate Pathway Proposal for “Block Credit Transfer”, to award block credit towards an UVic MN degree for courses completed at BCIT.



# MEMO

## Student Awards and Financial Aid

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

---

**DATE:** January 17, 2018

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

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

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

A handwritten signature in cursive script that reads "Lori Nolt".

---

Lori Nolt

**2017/2018 Senate Committee on Awards**

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

---

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

\*Administered by the University of Victoria Foundation  
Additions are underlined  
Deletions are ~~struck through~~

**GLENN AND MARY DAUGHARTY BURSARY IN MUSIC\*  
(REVISED-UG)**

One or more bursaries are ~~An award will be awarded made annually~~ to a student in the Bachelor of Music program.

### **EMERGENCY FUND FOR SOCIAL WORK STUDENTS (NEW-UG)**

One or more bursaries, to a maximum value of \$200 each, are awarded to undergraduate students in the School of Social Work. The bursary is intended to offer students one-time financial assistance in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

### **HARRIS & COMPANY AWARD IN LEGAL ETHICS (NEW-UG)**

A prize in the amount of \$1,000 is awarded to a student in LAW 360: Legal Ethics and Professionalism who has demonstrated an especially in-depth and thoughtful understanding of course material, has made leading, meaningful contributions to class discussion, and has shown excellence in their written and oral work. Selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law. This award may be given to a student who is graduating.

### **HARRIS & COMPANY BURSARY (NEW-UG)**

One or more bursaries are awarded to undergraduate students in the Faculty of Law. Preference will be given to students in their first year.

### **FACULTY OF HUMAN AND SOCIAL DEVELOPMENT INDIGENOUS STUDENT EMERGENCY FUND\* (NEW-UG/GS)**

One or more bursaries, with a maximum value of \$700 each per year, are awarded to Indigenous students (First Nations Status or Non-status, Inuit, Métis) enrolled in the Faculty of Human and Social Development in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

The funding is intended to assist with financial emergencies including, but not limited to:

- medical, optical, or dental expenses
- family crisis, community obligations, or cultural commitments and responsibilities
- unanticipated expenses that are beyond the student's control and that directly impact their ability to complete the term

Applicants are advised to contact the Faculty of Human and Social Development Indigenous Student Support Centre.

### **NIMROD HUNGARIAN MOBILITY AWARD\* (REVISED UG/GS)**

One or more awards are given to academically outstanding undergraduate, graduate or post graduate students in the field of science, medicine, technology or social sciences disciplines who are either: 1) Hungarian students coming to study at UVic from accredited Hungarian universities or 2) UVic students going to Hungary to

study at accredited Hungarian universities. This award would include funding for a graduate fellowship exchange. Selection of the recipients will be made by the Global Engagement Selection Committee. Two competitions are held each year. The deadlines for applications are 4:30 p.m. on the third Wednesday of March and November. Applications must be submitted to the Office of Global Engagement either in person to University Centre, Room B202, or by email as a single pdf document to world@uvic.ca.

**~~ACHESON WHITLEY SWEENEY AND FOLEY SAHOTA LLP~~  
PRIZE IN TORTS (REVISED-UG)**

~~Two A prizes of \$3,500 each are, or such higher value as the donor may determine, is awarded to a student in the Faculty of Law who has demonstrated excellence in the first year Torts course.~~

**~~ROYAL JUBILEE HOSPITAL SCHOOL OF NURSING ALUMNI~~  
~~ALUMNAE ASSOCIATION STUDENT AWARD\* (REVISED-UG)~~**

~~One or more awards are given annually to undergraduate students continuing in the BSN program, distance or on campus, who are with preference given to descendants of an alumnae member graduate of the Royal Jubilee Hospital School of Nursing. Applicants must state their relationship to the alumnae and the year the alumnae graduated. Students registered in at least 4.50 academic units are eligible for this scholarship.~~

**KNOWLEDGE FIRST FOUNDATION SCHOLARSHIP\* (NEW-UG)**

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

**RITA PERRY HAMMETT BURSARY\* (REVISED-UG)**

~~One or more A bursaries are is-awarded to a continuing student in Writing. Selection of the recipient will be made by the Senate Committee on Awards.~~

**SUNTRACKER TECHNOLOGIES SCHOLARSHIP (NEW-UG)**

One or more scholarships of \$1,000 or more are awarded to academically outstanding undergraduate women students in Computer Science or Software Engineering who have a third or fourth year standing. Preference will be given to students who have pursued a project or work term in photorealistic lighting. Students in combined programs with Computer Science will be eligible for this award.



**PHOENIX THEATRE GRADUATE STUDENT TRAVEL AWARD  
(NEW-GS)**

One or more awards will be given to graduate students in the Department of Theatre to enhance their learning experiences through field schools, exhibitions, auditions, performances or conferences. The selection of the recipients will be made by the Graduate Awards Committee, upon the recommendation of the Department of Theatre.





MEMORANDUM

University of Victoria  
SENATE COMMITTEE ON CURRICULUM

1/17/2018

To: Senate

From: Tim Haskett, Chair  
Senate Committee on Curriculum



**Re: 2018-2019 Cycle 1 Curriculum Submissions**

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

On the left hand side, click on the link '2017 - 2018 Senate Meeting Agendas and Materials' then select the folder 'Curriculum Changes effective May 1, 2018'.

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2018-2019 academic calendar, effective May 1, 2018.

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

**Members of the Committee**

***Chair***

***Tim Haskett***

***Vice-Chair***

***TBD***

VP Academic & Provost, or designate  
President, or nominee

Gordon Fulton  
Gary MacGillivray

**Faculty Curriculum Chairs**

Business  
Education  
Engineering  
Fine Arts  
Human & Soc. Dev.  
Humanities  
Law  
Science  
Social Sciences

David McCutcheon  
Catherine McGregor  
LillAnne Jackson  
Evanthia Baboula  
Esther Sangster-Gormley  
Lisa Surrige  
Freya Kodar  
Robin Hicks  
Rosaline Canessa

**Ex officio, non-voting**

Associate University Secretary	Carrie Andersen
Registrar	Nicole Greengoe
Associate Registrar	Laurie Barnas
Director, Graduate Admissions & Records	Ada Saab
University Calendar Editor	Asia Longphee
Director, Co-operative Education & Career Services, or designate	Andrea Giles

**Invited Guests, non-voting**

**Office of the Registrar, Curriculum &  
Calendar Office**

Manager / Committee Secretary	James Wigginton
Curriculum and Calendar Assistant	Sara Henderson

Dean of the Faculty of Graduate Studies,  
or nominee

Stephen Evans

Graduate Studies  
Scheduling  
Tri-Faculties Advising

Carolyn Swayze  
Kim Wurban  
Joyce Gutensohn

**Senate Committee on Academic Standards**

Chair  
Student Senator

Sara Beam  
Kate Fry



Vice-President Academic and Provost  
PO Box 1700 STN CSC  
Victoria British Columbia V8W 2Y2 Canada  
Tel (250) 721-7010 Fax (250) 721-7216  
E-mail [provost@uvic.ca](mailto:provost@uvic.ca) Web <http://www.uvic.ca/vpac>

**MEMO**

University  
of Victoria

Date: February 2, 2018

To: Dr. Julia Eastman, University Secretary and Secretary  
of Senate

From: Valerie Kuehne, Vice-President Academic & Provost

Re: **Enrolment Projections for 2018-2019**

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A handwritten signature in blue ink, appearing to read "Valerie Kuehne".

### Highlights

This memorandum recommends the level of student enrolment for the coming year (2018/19). For the year 2017/18, the University of Victoria was funded by the Ministry of Advanced Education, Skills and Training (AEST) to enrol 16,023 FTE students. As part of a continuing plan to recalibrate enrolments, including exchanging undergraduate FTE for graduate FTE at a favourable ratio, and in consultation with the Ministry as part of the provincial “jobs plan”, UVic lowered, with no loss in provincial grant, its overall enrolment target to 15,863 FTE.

The University is finalizing negotiations with the Ministry on an expansion of Computer Science and Engineering programs which may lead to FTE increases in 2018/19 in those areas. The Ministry indicates that outside of those areas in 2018/19 there will be no other funded increase in graduate and undergraduate FTEs. Thus, pending confirmation of the Ministry’s figures with respect to Computer Science and Engineering, the **Ministry’s total enrolment target for UVic will remain at 15,863.**

Because international enrolments are not included in the Ministry target, UVic’s total enrolment levels will be higher. The international enrolment plan called for 2,050 international undergraduate FTE in 2017/18. UVic achieved this level and actual enrolments are just over 2,280 FTE. As this enrolment level is expected to persist for at least three years, and Faculties and Departments have been resourced to support that enrolment, UVic is assuming that this international undergraduate enrolment level will be maintained at 2,050 FTE and therefore **the overall enrolment recommendation for 2018-19 will be set at 17,913 FTE.** The recommended enrolment level for international undergraduates does not necessarily represent UVic’s long-term desired enrolment and will be reviewed within the context of remaining a comprehensive university with a breadth of

academic programs and with an overall student enrolment of about the same size, supporting students is a top priority.

## Background

Under the *University Act*, the Board of Governors determines the level of student enrolments upon recommendation from Senate. This memorandum recommends a level of enrolment for the coming fiscal year, and this enrolment level will be subject to review throughout the year in light of changing information regarding application rates, summer session enrolments, funding levels, and other factors.

The university's operating grant from the province is based on a specified enrolment expectation. The enrolment projections and the funded levels set by government are defined in terms of annualized student FTEs (full time equivalent), which are calculated by dividing the total unit course registrations of students by the full-time unit course requirements of the program of their registration. The enrolment level is an annual target that is met through counting FTE in the summer session, the winter session, and the TRU/Open Learning courses delivered by UVic. FTEs are closely related to EETs (equivalent enrolments taught), which are calculated by dividing the total unit course registrations of students by 15 – this measure is used for internal enrolment monitoring purposes.

## Analysis

This section describes the components of our enrolment plan.

The University is expected to meet the enrolment targets set by the Ministry of Advanced Education, Skills and Training, as they provide the base operating grant and programmatic funding to the institution. For the 2017/18 academic year the University of Victoria was funded for **13,558 FTE** undergraduate students and **2,305 FTE** graduate students, for a total of **15,863 FTE**. For 2018/19 (outside of Computer Science and Engineering) we have been advised by AEST to expect no change in targets for undergraduate or graduate enrolments—the total provincially funded enrolments will remain at **15,863 FTE**.

In addition to the targets set out and funded by the Ministry of Advanced Education, Skills and Training, the University enrolls other students. International students paying full fees are not included within the Ministry funded targets. UVic's plan is to enrol **2,050** international undergraduate students.

## Report on 2017/18 Targets

The Fall interim enrolment report to the Ministry of Advanced Education, Skills and Training shows that 2017/18 AEST-funded enrolment accountabilities (which do not include international students) will all be met. The University of Victoria projects enrolment to be 106% over the overall target that is 16,879 FTE on a target of 15,863 FTE. UVic has exceeded both the undergraduate (103%) and graduate (126%) enrolment target sets by AEST.

Growing our international undergraduate population has been a strategic priority and that goal has been realized—there has been a 5% percent increase in international undergraduate students this year. International students now account for 14% of all undergraduates and 31% of all graduate students. Overall, international students comprise 17% of the student population.

International undergraduate enrolments are currently above the level set out in the enrolment plan: 2,280 FTE on a plan of 2,050. We expect those enrolments to persist for three years and have resourced Faculties and Departments to support that enrolment level. The recommended enrolment level of international undergraduate students at 2,050 FTE does not necessarily represent UVic’s long term desired enrolment level and will be reviewed as part of our academic, international, and enrolment planning efforts including our Strategic Enrolment Management initiative.

Each Faculty has undergraduate enrolment targets (EETs) and graduate enrolment targets (FTEs) for which they have been resourced. These internal, Faculty-specific targets are reviewed annually and adjustments to the targets and associated resourcing are made based on student demand and approved plans.

### AEST Target Comparison

	AEST Funded 2017/18 Target	Projected 2017/18 Total	Variance from AEST Target
<b>Domestic UG FTE</b>	13,872	13,986	114
<b>Graduate FTE</b>	2,305	2,893	588
<b>Total funded FTE</b>	<b>15,863</b>	<b>16,879</b>	<b>1,016</b>

### Internal Target Comparison

	UVic Internal 2017/18 Target	Projected 2017/18 Total	Variance from Internal Target
Domestic UG FTE	13,558	13,986	428
International UG FTE	2,050	2,280	230
Subtotal UG FTE	15,608	16,266	658
Graduate FTE	2,305	2,893	588
<b>Total FTE</b>	<b>17,913</b>	<b>19,159</b>	<b>1,246</b>

### FTE Enrolments by Year (includes international students)

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	10 year change	1 year change
Undergrad	13,648	14,182	14,828	14,815	14,726	15,065	15,381	15,772	16,190	16,266	2,618	76
Graduate	2,252	2,447	2,678	2,808	2,847	2,952	2,986	3,002	2,911	2,893	641	-18
<b>Total</b>	<b>15,900</b>	<b>16,629</b>	<b>17,506</b>	<b>17,623</b>	<b>17,573</b>	<b>18,017</b>	<b>18,367</b>	<b>18,774</b>	<b>19,101</b>	<b>19,159</b>	<b>3,259</b>	<b>58</b>

### Internal Enrolment Level Comparison

	UVic Internal 2017/18 Target	Projected 2017/18 Total	Variance from Internal Target
Domestic UG FTE	13,558	13,896	338
International UG FTE	2,050	2,259	209
Subtotal UG FTE	15,608	16,155	547
Graduate FTE	2,305	2,903	598
<b>Total FTE</b>	<b>17,913</b>	<b>19,058</b>	<b>1,145</b>

Enrolment matters continue to receive attention. Under the leadership of the Provost, a Strategic Enrolment Management initiative has been launched which will ensure our enrolment goals, including size, composition and quality, are refined and subject to continual assessment and improvement. Our strategic direction is to remain at our approximate current size as UVic has largely finished its aggressive

growth period. Enhancing retention, and therefore student success, will continue to be a key enrolment management strategy.

From an enrolment perspective, enhancing quality will be achieved by offering competitive entrance scholarship packages, increasing applications and admissions of high calibre undergraduates, and enhancing retention rates and timely graduation for all students. This will also facilitate our achieving the Ministry target associated with domestic undergraduates. Internationalization will be achieved by diversifying enrolments and increasing retention rates of international students, but also by ongoing pathways between the Division of Continuing Studies and our academic programs, and increasing opportunities for international student exchange experiences.

With a substantial growth in post-secondary capacity across the province over the past decade and a declining domestic youth population, the student recruitment environment is increasingly competitive. With the goal of being a university of choice, the recruitment of outstanding students from diverse backgrounds and areas continues to be a high priority. Included in that priority is our ongoing commitment to increase indigenous enrolment at both the undergraduate and graduate levels.

### **Recommended Enrolment Levels for 2018/19**

The list below shows expected enrolment levels for both Ministry-funded enrolment accountabilities and UVic's internal enrolment expectations for 2018/19. It is proposed that we approve a recommended enrolment level, pending confirmation of the Ministry's figures with respect to Computer Science and Engineering, of **17,913 FTE**. Faculty plans have been developed to accommodate at least this level of enrolment. Admission standards will vary by program, depending upon levels of student interest and demand, but as in past years will be well above the Senate-approved standards (which are 67% for high school graduates and 60% for college transfers).

### **Summary of 2017/18 Enrolment Recommendations:**

2018/19 Ministry funded undergraduate FTE	13,558
2018/19 Ministry funded graduate FTE	2,305
<b>Total Ministry funded FTE for 2018/19</b>	<b>15,863</b>
Planned enrolments beyond funded level	2,050
<b>Recommended Enrolment Level for 2018/19</b>	<b>17,913</b>

I request that Senate approve the following motion:

*THAT Senate approve, and recommend to the Board of Governors that it also approve, a recommended enrolment level of **17,913 FTE** for the 2018/19 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, and application rates.*



University  
of Victoria

University  
Secretary

# MEMO

**Date:** January 17, 2018  
**To:** Members of Senate  
**From:** Julia Eastman, University Secretary *JE*  
**Re:** **Ten-Year Sessional Calendar**

---

Under its authority for the academic governance of the university, Senate approves the Ten-Year Sessional Calendar at its February meeting, each year adding one more year to the calendar.

A request has been received to revise the sessional calendar to increase the number of business days between the end of examinations in December and the start of classes in January. The Senate Committee on Agenda and Governance is currently assessing the feasibility of this request and the best way of approaching it. Senate will be updated at a future meeting on the status of this process.

In the meantime, this is a request for approval of the attached updated Ten-Year Sessional Calendar.

In addition to the 2026 Summer Session through to the 2027 Winter Session being added, an adjustment has also been made to the start of May (A) classes for 2023. The guiding principle in creating the Ten-Year Sessional calendar calls for the start date for these classes to be the second Monday of the month of May and the last day of classes is the first Wednesday of June, thus resulting in a 17 day term. However, there are years when using this principle results in a 22 day term. In order to avoid this, the guiding principle has been adjusted to the following:

“May (A) courses begin on the second Monday of the month resulting in a 17 day term; however, for those years where May 1 falls on a Monday, the term will begin on the third Monday of the month (eg. years 2023, 2034, and 2045).”

The start date for May (A) courses in 2023 has been changed to reflect the revised principle.

**Recommended motion:**

*That Senate approve the 2017-2027 Ten-Year Sessional Calendar.*

/Attachment



## UNIVERSITY OF VICTORIA SESSIONAL CALENDARS

SUMMER SESSION	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
May/Aug ("K") courses begin	May 1	May 7	May 6	May 4	May 3	May 2	May 1	May 6	May 5	May 4
May and May/June ("A"&"M") courses begin - May	8	14	13	11	10	9	15	13	12	11
Victoria Day-May	22	21	20	18	24	23	22	20	19	18
May ("A")courses end	June 7	June 6	June 5	June 3	June 2	June 1	June 7	June 5	June 4	June 3
June("J")courses begin-June	June 8	June 7	June 6	June 4	June 3	June 2	June 8	June 6	June 5	June 4
Spring Convocation-June	12,13,14,15,16	11,12,13,14,15	10,11,12,13,14	8,9,10,11,12	7,8,9,10,11	13,14,15,16,17	12,13,14,15,16	10,11,12,13,14	9,10,11,12,13	8,9,10,11,12
May/June and June ("M"&"J") courses end-June	30	29	28	26	25	24	30	28	27	26
Canada Day-July 1	Sat	Sun	Mon	Wed	Thur	Fri	Sat	Mon	Tue	Wed
May/Aug courses Read Break	Jul 3 - 4	Jul 2 - 3	Jul 1 - 2	Jul 1 - 2	Jul 1 -2	Jun 30 - Jul1	Jul 3 - 4	Jul 1 - 2	Jun 30 - Jul 1	Jul 1 - 2
July and July/August ("P"&"R") courses begin	5	4	3	6	5	4	5	3	3	6
July courses ("P")end-July	27	26	25	28	27	26	27	25	25	28
August("Q")courses begin-July	28	27	26	29	28	27	28	26	28	29
Last day of classes - May/August ("K") courses	July 28	Aug 3	Aug 2	July 31	July 30	July 29	July 28	Aug 2	Aug 1	July 31
B.C. Day - August	7	6	5	3	2	1	7	5	4	3
Examinations begin - May/August courses-August	8	7	6	4	3	2	8	6	5	4
Examinations end - May/August courses-August	18	17	16	17	19	17	18	17	16	17
July/August and August "R"&"Q") courses end-August	21	20	19	21	20	19	21	18	20	21
<b>WINTER SESSION</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Labour Day-September	4	3	2	7	6	5	4	2	1	7
Classes start	6	5	4	9	8	7	6	4	3	9
Thanksgiving-October	9	8	14	12	11	10	9	14	13	12
November 11	Sat	Sun	Mon	Wed	Thur	Fri	Sat	Mon	Tue	Wed
Reading Break-November	13 - 15	12 - 14	11 - 13	9 - 11	10 - 12	9 - 11	13 - 15	11 - 13	10 - 12	9 - 11
Fall Convocation-November	14 & 15	13&14	12 & 13	9 & 10	10 & 12	9 & 10	14 & 15	12 & 13	10 & 12	9 & 10
Classes end-December	1	5	4	4	3	2	1	4	3	4
Examinations-December	4 - 18	8 - 22	7 - 21	7 - 21	6 - 20	5 - 19	4 - 18	7 - 21	6 - 20	7 - 21
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Classes start-January	3	7	6	4	5	4	3	6	5	4
Family Day - February	12	11	10	8	14	13	12	10	9	8
Reading Break-February	12-16	11-15	10-14	8-12	14 - 18	13 - 17	12 - 16	10 - 14	9 - 13	8 - 12
Easter weekend	Mar 30 - Apr 2	Apr 19 - 22	Apr 10 - 13	Apr 2 - 5	Apr 15 - 18	Apr 7 - 10	Mar 29 - Apr 1	Apr 18 - 21	Apr 3 - 6	Mar 26 - 29
Classes end-April	6	5	3	1	4	6	5	4	2	5
Examinations-April	9 - 24	8 - 27	6 - 24	6 - 22	6 - 25	11 - 26	8 - 23	7 - 25	7 - 22	8 - 23
Summer class days	62	62	62	62	62	62	62	62	62	62
Days lost	MMT	MMT	MMT	MWR	MTF	MRF	MMT	MMT	MMT	MWR
Fall class days	59	62	62	59	59	59	59	62	62	59
Days lost	MWRF	MMTW	MMTW	MMTW	MWTF	MWRF	MMTW	MMTW	MMTW	MMTW
Winter class days	61	60	60	59	59	62	61	60	59	59
Days lost	MTWRF	MTWRF	MTWRF	MTWRF	MTWTF	MTWRF	MTWRF	MTWRF	MTWRF	MTWRF

**UNIVERSITY OF VICTORIA SESSIONAL CALENDARS**

**2017-2027**

Attached is the ten-year calendar for the period 2017- 2027. The annual calendars are subject to approval by Senate each year.

The dates for the Faculty of Law may differ because they are approved each year.

Secretary of Senate  
Michael Williams Building

Adopted by Senate 2 December 1987

Revised 1 February; 5 April 1989; 6 May 1992; 6 January 1993; 5 May 1993; 1 December 1993; 6 April 1994; 3 May 1995; 7 May 1997; 7 October 1998; 5 May 1999; 4 October 2000; 11 Oct 2000; 5 December 2001; 10 January 2003; 5 March 2004; 4 February 2005; 3 February 2006; 7 February 2007; 1 February 2008; 6 February 2009; 9 April 2010; 4 February 2011; 4 March 2011; 7 October 2011; 3 February 2012; 4 May 2012; 5 October 2012; 1 February 2013; 7 February 2014; 6 February 2015; 5 February 2016; 3 February 2017



University  
of Victoria

University  
Secretary

# MEMO

**Date:** January 17, 2018  
**To:** Members of Senate  
**From:** Julia Eastman *JE*  
University Secretary

**Re:** **Academic Year Important Dates**

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Attached for Senate's approval is a revised Academic Year Important Dates Calendar for the period May 2019 through December 2019. As you may recall at the October 6, 2017 Senate meeting, the dates to April 2019 were approved. The key dates in the attached calendar are drawn from the Ten-Year Sessional Calendar previously approved by Senate.

Recommended motion:

*That Senate approve the Academic Year Important Dates for the period May 2019 through December 2019 for submission to the online academic calendar and for the academic calendar May 2018 publication.*

/Attachment



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## Academic Year Important Dates

In recognition of the fact that the University of Victoria is a diverse community, the Office of Equity and Human Rights has compiled a list of high holy days available at their website. Faculty and staff may wish to refer to this list in responding to requests from members of religious groups for variations in examination schedules due to religious observances.

### 2018/2019 OFFICIAL ACADEMIC YEAR BEGINS

#### Summer Session 2018

See Summer Studies website for complete dates [www.uvic.ca/summer](http://www.uvic.ca/summer)

#### May 2018

4	Friday	Senate meets
7	Monday	May-August courses begin for all faculties
14	Monday	May and May-June courses begin Last day for course changes (Faculty of Law only) <sup>3</sup>
21	Monday	Victoria Day <sup>1</sup> Last day for graduate students to register in a personal leave in summer
24	Thursday	Senate Committee on Academic Standards meets to approve Convocation lists
31	Thursday	Fees deadlines for summer (see Add and Drop Dates for Standard Summer Courses on page 72)

#### June 2018

6	Wednesday	May courses end
7	Thursday	June courses begin
11-15	Monday - Friday	Spring Convocation
29	Friday	May-June and June courses end

#### July 2018

1	Sunday	Canada Day <sup>1</sup>
2-3	Monday - Tuesday	Reading Break May-August sections only
4	Wednesday	July and July-August courses begin
15	Sunday	Deadline to apply to graduate for Fall Convocation (all faculties)
26	Thursday	July courses end
27	Friday	August courses begin
27, 30, 31	Friday, Monday, and Tuesday	Supplemental and deferred examinations for Winter Session 2017-2018 (except for Business courses)

#### August 2018

3	Friday	May-August classes end for all faculties
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UVIC UNDERGRADUATE CALENDAR MAY 2018

6	Monday	British Columbia Day <sup>1</sup>
7	Tuesday	May-August examinations begin for all faculties
17	Friday	May-August examinations end for all faculties
20	Monday	July-August and August courses end

**Winter Session - First Term**

**September 2018**

3	Monday	Labour Day <sup>1</sup>
4	Tuesday	First year registration and opening assembly for Faculty of Law
5	Wednesday	First term classes begin for all faculties
13	Thursday	Last day for course changes in Faculty of Law
18	Tuesday	Last day for graduate students to register in a personal leave in first term Last day for 100% reduction of tuition fees for standard first term and full year courses. 50% of tuition fees will be assessed for courses dropped after this date <sup>4</sup>
21	Friday	Last day for adding courses that begin in the first term
30	Sunday	Last day for paying first term fees without penalty

**October 2018**

5	Friday	Senate meets
8	Monday	Thanksgiving Day <sup>1</sup>
9	Tuesday	Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date <sup>4</sup>
17	Wednesday	Senate Committee on Academic Standards meets to approve Convocation lists
31	Wednesday	Last day for withdrawing from first term courses without penalty of failure

**November 2018**

2	Friday	Senate meets
11	Sunday	Remembrance Day <sup>1</sup>
12 – 14	Monday – Wednesday	Reading Break (except Faculty of Law)
13 & 14	Tuesday and Wednesday	Fall Convocation
15	Thursday	Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Fall term only)

**December 2018**

5	Wednesday	Last day of classes in first term except Faculty of Law and Faculty of Human and Social Development <sup>2</sup> <i>National Day of Remembrance and Action on Violence Against Women. Classes and exams cancelled from 11:30 am - 12:30 pm.</i>
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UVIC UNDERGRADUATE CALENDAR MAY 2018

6	Thursday	Last day of classes in the first term for Faculty of Law
7	Friday	Senate meets
8	Saturday	First-term examinations begin, except Faculty of Human and Social Development and Faculty of Law <sup>2</sup>
10	Monday	First term examinations begin in the Faculty of Law
15	Saturday	Undergraduate deadline to apply to graduate for Spring Convocation
22	Saturday	First term examinations end for all faculties
25	Tuesday	Christmas Day <sup>1</sup>
26	Wednesday	Boxing Day <sup>1</sup>
25 -1	Tuesday - Tuesday	University closed

**Winter Session - Second Term**

**January 2019**

1	Tuesday	New Year's Day <sup>1</sup>
7	Monday	Second term classes begin for all faculties
11	Friday	Senate meets
17	Thursday	Last day for course changes for Faculty of Law
20	Sunday	Last day for graduate students to register in a personal leave in second term Last day for 100% reduction of second term fees for standard courses. 50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see <a href="http://www.uvic.ca/course-registration/add-drop">www.uvic.ca/course-registration/add-drop</a>
23	Wednesday	Last day for adding courses that begin in the second term
31	Thursday	Last day for paying second term fees without penalty

**February 2019**

1	Friday	Senate meets
10	Sunday	Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see <a href="http://www.uvic.ca/course-registration/add-drop">www.uvic.ca/course-registration/add-drop</a>
11	Monday	Family Day <sup>1</sup>
11-15	Monday-Friday	Reading Break for all faculties
15	Friday	Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)
28	Thursday	Last day for withdrawing from full year and second term courses without penalty of failure

**March 2019**

1	Friday	Senate meets
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UVIC UNDERGRADUATE CALENDAR MAY 2018

**April 2019**

5	Friday	Senate meets Last day of classes for all faculties, except Faculty of Human and Social Development <sup>2</sup>
8	Monday	Examinations begin for all faculties, except Faculty of Human and Social Development <sup>2</sup>
19	Friday	Good Friday <sup>1</sup>
22	Monday	Easter Monday <sup>1</sup>
27	Saturday	Examinations end for all faculties End of Winter Session

**2019/2020 OFFICIAL ACADEMIC YEAR BEGINS**

**Summer Session 2019**

See Summer Studies website for complete dates [www.uvic.ca/summer](http://www.uvic.ca/summer)

**May 2019**

3	Friday	Senate meets
6	Monday	May-August courses begin for all faculties
13	Monday	Last day for course changes (Faculty of Law only) <sup>3</sup> May and May-June courses begin
19	Sunday	Last day for graduate students to register in a personal leave in summer
20	Monday	Victoria Day <sup>1</sup>
23	Thursday	Senate Committee on Academic Standards meets to approve Convocation lists
31	Friday	Fees deadlines for summer (see Add and Drop Dates for Standard Summer Courses on page 72)

**June 2019**

5	Wednesday	May courses end
6	Thursday	June courses begin
10 - 14	Monday – Friday	Spring Convocation
28	Friday	May-June and June courses end

**July 2019**

1	Monday	Canada Day <sup>1</sup>
1 & 2	Monday & Tuesday	Reading Break May-August sections only
3	Wednesday	July and July-August courses begin
15	Monday	Deadline to apply to graduate for Fall Convocation (all faculties)
25	Thursday	July courses end
26	Friday	August courses begin

UVIC UNDERGRADUATE CALENDAR MAY 2018

29 – 31 Monday - Wednesday Supplemental and deferred examinations for Winter Session 2018-2019 (except for Business and Law courses)

**August 2019**

2 Friday May-August classes end for all faculties  
5 Monday British Columbia Day<sup>1</sup>  
6 Tuesday May-August examinations begin for all faculties  
16 Friday May-August examinations end for all faculties  
19 Monday July-August and August courses end

**Winter Session - First Term**

**September 2019**

2 Monday Labour Day<sup>1</sup>  
3 Tuesday First year registration and opening assembly for Faculty of Law  
4 Wednesday First term classes begin for all faculties  
12 Thursday Last day for course changes in Faculty of Law  
17 Tuesday Last day for 100% reduction of tuition fees for standard first term and full year courses. 50% of tuition fees will be assessed for courses dropped after this date<sup>4</sup>  
Last day for graduate students to register in a personal leave in first term  
20 Friday Last day for adding courses that begin in the first term  
30 Monday Last day for paying first term fees without penalty

**October 2019**

4 Friday Senate meets  
8 Tuesday Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date<sup>4</sup>  
14 Monday Thanksgiving Day<sup>1</sup>  
23 Wednesday Senate Committee on Academic Standards meets to approve Convocation lists  
31 Thursday Last day for withdrawing from first term courses without penalty of failure

**November 2019**

1 Friday Senate meets  
11 Monday Remembrance Day<sup>1</sup>  
11 – 13 Monday - Wednesday Reading Break (except Faculty of Law)  
12 & 13 Tuesday & Wednesday Fall Convocation  
15 Friday Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Fall term only)



UVIC UNDERGRADUATE CALENDAR MAY 2018

**December 2019**

3	Tuesday	Last day of classes in the first term for Faculty of Law
4	Wednesday	Last day of classes in first term except Faculty of Law and Faculty of Human and Social Development <sup>2</sup> <i>National Day of Remembrance and Action on Violence Against Women. Classes and exams cancelled from 11:30 am - 12:30 pm.</i>
6	Friday	Senate meets First term examinations begin in the Faculty of Law
7	Saturday	First-term examinations begin, except Faculty of Human and Social Development and Faculty of Law <sup>2</sup>
15	Sunday	Undergraduate deadline to apply to graduate for Spring Convocation
20	Friday	First term examinations end for Faculty of Law
21	Saturday	First term examinations end for all faculties except Faculty of Law
25	Wednesday	Christmas Day <sup>1</sup>
26	Thursday	Boxing Day <sup>1</sup>
25 -1	Wednesday - Wednesday	University closed

1. Classes are cancelled on all statutory holidays and during reading breaks. Administrative offices and academic departments are closed on statutory holidays. Holidays that fall on a weekend are observed on the next available weekday, normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.
2. Faculty of Human and Social Development dates to be announced.
3. See also Faculty of Law for more details regarding Summer 2018 and 2019, and Summers 2018 and 2019 Important Dates for law courses.
4. For non-standard courses see <[www.uvic.ca/course-registration/add-drop](http://www.uvic.ca/course-registration/add-drop)>.



University  
of Victoria

University  
Secretary

# MEMO

**Date:** January 17, 2018

**To:** Members of Senate

**From:** Julia Eastman   
University Secretary

**Re:** 2018-2019 Senate Meeting Dates and Other Important Dates

Attached for Senate's approval is the schedule of Senate meetings for 2018/19, together with due dates for submission of materials for the agenda.

The timely assembly of a docket containing the agenda, correspondence, proposals and reports requires that all items and materials to be considered at a regular meeting reach the Office of the University Secretary by noon 16 days before the meeting. Following the due date, the Senate Committee on Agenda and Governance prepares the agenda in accordance with its terms of reference and the Senate Rules and Procedures. The docket is posted on the Senate Connect site six days before the meeting.

Recommended Motion:

*That Senate approve the 2018-2019 Senate Meeting Dates and Other Important Dates.*

/Attachment



**Schedule of 2018-2019 Senate Meetings and Other Important Dates**

<b>Agenda Materials due in USEC by 12:00 p.m (Wednesdays)</b>	<b>Senate Committee on Agenda and Governance Meeting 9:30 – 10:30, MWB, boardroom 110 (unless otherwise noted)</b>	<b>Mail Out (Friday)</b>	<b>Meetings will be held at Friday 3:30 p.m. in the Senate and Board Chambers (Room A180, University Centre unless otherwise noted)</b>
-	-	-	Friday, September 21, 2018 <i>Annual Senate Orientation and Welcome Reception</i>
September 19, 2018	September 21, 2018	September 28, 2018	October 5, 2018
October 17, 2018	October 19, 2018	October 26, 2018	November 2, 2018 Location: DSB C116
			<i>Joint Senate and Board Retreat Monday, November 26, 2018 (to be confirmed)</i>
November 21, 2018	November 23, 2018	November 30, 2018	December 7, 2018
December 19, 2018	December 21, 2018	January 4, 2018	January 11, 2019
January 16, 2019	January 18, 2019	January 25, 2019	February 1, 2019
February 13, 2019	February 15, 2019	February 22, 2019	March 1, 2019
March 20, 2019	March 22, 2019	March 29, 2019	April 5, 2019
April 16, 2019	April 18, 2019	April 26, 2019	May 3, 2019

**Schedule of 2018-2019 Senate Committee on Academic Standards meetings to approve Convocation lists**

<b>Agenda Materials due in USEC by 12:00 p.m. in order to distribute by end of day</b>	<b>Meeting</b>
Friday, October 12, 2018	October 17, 2018 10:30 a.m. – 12:30 p.m. Location: Michael Williams Building, boardroom 120
Friday, May 17, 2019	May 23, 2019 10:30 a.m. – 12:30 p.m. Location: Michael Williams Building, boardroom 120

**PLEASE RETAIN THIS SCHEDULE FOR FUTURE REFERENCE**