



University  
of Victoria

Office of the University Secretary  
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**SENATE**

Notice of  
Meeting and Agenda

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

*The Annual Senate Photograph will be taken immediately following the Senate meeting.*

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

1. APPROVAL OF THE AGENDA ACTION
2. REMARKS FROM THE CHAIR
  - a. President's Report INFORMATION
  - b. Update and Consultation on Strategic Plan (SEN-OCT 6/17-1) INFORMATION
3. MINUTES ACTION
  - a. May 5, 2017 (SEN-OCT 6/17-2)

Motion: That the minutes of the open session of the meeting of the Senate held on May 5, 2017 be approved and that the approved minutes be circulated in the usual way.
4. BUSINESS ARISING FROM THE MINUTES
  - a. Senate Committee on Agenda and Governance Election INFORMATION
5. ELECTION OF STUDENTS TO THE SENATE
  - a. Election of Student Representatives to Senate from the Faculties of Education, Graduate Studies, Human and Social Development, and Law (SEN-OCT 6/17-3) ACTION

## 6. CORRESPONDENCE

- a. University of Victoria Financial Statements as at March 31, 2017 (**SEN-OCT 6/17-4**) **INFORMATION**

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

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

## 7. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

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

- i. 2016/2017 Annual Report (**SEN-OCT 6/17-5**) **INFORMATION**

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

- i. Report on Procedures from the Committee for the Reappointment of the President (**SEN-OCT 6/17-6**) **INFORMATION**

- i. Appointments to the 2017/2018 Senate standing committees (**SEN-OCT 6/17-7**) **ACTION**

Motion: That Senate approve the appointments to the 2017/2018 Senate standing committees for the terms indicated in the attached document.

- c. Senate Committee on Appeals – Prof. Mark Gillen, Chair

- i. 2016/2017 Annual Report (**SEN-OCT 6/17-8**) **INFORMATION**

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

i. New and Revised Awards  
(SEN-OCT 6/17-9)

**ACTION**

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

- Ray and Naomi Simpson Scholarship (revised)\*
- Dave Ian Dunnet Music Education Scholarship (new)\*
- Vikes Cross Country and Track Alumni Award (new)\*
- Maurice William Summerhayes Memorial Scholarship (revised)\*
- Rob and Tammy Lipson Research Scholarship (revised)\*
- Tectoria Video Game Industry Award for Developers (revised)
- Robert and Audrey Harry Indigenous Scholarship in Nursing (new)
- VIPIRG Scholarships (new)
- Graham Clark Rugby Award (revised)\*
- Canadian Federation of University Women of Victoria Recent Grads Bursary (revised)\*
- CFUW Victoria Margaret Lowe Memorial Scholarship (revised)\*
- Aboriginal Scholarship in Economics (revised)
- STÓ:LŌ Ethnohistory Legacy Scholarship (revised)
- Dr. Leo Bakony Memorial Scholarship (revised)
- Doug Beardsley Scholarship (new)\*
- Gwen Lock Scholarship for Women (revised)
- Kathleen Mary Oliver Nursing Scholarship (new)
- W.E. Cowie Innovation Award (revised)\*
- CFUW Victoria Doreen Sutherland Indigenous Scholarship in Faculty of HSD (new)\*
- CFUW Victoria Doreen Sutherland Scholarship in the School of Exercise Science, Physical & Health Education (new)\*
- Jimmy Spencer Memorial Award (new)
- Crocus Scholarship in Psychology (new)\*
- Lindsay Jennerich Award (new)\*
- Faculty of Education Emergency Bursary (revised)
- Chris Considine Prize in Evidence (revised)\*
- Roderick MacIsaac Graduate Scholarship (new)\*
- Eloise Spitzer Scholarship for Indigenous Women (revised)\*
- Urbanecology.ca Scholarship (revised)
- Affinity Law Group Financial Hardship Bursary (new)

- Dr. David Cook Memorial Scholarship (revised)
- Dr. Jean Downie Dey Memorial Award (revised)\*
- Elizabeth (Betty) Valentine Prangnell Scholarship (revised)\*
- Eric & Gail Whitley Scholarship (new)\*
- Victoria Bar Association – Founders Award in Law in Honour of Allan Cox, Hamish Gow, and Robert Hutchison (revised)\*
- Georgia Klap Award (revised)\*
- Lindsfarne Scholarship in Medieval Studies (revised)\*
- Heather J. Lindstedt and Brian A. Pollick Fellowship (new)
- Norma Mickelson Legacy Scholarship (revised)\*
- Bill and Lilian Herod Bursary (new)\*
- Edgar Ferrar Corbet Scholarship (revised)\*
- G. Robert Smith Memorial Scholarship (new)\*
- Nimrod Mobility Award (new)\*
- Victoria Medal (revised)\*
- Emil and Lynette Hain Scholarship in Ukrainian Studies (revised)\*
- President’s Vietnam Scholarship (new)\*
- Chief Michael A. Underwood Memorial Scholarship
- Canadian Bar Association BC Branch Entrance Scholarship (revised)\*
- Ronald C. Corbeil Award for Merit in Program Evaluation (revised)\*
- Ronald F. MacIsaac Prize (revised)
- Robert Hagedorn Graduate Scholarship (revised)\*
- Murray Dawson Fellowship in Humanities (new)\*

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

i. 2016/2017 Annual Report (**SEN-OCT 6/17-10**)

**INFORMATION**

f. Senate Committee on Curriculum – Dr. Tim Haskett, Chair

i. 2016/2017 Annual Report (**SEN-OCT 6/17-11**)

**INFORMATION**

- ii. 2017-2018 Cycle 3 Curriculum Changes (**SEN-OCT 6/17-11**) **ACTION**

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2017-2018 academic calendar, effective January 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 September 29, 2017.**

- g. Senate Committee on Libraries – Dr. Simon Devereaux, Chair

- i. 2016/2017 Annual Report (**SEN-OCT 6/17-12**) **INFORMATION**

- h. Senate Committee on Planning – Dr. Nancy Wright, Chair

- i. Annual Report on Status of Academic Program Reviews (**SEN-OCT 6/17-13**) **INFORMATION**

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

- a. Peter B. Gustavson School of Business

- i. Constitution & Bylaw Changes for Senate Approval (**SEN-OCT 6/17-14**) **ACTION**

Motion: That Senate approve the revised constitution and bylaws for the Peter B. Gustavson School of Business.

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

## **10. OTHER BUSINESS**

- a. Academic Year Important Dates (**SEN-OCT 6/17-15**) **ACTION**

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

b. Election of Vice-Chair of Senate

**ACTION**

c. Notification of vacancy on Senate

**INFORMATION**

d. Joint Senate Board Retreat

**INFORMATION**

## **11. ADJOURNMENT**



**President and Vice-Chancellor**

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# MEMO

Date: 20 September 2017

To: Senate

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

**RE: Update on strategic planning process**

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**Background:**

In June 2017 the Board of Governors, after consultation with Senate in May, approved the process and timing for the development of the university's new strategic plan. On 28 June, we communicated to the UVic community about the Board's decision and the closeout report for the 2012 strategic plan. Over the summer, preparations continued for the launch of the planning process in September. I would like to update you on progress to date and seek your initial responses to the consultation questions, which are listed below.

**Strategic Plan Launch and Communications:**

On 8 September a broadcast email was sent to all faculty and staff inviting them to attend the President's campus update and informing them about the upcoming strategic planning process. The email included a link to the new strategic planning website ([www.uvic.ca/strategicplan](http://www.uvic.ca/strategicplan)) and the finalized discussion document, three consultation questions and high-level summary ([www.uvic.ca/strategicplan/background](http://www.uvic.ca/strategicplan/background)).

My annual Campus Update town hall meeting took place on 5 September and over 300 faculty, staff and students attended. I spoke about the changes and challenges in the post-secondary environment in Canada and beyond, as well as the assets that UVic holds and our related opportunities. The presentation ended with the following three questions that we will be posing to the UVic community during the strategic plan consultation process.

Q1. Our goals: What current strengths, directions and capabilities can we build on to distinguish UVic in Canada and globally?

Q2. Our strategies: What are some key strategies and initiatives that we should pursue to achieve the goals you described in question 1?

Q3. Our challenges and opportunities: What key issues should our plan address over the next five to ten years?

### **Phase 1 Consultation:**

On September 18 and 19 members of the UVic community (including faculty, staff, students, retirees and alumni) received an email inviting them to respond to the consultation questions using Thoughtexchange ([www.uvic.ca/strategicplan/get-involved/thoughtexchange](http://www.uvic.ca/strategicplan/get-involved/thoughtexchange)), an interactive online forum that allows individuals to share their thoughts and suggestions with other members of our community and build on each other's great ideas. Participation in the Thoughtexchange consultation process is being promoted and encouraged through use of many UVic internal communication channels including the Ring, the Martlet, digital signage, Campus Checklist, posters and a mail out of the discussion document to units across campus. There has been good participation to date with hundreds of UVic community members posting thoughts and rating the thoughts of others. The Thoughtexchange consultation closes on 8 October.

In mid to late October the Executive will receive an update from Thoughtexchange on the outcomes of the online consultation and in late October/early November a report will be shared with the UVic community.

A number of face-to-face consultations are being held during September, October and November. Some of those consultations will be broader in nature and audience, i.e. on the discussion document and consultation questions, and other discussions later in the process will be more targeted on the themes emerging from the Thoughtexchange consultation. One thematic consultation with faculty on dynamic learning has already taken place at the Let's Talk Teaching event on campus on 30 August. In the week before October Senate I will be consulting with the President's Advisory Council, with a group of select faculty to hear their feedback on the consultation questions and with the Indigenous Academic Advisory Council for an Indigenous perspective on the future of UVic.

An external stakeholder consultation plan has been developed, and as part of that plan I started consulting with targeted individuals while I was in Ottawa in September.

### **Strategic Plan Advisory Group:**

The Strategic Plan Advisory Group met for the first time in August to review and provide feedback on the draft discussion document, consultation questions, and consultation plan. Members were enthusiastic and engaged and provided constructive input on various aspects of the planning process. Members of the advisory group will be invited to attend face-to-face consultations with other members of the UVic community through September to November to act as additional "ears" in the room and assist with hearing, interpreting and consolidating the feedback received. Membership of the group can be viewed on the website [www.uvic.ca/strategicplan/process/advisory-group](http://www.uvic.ca/strategicplan/process/advisory-group).

### **Senate Engagement:**

As mentioned at previous Senate meetings, Senate members will be engaged on a regular basis throughout the development of the strategic plan including:

- Planning updates at each Senate meeting through to May 2018;
- Invitation to participate in online Thoughtexchange consultation from 18 September to 8 October;



- Opportunity to review and provide feedback on Thoughtexchange report on the consultation in November;
- Participation in the November 2017 Joint Senate and Board Retreat which is focussed on strategic planning and will include small group discussions of the major themes that have emerged from the consultation process;
- Opportunity to review and provide feedback on the draft plan in February/March 2018; and
- Review of the final plan in May and consider recommendation to Board for approval.

I welcome your responses to the consultation questions (listed on the first page of this memo) at the October 2017 Senate meeting. I am interested in hearing what the university community believes sets us apart from other universities and in what areas they want UVic to be known as the best in Canada. You are also welcome to email me directly with your feedback and thoughts at any time during the planning process.





University  
of Victoria

## MINUTES

A meeting of the Senate of the University of Victoria was held on May 5, 2017 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

### 1. APPROVAL OF THE AGENDA

Motion: (S. Rogers/C. Shankman)

That the agenda be approved as circulated.

**CARRIED**

### 2. MINUTES

#### a. April 7, 2017

Motion: (R. Hicks/J. Walsh)

That the minutes of the open session of the meeting of the Senate held on April 7, 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 welcomed members to the last Senate meeting of the year and thanked them for their engagement over the course of the year.

Prof. Cassels provided a report to members of Senate. With respect to matters at the federal level, Prof. Cassels commented on the release of the Review of Fundamental Science (Naylor Report). He reported that he had been in Montreal the previous week for a meeting of Universities Canada, at which the Naylor Report was a focus of discussions.

Regarding matters at the university, Prof. Cassels reminded members that Convocation was fast approaching. He reported on the most recent Board meetings, which had included approval of the budget framework. Prof. Cassels commented on the discussion that had taken place regarding international tuition fees.

**b. Strategic planning process**

Prof. Cassels provided an update on the strategic planning process. He informed members that he hoped to use innovative methodology to support the consultation process, and that he expected the Strategic Plan would take a different form than in the past. In response to a question, Prof. Cassels provided some information on consultations plans and timelines.

**5. CORRESPONDENCE****a. Office of the Ombudsperson****i. 2016 Ombudsperson Annual Report**

Prof. Cassels thanked Ms. Martine Conway, Ombudsperson. Ms. Conway provided brief remarks on the annual report.

**b. Campus Planning Committee****i. Semi-annual report**

Ms. Gayle Gorrill, Vice-President Finance and Operations presented the report.

**6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES****a. Senate Committee on Admission, Re-registration and Transfer****i. Proposal for UVic-BCIT Graduate Pathway**

Dr. Varela introduced the proposal.

Motion: (D. Varela/L. Charlton)

That Senate approve the School of Nursing, UVic-BCIT graduate pathway as described in the document "UVIC-BCIT Graduate Pathway".

**CARRIED****b. Senate Committee on Agenda and Governance****i. Revisions to the Terms of Reference for the Senate Committee on Learning and Teaching**

Dr. Hicks introduced the proposal.

Motion: (R. Hicks/J. Walsh)

That Senate approve the proposed revisions to the terms of reference for the Senate Committee on Learning and Teaching.

**CARRIED**

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

Dr. Hicks introduced the proposal.

Motion: (R. Hicks/D. Varela)

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

**CARRIED**

**iii. Appointments to the 2017/2018 Senate standing committees**

Dr. Lepp introduced the proposal.

Prof. Cassels reminded members of Senate of the nomination process and asked for additional nominations. A nomination was received for the Senate Committee on Agenda and Governance. Approval of membership of this committee was removed from consideration.

Motion: (A. Lepp/T. Haskett)

That Senate approve the appointment to the 2017/2018 Senate standing committees for the terms indicated in the attached document, as amended.

**CARRIED**

**c. Senate Committee on Awards**

**i. New and Revised Awards**

Dr. Walsh introduced the proposal.

Motion: (J. Walsh/R. Lipson)

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:

- Ken Smythe Cross Country Award (revised)\*
- Gunner Shaw Memorial Award (revised)\*
- Evelyn Adu-Febiri International Business Scholarship (new)
- Diversity Entrance Scholarship (new)\*
- Geraldine and Peter Shostak Scholarship in Ukrainian Studies (revised)
- IEEE Pacific Rim Vijay Bhargava Scholarships (revised)\*
- IEEE Victoria Section Gold Medal in Biomedical Engineering (new)
- British Columbia Provincial Court Judges' Association Bursary (revised)

- Betty Jamie Chung Scholarship in Psychology (new)\*
- Betty Jamie Chung Scholarship in Anthropology (new)\*
- Lois M. Smith Athletes' Award (revised)\*
- Howlers Rugby Award (revised)\*
- Fix Rugby Award (revised)\*
- Inspiring Historians Legacy Scholarship (new)\*
- Economics Alumni Undergraduate Scholarship (revised)\*
- Economics Alumni Scholarship (revised)\*
- Graduate Scholarship for Research in Environmental and Resource Economics (revised)\*
- Victoria Chartered Accountants Association Legacy Scholarship (new)\*
- Nora Lugin Shaw & Wendell Burill Shaw Memorial Scholarship (revised)\*
- Saanich Employees Benefit Association Award (new)
- Victoria Chinatown Lioness Club Graduate Bursary (revised)\*
- Canadian Society of Senior Engineers/Engineering Institute of Canada (CSSE/EIC) Vancouver Island Award (revised)
- William & Amelia Kushniryk Memorial Award (revised)\*
- Dennis, Jerome and Peter Zachary Award in Ukrainian Studies (revised)\*
- Diana and Martin Hocking Graduate Scholarship (new)\*
- Professional Employees Association Scholarship (revised)\*
- Certificate of Outstanding Academic Distinction in the Faculty of Human and Social Development (revised)\*
- Undergraduates of Political Science Community Engagement Award (new)
- Pearson Family Africa Award (new)
- John and Myrtle Tilley Undergraduate Scholarship (new)\*
- R.W. "Bob" McQueen Economics Award (new)\*
- Dr. Peter Montgomery Undergraduate Scholarship (new)\*
- Dr. Peter Montgomery Graduate Scholarship (new)\*
- Union Club Scholarship (revised)
- John and Myrtle Tilley Graduate Scholarship (new)\*
- Sarah Blackstone Scholarship in Theatre (new)\*
- Victoria Pride Bursary (new)\*

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**CARRIED**

**d. Senate Committee on Curriculum**

**i. 2017-2018 Cycle 2 Curriculum Submissions**

Dr. Haskett introduced the proposal.

Motion: (T. Haskett/C. Krull)

That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2017-2018 academic calendars, effective September 1, 2017.

**CARRIED**

Motion: (T. Haskett/L. Charlton)

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

**CARRIED**

**e. Senate Committee on Planning**

**i. 2016/2017 Annual Report**

Dr. Wright introduced the report.

**ii. Discontinuation of the Registered Nurse to Master of Nursing Option**

Dr. Wright introduced the proposal.

Motion: (N. Wright/P. Marck)

That Senate approve, and recommend to the Board of Governors that it also approve, the request for Discontinuation of the Registered Nurse to Master of Nursing option, as described in the document “Discontinuation of the RN to MN Option.”

**CARRIED**

**iii. Renewal of Approved Centre Status for the Centre for Youth and Society (CFYS)**

Dr. Wright introduced the proposal.

Motion: (N. Wright/D. Castle)

That Senate approve the renewal of Approved Centre Status for the Centre for Youth and Society (CFYS) for the period of 1 July 2017 through 30 June 2022. This recommendation is not contingent upon the suggestions in the external review report relating to resources, which are advice to the Vice-President Research.

**CARRIED**

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

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

#### **i. Constitution and Operating Structure Changes for Senate Approval**

Dr. Goto-Jones introduced the proposal.

Motion: (C. Goto-Jones/P. Liddell)

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

**CARRIED**

#### **ii. Report from the Faculty of Humanities**

Dr. Goto-Jones provided a report from the Faculty of Humanities. He provided members with an overview of the Faculty's mandate and its new vision and mission.

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

### **a. Division of Learning and Teaching Support and Innovation**

Dr. Wright reported on the creation of the Division of Learning and Teaching Support and Innovation. She responded to questions regarding organizational structure, links to work being undertaken in the Faculties, and the value the unit would bring to campus.

### **b. Senate Committee on Appeals Report – Update Regarding Recommendations on Academic Concessions**

Dr. Wright provided an update on work being undertaken to address recommendations made by the Senate Committee on Appeals regarding academic concessions. She said a working group had been established to consider the issue and would be reporting to the Senate Committee on Academic Standards at its next meeting.

### **c. Advisory Committee on Academic Accommodation and Access for Students with Disabilities**

#### **i. 2016-2017 Annual Report**

Dr. Dunsdon introduced the report. He reviewed the report highlights and the work of the advisory committee over the course of the year. He noted that the Academic Accommodation and Access for Students with Disabilities Policy would be undergoing a review in the coming year.

**d. Resolution of Non-Academic Misconduct Allegations Policy ('Policy AC1300')**

Dr. Dunsdon introduced the report and reviewed the proposed changes to the policy. He noted that changes to the policy were necessary in part to ensure consistency with the new Sexualized Violence Prevention and Response Policy. Mr. Dunsdon said the procedures supporting the policy were also being updated and would be presented to the President for approval in June.

Motion: (J. Walsh/A. Lepp)

That Senate approve and recommend to the Board of Governors that it approve revisions to the Resolution of Non-Academic Misconduct Allegations Policy (AC1300), effective August 19, 2017.

**CARRIED**

**e. Annual Report on Non-Academic Misconduct Allegations and Resolutions**

Dr. Dunsdon introduced the report.

**9. OTHER BUSINESS**

**a. Elections to the Senate Committee on Agenda and Governance**

Ms. Andersen reminded members of Senate that two faculty positions on the Senate Committee on Agenda and Governance were elected on the floor of Senate. She clarified that this nomination process was separate from the nominations made by the Senate Committee on Agenda and Governance nominations sub-committee and that nominations through that process still required consideration by Senate. Prof. Cassels called for nominations.

Dr. Warburton and Dr. Lepp were nominated. Ballots were circulated to members of Senate.

**b. Annual Report to Senate on UVic-approved research centre approvals, renewals and closures**

Dr. Castle introduced the report and reviewed the content.

**c. University Orators**

Ms. Andersen introduced the proposal.

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

That Senate appoint the following:

1. Prof. Mary Sanseverino as Deputy Orator for the term from July 1, 2017 until June 30, 2018;

AND



That Senate re-appoint the following:

1. Dr. Bradley Anholt as Orator for a term from July 1, 2017 until June 30, 2020;
2. Dr. Elizabeth Grove-White as Orator for a term from July 1, 2017 until June 30, 2020;
3. Prof. Evert Lindquist as Orator for a term from July 1, 2017 until June 30, 2020;
4. Prof. John McLaren as Orator for the term from July 1, 2017 until June 30, 2020;
5. Dr. Carole Miller as Orator for the term from July 1, 2017 until June 30, 2020;
6. Dr. Christina Kieka Mynhardt as Orator for a term from July 1, 2017 until June 30, 2020;
7. Dr. Monica Prendergast as Orator for a term from July 1, 2017 until June 30, 2020;
8. Dr. Michael Prince as Orator for a term from July 1, 2017 until June 30, 2020;
9. Prof. Juliana Saxton as Orator for a term from July 1, 2017 until June 30, 2020;
10. Dr. Brock Smith as Orator for a term from July 1, 2017 until June 30, 2020;
11. Prof. Judith Terry as Orator for a term from July 1, 2017 until June 30, 2020, and
12. Dr. Nancy Turner as Orator for a term from July 1, 2017 until June 30, 2020.

**CARRIED**

**d. 2016/2017 Emeritus and Emerita**

Ms. Andersen introduced the report.

**e. Election to the Senate Committee on Agenda and Governance**

After a count of the ballots, Ms. Andersen reported that Dr. Annalee Lepp had been elected to the elected position on the Senate Committee on Agenda and Governance.

Returning to the nomination process facilitated by the Senate Committee on Agenda and Governance, Ms. Andersen confirmed that Dr. Warburton agreed to stand for nomination to fill a vacancy on that committee. This nomination was in addition to the nomination of Dr. Devor, which had been made by the Senate Committee on Agenda and Governance nominations sub-committee. Prof. Cassels asked if there were any other nominations coming from the floor. There were no additional nominations. Prof. Cassels said an election would be conducted via WebVote.

There being no other business the meeting was adjourned at 4:55 p.m.

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

MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA  
**Effective January 1, 2017**

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

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

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

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

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

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

MEMBERS ELECTED BY THE FACULTY

MEMBERS (continued)

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

MEMBERS ELECTED FROM THE STUDENT

SOCIETIES – Section 35 (2) (h)

Dheeraj Alamchandani (ENGR) (30/6/17)  
 Alicia Armstrong (BUS) “  
 Paige Bennett (SOSC) “  
 Michelle Brown (SOSC) “  
 Zoë-Blue Coates (HUMA) “  
 Andrew Lemieux (GRAD) “  
 Ben Lukenchuk (SOSC) “  
 Samuel Maroney (LAW) “  
 Bernadette Peterson (SCIE) “  
 Brontë Renwick-Shields (SOSC) “  
 Cory Shankman (GRAD) “  
 Ann-Bernice Thomas (FINE) “  
 Susan Timayo (SOSC) “  
 Marie Vance (GRAD) “  
 TBA (EDUC) “  
 TBA (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 (30/06/17)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Julia Eastman

BY INVITATION - Seated with specified speaking rights

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



# MEMO

**Date:** September 20, 2017

**To:** Members of Senate

**From:** Julia Eastman *JE*  
University Secretary

**Re:** **Election of Student Representatives to Senate from the Faculties of Education, Graduate Studies, Human and Social Development, and Law**

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Members of Senate may recall that after the election of student representatives to Senate held in March 2017, vacancies remained for one student representative from each of the Faculties of Education, Human and Social Development and Law, and two student representatives from the Faculty of Graduate Studies. A second call for nominations was issued on September 6, 2017, and closed on September 19, 2017.

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

- Alyssa Husband, Faculty of Education
- David Foster, Faculty of Law

Three (3) nominations were received from students in the Faculty of Graduate Studies, and two (2) nominations were received from students in the Faculty of Human and Social Development. Pursuant to the *Rules to Govern the Conduct of Senate Procedures*, an election will be held at the October 6, 2017 Senate meeting to elect one (1) student representative from the Faculty of Human and Social Development, and two (2) student representatives from the Faculty of Graduate Studies. The election will be held on the floor of Senate at the beginning of the meeting. All Senate members in attendance at the meeting are entitled to vote. The students who have been nominated are: **Leila Bautista (Graduate Studies), Brent Cantarutti (Graduate Studies), Ngozi S. Nwoko (Graduate Studies), Dee Dee Wong (Human and Social Development), and Deepti Yadawad (Human and Social Development)**.

Please review the candidates' biographies in preparation to elect one representative at the meeting on October 6, 2017.

#### Leila Bautista – Faculty of Graduate Studies

Leila Bautista is in her first year of the Master of Public Administration and completed her graduate degree in economics and political science. She has nearly 4 years of experience as a market research specialist and voicing public opinion is close to her heart. After earning her undergraduate degree at Wilfrid Laurier University, Leila moved to Toronto and worked in market research for the medical device and advertising industries. Leila is an active member in her community and volunteered for organizations such as St. Michael's Hospital Residents Health Panel, YMCA and Students Offering Support. She is also an avid traveler around the world and within Canada. This past summer, she spent 4 months driving across the country going as far east as Newfoundland to her new home here on Vancouver

Island. As such, she has been to all 10 provinces as well as Nunavut and has a strong interest in learning about the different cultures and traditions across Canada. Leila also enjoys athletics: she was varsity swimmer for the Laurier Golden Hawks, has taken part in 10 triathlons, rock climbing, yoga, various intramural sports and recently completed her first marathon earlier in 2017.

Brent Cantarutti – Faculty of Graduate Studies

I am currently pursuing a Master of Public Administration degree at the University of Victoria. From UVic, I hold a Master of Arts degree in History (2016), and a Bachelor of Arts degree in Political Science (Co-op) and History (2014).

I possess a long-standing interest in administration and governance in the K-12 and post-secondary educational sectors in British Columbia. I have been both employed and engaged with the University in a variety of ways since 2009. Currently, in addition to being a student, I am a non-appointed employee at the UVic Bookstore. From 2015-2016, I was a Teaching Assistant for the Department of History, as well as a Research Assistant for Dr. Penny Bryden. In 2015, I participated in the student feedback process for the Dean of Humanities search; as well as, in 2016, I provided feedback on updates to the Academic Integrity Policy. Moreover, I was the undergraduate representative on the VP Research Hiring Committee in 2013-2014. During 2012-2013, I was a Conference Assistant to the Chair of the Canadian Historical Association Annual Meeting at Congress (2013), as well as a Research Assistant (2013). In the fall of 2013, I was nominated by the then Minister of Advanced Education to be considered for an opening on the StudentAidBC Appeal Committee. In 2012, I ran as an independent candidate for the Senate. During the summer of 2012, I had the opportunity to hold a summer position in the Office of the BC Minister of Advanced Education; during this time, I was able to provide feedback from a student perspective on issues ranging from student housing, to internationalization supports, to textbook procurement. For a number of years, I sat on Food Services' Residential and Residence Food Committees. As well, I have participated in ONECard focus groups, and volunteered at both New Student Orientation and Residence Student Transition events.

I look forward to having the opportunity to stand for election to the University of Victoria Senate for the 2017-2018 term in order to continue my involvement with UVic and participate in its governance.

Ngozi S. Nwoko – Faculty of Graduate Studies

Ngozi is a PhD student in Law at the University of Victoria. A Queen Elizabeth Scholar, his research focuses on the nature of the competition that exists between Chinese National oil companies and Western oil companies operating in Nigeria and how to effectively regulate the tendencies of such competition to breed or exacerbate corruption in the oil industry.

Ngozi obtained his Master's degree from Osgoode Hall Law School, York University, Toronto where his thesis examined the role of the International Court of Justice in the land and maritime disputes in some African States. He holds a Bachelor of Laws degree from Abia State University, Nigeria - where he served as Speaker of the Students' Union Government Parliament. A member of the Nigerian Bar, he worked for three years as a Compliance & Legal officer in ExxonMobil Corporation – Nigeria affiliates, where he practiced oil, gas, and tax laws, respectively.

Ngozi is currently a member of the UVic Human Research Ethics Board and a former representative of the law department at UVic Graduate Students' Representative Council.

Ngozi plays and follows soccer. His favorite soccer team is Chelsea Football Club of England. He also loves gardening.

#### Dee Dee Wong – Faculty of Human and Social Development

When I first started university, I had a lot of trouble transitioning from High School. By the time I finished my first degree in Bachelor of General Science specializing in Life Science and Chemistry, I was disappointed with my performance at school and confused at what I wanted to do. During that time, I continued to volunteer at St. John's Hospital in Vancouver for a couple of years because I loved to help others. I had also volunteered at various places during my first degree, such as the Scotiabank Walk for Life and BMO Vancouver marathon. I persevered and decided to try out some classes in other fields before I found myself applying to the Health Information Science program at Uvic. Once I got into Uvic, one of my interests was to connect with the students and use my past experience from my first degree to give advice to others.

Currently, I am a third year student and I have just completed my first co-op work term at Fraser Health in Surrey. One of my top priorities as I complete my second degree is my dedication towards my studies at Uvic. For this upcoming school year, I have won two in-course scholarships: the President's Scholarship and the Mrs. Annie Greskiw Scholarship in Health Information Science. My other top priority is to participate in school activities. Alongside my studies, I also try to juggle my volunteer activities. I am a member of the Health Information Science Course Union, where our initiative is to create a community within our program providing guidance and creating events to network with each other. Last year, I participated in planning some pizza social events to provide camaraderie. If I were to join the senate, I will bring my skills acquired through my experiences to the position.

#### Deepti Yadawad – Faculty of Human and Social Development

I, Deepti Yadawad, am a 3rd year Health Information Science (HINF) student. I am an international student from Malawi who is passionate about technology and healthcare. In 2007, while visiting the maternity ward of the only government hospital in Blantyre (Malawi) distributing wellness packages, I was shocked to see newborn babies being stationed on the floor/hallways due to lack of space. This urged me to be more involved in my community! I volunteered annually at blood donation camps in Malawi and am an annual donor. I was part of the Malawi Learning Project which helped students in local schools use laptops and supported the teaching of HIV education in conjunction with the US embassy. I volunteered with Mary's Meals on a backpack distribution to local Malawian primary school children living in extreme poverty as an incentive to remain in school. In addition, I voluntarily tested blood samples for sickle cell anemia and G6PD at the College of Medicine in Malawi. I was appointed Head Girl (British equivalent of Valedictorian), Head of House, and chaired the Student Representative Council. I also achieved a Silver Duke of Edinburgh award and received merit for my collaboration on the Amnesty Campaign "Power of our Voices".

I am the public relations executive for the HINF Course Union. I have interacted with students as their Orientation Leader and Convocation Greeter. This is my second year as a UVic Residence Community Leader. Through these roles, I have been able to witness the diversity, achievements and struggles of UVic students. I have also been involved as the

'CSC Revealed' Clinic Coordinator with the Women in Engineering and Computer Science (WESC), Director at Large under Secretariat in the Indian Student Association, and also co-hosted events for the International Student Association. I am currently a Ambulatory and Triage Support Volunteer in the Emergency Department of the Royal Jubilee Hospital.

**UNIVERSITY OF VICTORIA**

**2016 - 2017 Management Discussion and Analysis (Unaudited)**

**2016 – 2017 Audited Financial Statements**





# University of Victoria 2017 Management Discussion and Analysis (Unaudited)

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University  
of Victoria



## Introduction to Management Discussion and Analysis

The attached financial statements present the financial results of the University for the year ended March 31, 2017 in accordance with Public Sector Accounting Standards consistent with Section 23.1 of the *Budget Transparency and Accountability Act* (BTAA) of the Province of British Columbia supplemented by directives set out by the Province of British Columbia. The objective of this Management Discussion and Analysis (MD&A) document is to assist readers of the university's financial statements better understand the financial position and operating activities of the university for fiscal year March 31, 2017, as presented in accordance with the above reporting framework. This discussion should be read in conjunction with the annual audited financial statements and accompanying notes.

The University of Victoria's 2012 Strategic Plan, "A Vision for the Future – Building on Excellence," reaffirms the vision, mission and goals of our university and our commitment to the highest standards of excellence. Its vision of being "a university of choice for outstanding students, faculty and staff from British Columbia, Canada and the world" remains the hallmark of our institution. The strategic plan reasserts its commitment to: "providing a high quality learning and research environment;" "integrating teaching, learning, research and civic engagement across the disciplines;" "employing our core strengths to benefit our external communities;" providing "environments for work and study that are safe, supportive, inclusive and healthy;" and ensuring "public and internal accountability." To achieve our vision and mission, the Plan focuses on four key areas of "People", "Quality", "Community" and "Resources". The goals of the strategic plan are reflected in the UVic Edge through the powerful fusion of three ingredients: Dynamic Learning, Vital Impact and Extraordinary Environment.

Flowing from the Strategic Plan, and with the increased focus as contained in the report from the President of the University in his "Report to the university community on campus conversations" (<https://www.uvic.ca/president/activities/talks/ConversationsReport2014.pdf>), the University develops an institutional budget to ensure that financial resources are aligned with the institution's priorities and areas of strategic focus. Commencing with 2006/07, the university has developed its annual budget framework, financial models and plans within the context of a three-year planning cycle. A three-year planning horizon provides a more realistic time frame for the development of university initiatives and provides greater flexibility than permitted within an annual process.

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

- Financial Highlights
- Financial Information
- Operating environment
- Financial Reporting Environment
- Risks and Uncertainties
- Related Entities

# Financial Highlights

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## Financial Statement Summary

The university ended the year with total assets of \$1.4 billion and consolidated revenue of \$557 million. The operating surplus prior to inclusion of donations to the university's endowment fund was \$7.4M or 1.3% of total revenues (\$18.9M or 3.4% for the prior year). The decrease in the operating surplus resulted from a 0.01% decrease in revenues and a 2.1% increase in expenses. The operating surplus fell short of budget by \$2.8M, (exceeded budget by \$12.3M for the prior year), due to a restriction of \$9.4M of the provincial operating grant for capital purposes and salary and benefit increases arising from collective agreements and progression through the ranks.

## Government Grants

Revenue from the Provincial Government in the form of grants decreased by 3.5% over the previous year due primarily to a restriction of the operating grant for capital purposes. Annual grants received from the Province for capital purposes were \$26.2M, up from \$9.4M received last year, related to routine maintenance and specific project funding.

## Tuition and Enrolment

Credit course tuition increased by \$5.42M, or 4.2%, to \$136.4M due to a 2% increase in fees (domestic tuition fees can increase by no more than inflation according to provincial government policy) and growth in domestic and international student enrolment. Non-credit tuition decreased by \$0.8M due to reduced enrolments in international programs in Continuing Studies.

## Investments

Investment income is comprised of both returns on endowments and returns on short-term investments. The university's endowment investments are held in the University of Victoria Foundation and have a fair value of \$429M. The endowments earned a return of 9.8% for the year across its six investment mandates. Short-term investments held within the University returned 1.7% for the year.

## Major Capital Activity

During the year, construction commenced on the \$20M District Energy Plant that will replace the university's aging energy heating infrastructure.

## Financial Information

### Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they increased 16.4% to \$350M.

<i>In thousands of dollars</i>	2017	2016
Cash and cash equivalents	91,913	87,422
Accounts Receivable	20,106	15,740
Due from governments	5,921	1,420
Inventories for resale	1,678	1,444
Portfolio investments	197,905	160,771
Loans receivable	26,610	27,793
Investments in government business enterprises	6,295	6,536
<b>Total Financial Assets</b>	<b>350,428</b>	<b>301,126</b>

Cash and cash equivalents increased by \$4.5M reflecting unspent contributions. Accounts receivable increased by \$4.4M and Due from governments increased by \$4.5, reflecting timing and year end funding. Portfolio investments which include the university's long-term working capital, investments underlying endowment expendable funds, investments related to sinking funds held for provincial debt, and long-term disability plan and supplemental pension obligations increased by \$37.1M due largely to higher investment returns on the Uvic Foundation's endowment funds. Investments in government business enterprises represent the equity held in controlled business operations of Heritage Realty Properties Ltd. and the Vancouver Island Technology Park Trust.

### Liabilities

Liabilities increased by 8.5% to \$674M.

<i>In thousands of dollars</i>	2017	2016
Accounts payable	31,625	28,860
Derivatives	1,913	2,444
Due to governments	4,871	4,566
Employee future benefits	18,333	18,431
Deferred revenue	14,673	13,351
Deferred contributions	167,023	129,100
Deferred capital contributions	384,497	371,232
Long term debt	50,799	52,829
<b>Total Liabilities</b>	<b>673,734</b>	<b>620,813</b>

Employee future benefits represent liabilities for employee benefit plans including the Staff Pension Plan, supplemental pension obligations, vested sick leave entitlements, long-term disability and group life insurance plans. Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred. Deferred contributions increased \$37.9M due to endowment income and sponsored research funding received in excess of current year expenditures. Deferred capital contributions are externally restricted capital contributions to be amortized over the life of related tangible capital assets. During the year deferred capital contributions increased by a net \$13.3M resulting from contributions of \$39.7M less amortization of \$26.4M. Long-term debt decreased by \$2.0M resulting from scheduled debt repayments.

## Non-financial Assets

Non-financial assets increased by 2.3% to \$1,059M.

<i>In thousands of dollars</i>	2017	2016
Tangible capital assets	710,970	700,295
Restricted endowment investments	329,614	319,353
Inventories held for use	1,806	1,078
Prepaid expense	16,991	15,325
<b>Total Non-Financial Assets</b>	<b>1,059,381</b>	<b>1,036,051</b>

Tangible capital assets include land, buildings, site improvements, library holdings, computers, equipment and furnishings but do not include \$12.9M of artwork and collections as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$10.7M is due to additions of \$56.2 less amortization of \$45.5M. The largest single capital asset addition was related to the District Energy Plant Project. Restricted endowment investments represent the portion of endowment investments related to the restricted principal funds. During the year, they increased \$10.1M due to donations of \$5.3M and capitalized investment income of \$4.8M. Restricted endowment assets are considered “non-financial” as the funds principal have a restricted purpose and cannot be used to meet the liabilities of the University as they become due.

## Accumulated surplus

Accumulated surplus increased by 2.8% to \$736M.

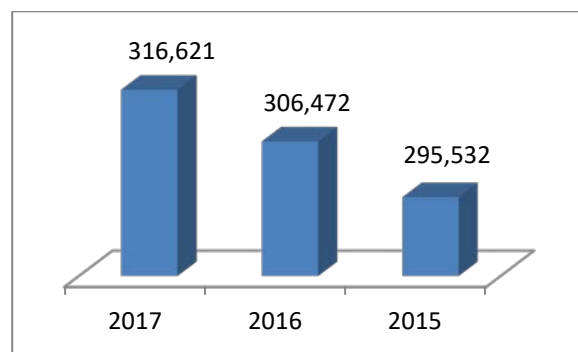
<i>In thousands of dollars</i>	2017	2016
Endowment	316,621	306,472
Invested in capital assets	292,622	293,119
Internally restricted	88,598	81,984
Unrestricted	21,913	20,627
Remeasurement gains	16,231	14,162
<b>Accumulated surplus</b>	<b>736,075</b>	<b>716,364</b>

Accumulated surplus represents the university’s residual interest in its assets after deducting liabilities (net assets). Most of this balance is

unavailable to fund operations as it is either restricted or has already been used to invest in buildings, equipment and other capital assets. Endowment, Invested in capital assets, and Internally Restricted are described in the following sections. Unrestricted surplus consists primarily of balances arising from ancillary operations such as residences, and other entities that are consolidated in the Financial Statements. Remeasurement gains represent unrealized gains on university endowment funds and working capital arising after April 1, 2012, the effective date of the new Public Sector Accounting Standard financial instrument standard.

## Accumulated Surplus – Endowment

Endowments increased by 3.3% to \$317M.



The university’s endowments are held by the UVic Foundation. Accumulated surplus-endowment consists of restricted donations and capitalized investment income which is required to be maintained intact in perpetuity in order to support donor specified activities. The investment income generated from endowments must be used in accordance with the various purposes stipulated by the donors. At March 31, 2017 there were 1,267 individual endowment funds providing \$14.1M (2016:\$13.7M) in annual funding support.

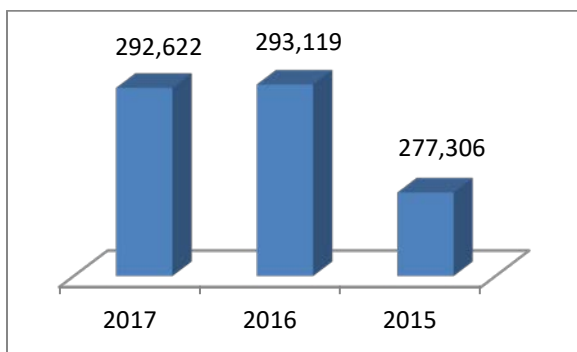
Donors, as well as UVic Foundation policy, stipulate that the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a

portion of investment income in order to maintain purchasing power against inflation.

Each endowment has an income stabilization account which is recorded as deferred contributions in order to provide a cushion against market fluctuations.

### Accumulated Surplus – Invested in Capital Assets

Accumulated surplus invested in capital assets decreased by 0.2% to \$293M.

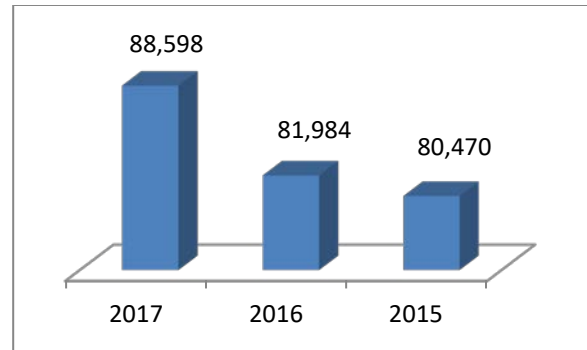


Accumulated surplus invested in capital assets is the amount of internal university funds used for the acquisition of capital assets less amortization of internally financed capital assets. The following comprises the balance of accumulated surplus invested in capital assets:

<i>(in thousands of dollars)</i>	2017	2016
Land	23,133	23,133
Site development	9,063	9,474
Buildings	253,724	254,847
Equipment	25,241	25,168
Library acquisitions	15,233	16,171
Software	82	273
Sinking funds	6,125	5,496
Less debt repayments	(39,979)	(41,443)
Invested in capital assets	292,622	293,119

### Accumulated Surplus – Internally Restricted

Accumulated surplus-internally restricted increased by 8.1% to \$88.6M.

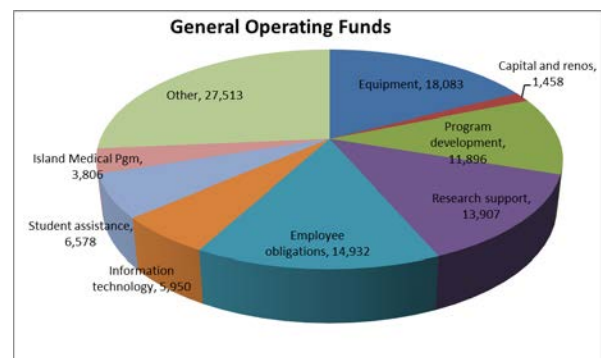


Accumulated surplus - internally restricted consists of balances appropriated by the university Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions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

Balances are made up as follows:

<i>(in thousands of dollars)</i>	2017	2016
General operating	104,123	128,088
Ancillary enterprises	11,050	9,789
Less Capital	(24,794)	(54,135)
Less vacation pay, LTD and staff pension	(1,781)	(1,758)
Total internally restricted	88,598	81,984

General operating reserves consist of:



There was a transfer of \$29M from general operating reserves to capital and this is the primary reason for the changes in both areas.

## Revenue

Revenue remained constant at \$557M.

<i>(in thousands of dollars)</i>	2017	2016
Government grants & contracts	257,850	264,624
Tuition & student fees	155,421	150,756
Donations, non-government grants & contracts	18,670	15,371
Sales of services & products	70,527	66,661
Investment income	19,846	21,717
Income from business enterprises	486	958
Amortization of deferred capital contributions	26,473	31,299
Other revenue	7,953	5,917
<b>Total Revenue</b>	<b>557,226</b>	<b>557,303</b>

Government grants and contracts revenue are received from the Province of B.C. (69%), the Government of Canada (23%), and other governments (8%). Revenue recorded from the Province decreased by \$6.4M overall due to a portion of the operating grant being restricted for capital purposes offset by increased funding related to salary increases resulting from collective bargaining. Tuition and student fees increased by \$4.7M, or 3.1%, as a result of a 2% increase in domestic fees plus modest enrolment growth, \$2.9M increase in international fees less a \$0.8M decrease in non-credit tuition and fees largely due to reduced enrolments in international programs in Continuing Studies. Investment income does not include unrealized gains, which have been recorded through the Statement of Remeasurement. When remeasurement gains of \$2.2M are included, overall investment income increased by \$0.3M compared to 2016 results.

## Expenses

Expenses increased by 2.1% to \$549M. Expenses reported by object were as follows:

<i>(in thousands of dollars)</i>	2017	2016
Salaries and benefits	346,196	331,946
Travel	13,393	14,396
Supplies and services	84,726	78,431
Utilities	8,711	8,905
Scholarships and bursaries	35,873	37,157
Cost of goods sold	13,017	13,938
Interest on long term debt	2,371	2,267
Depreciation	45,536	51,378
<b>Total Expenses</b>	<b>549,823</b>	<b>538,418</b>

Salaries and benefits represent 63% of total expenses. Compensation increased by \$10M, due to progression through the ranks and negotiated settlements with the university's faculty, professional and support staff. Benefits increased by \$4.2M due to higher salaries and costs offset by actuarial gains on the staff pension plan. Expenses reported by function were as follows:

<i>(in thousands of dollars)</i>	2017	2016
Instruction and non-sponsored research	223,785	212,017
Academic and student support	139,453	134,219
Administrative support	19,139	18,064
Facilities operations and maintenance	47,139	50,230
Sponsored Research	107,104	112,938
External engagement	13,203	10,950
<b>Total Expenses</b>	<b>549,823</b>	<b>538,418</b>

Changes in functional expenses included instruction (+5.6%) and Academic and Student Support (+3.9%) Administration (+6.0%), Facilities (-6.2%), Sponsored research (-5.2%) and External engagement (+20.6%).

## Sponsored Research Contributions

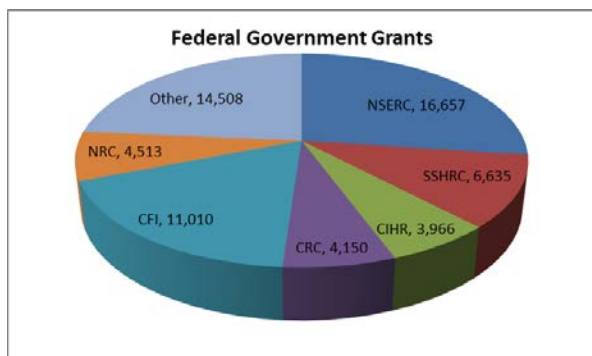
Sponsored research revenue decreased by 5.1% to \$102.1M.

<i>(in thousands of dollars)</i>	2017	2016
Province of B.C.	14,328	4,669

Federal government	61,441	62,895
Other governments	15,415	10,150
Gifts, grants & bequests	11,622	10,751
Sales of services	3,872	3,746
Other revenue	1,465	87
Total contributions	108,143	92,298
Transfer (to)/from deferred contributions	(6,004)	15,282
Sponsored research revenue	102,139	107,580

In addition to the above, the university also received \$7.6M from the Tri-council for the indirect costs of research, which is recorded in the general operating fund.

Federal government grants are comprised of the following:



In 2016, the university ranked third amongst Canadian comprehensive research-intensive universities in total research funding, first in NSERC/CIHR grants and fifth in SSHRC grants.

## Operating Environment

Our goal at the University of Victoria is to be a university of choice for talented students, staff and faculty from across Canada and around the world. We aim to offer the highest quality education experience possible, and to have a profound and positive impact through our research and community engagement. The environment for universities globally is highly competitive. There has been an enormous increase in the number of universities in Canada and worldwide.

Globalization and technology have enhanced mobility and communications, and talented people have choices like never before. To achieve our goals, it is critical that we strive to enhance quality on a continuous basis and to make necessary investment.

The financial environment for post-secondary education in BC and Canada continues to be tightly constrained, with increasing cost pressure and no or little growth in revenue from traditional sources. Cost pressures come from annual inflation, which at educational institutions is higher than general cost of living increases, measured by the Consumer Price Index (CPI). They also arise from new expenditures driven by our ambition for innovation and quality enhancement, new obligations, and increased organizational complexity. Revenues from traditional sources are insufficient to meet those cost pressures. The challenge is to achieve financial sustainability and to continue to enhance quality within these constrained circumstances.

Provincial operating grants for post-secondary institutions have been flat or declining for the past seven years. The grant has increased in the past two years to fund mandated compensation increases, bringing it back to the same level as 2010-11 albeit with significantly lower purchasing power. The grant amount is declining as a proportion of both our Operating Budget and Total Revenue.

Domestic tuition fee increases cannot exceed inflation (2%) for the past decade. This is about the rate of general cost of living inflation, but lower than the actual rate of cost increases at the university, which, on average, are in the 3% - 4% range.

Within BC, a fifteen-year demographic trough is underway with decreasing numbers of 18-24 year olds, the traditional age group associated with undergraduate enrolments and, historically, UVic's largest demographic segment. Competition will intensify for new students and UVic will need to respond by maintaining its focus on recruiting high



quality students and enhancing its unique, high quality student experience. Retention and engagement of existing students will continue to receive attention. The “UVic Edge” shapes how communications and outreach activities will help reinforce the message that UVic is a university of choice. UVic is a place for dynamic learning and research devoted to nourishing and enriching the quality of people, community, and resources. Our extraordinary academic environment inspires and nurtures discovery, creativity, and innovation, and fuels our commitment to sustainability, health, and well-being. The campus supports UVic in making a vital impact on people, places, and the planet.

For the past several decades, the main strategy employed by Canadian universities to meet financial challenges has been growth. Growth in domestic enrolments and, more recently, in international enrolments, has brought substantial new revenues, which has permitted universities to meet cost pressures and make new investments (and to some extent has disguised the erosion of the purchasing power of the operating budget).

From a strategic point of view, there is widespread consensus on campus that UVic is about the right size—large enough to offer programs of education and research across many disciplines and to be highly regarded in national and international stature, yet small enough to offer a more human-scale academic environment. We are not assuming that there will be any further growth in international students as a solution to our financial challenge. The focus will be on quality of students and the student experience.

The strategic consensus that UVic is “right sized” is reinforced by the demographic facts noted above. While there will be some selective growth in high demand areas, the main challenge for our university is to find ways to enhance quality in a slow- or no-growth era. In order to ensure there is a high degree of alignment between labour market demand and post-secondary programs, the provincial

government has set out a plan to ensure that 25% of university operating grant supports in-demand programs. UVic is on track to meet that goal in the upcoming final year of this plan.

International student demand continues to be very strong (58% enrolment increase over three years) and while such growth will not continue, it is expected that a higher than historical average of international students will continue to enroll. This enrolment, however, is not distributed uniformly across the university – programs that have felt and will continue to feel the strongest pressure from rising international numbers are Engineering, Business, and Economics. Incremental investment, therefore, will be directed to those areas to support students and faculty, and augment student support services.

At just over fifty years since its establishment as a degree granting university, UVic’s physical infrastructure is showing signs of requiring further renewal and enhancement. There is an identified need to invest in capital to support strategic priorities including renewal of existing spaces and increasing space for both teaching and research as well as student residences. Much like the operating grant reductions from government, there has been reduced government funding for capital projects although there have been increases in the last two years and proposed increase in future years. There is an expectation that the Provincial Government will continue to be the primary funder to address deferred maintenance of academic buildings. While this is the case, fundraising as well as increased university resources will continue to be important funding sources for infrastructure priorities.

In a post-secondary environment where enhancing the quality of academic programs is critical, it is more important than ever to align the university's resources with its priorities. The university continues to use enhanced planning tools, including criteria and an institutional dataset, to assist

administrators in their ongoing annual planning and decision making processes.

Diversifying funding sources will be needed to allow us greater flexibility: in the recruitment of outstanding faculty; in the pursuit of innovative cutting-edge research; in the deployment of innovative teaching and research programs; in setting up scholarships and incentive programs to attract top students; and in procuring world-class research equipment. Funding is essential in order to maintain our national and international reputation for the quality of our academic programs and research.

The University last undertook a strategic planning process in 2012. While this Strategic Plan served the university very well, and was supplemented with the President's Campus Conversation in 2014, it is time to undertake a new strategic planning process that position the university for the future. The Strategic Plan will appropriately focus at a very high level reflecting the comprehensive planning that has very recently been completed; the International Plan, the Indigenous Plan, the Strategic Research Plan and the Campus Plan. The Strategic Planning process has recently been launched with an expected completion time 2018.

## Financial Reporting Environment

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Accounting standards in Canada have undergone substantial change in recent years, which impacted the university's consolidated financial statements commencing in 2012/13. Accounting standards are anticipated to continue evolving as gaps in the conceptual framework are addressed.

The university is part of the Government Reporting Entity (GRE) of the Province of B.C. and, as such, is required to present its financial statements in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* supplemented by

directives set out by the Province of British Columbia. The Province has directed that PSAS be adopted without the PS4200 not-for-profit elections and that all restricted contributions received for acquiring tangible capital assets be deferred as Deferred Capital Contributions and recognized in revenue at the same rate that the amortization of the related tangible capital asset is recorded. This approach is consistent with the university's previous reporting framework related to deferred contributions. As this Provincial directive supplements the requirements of PSAS, the Office of the Auditor General has provided over the last two years a qualified audit opinion on a fair presentation basis, even though financial reporting has remained unchanged from previous years.

PSAS adopted a financial instruments standard which was implemented prospectively as of April 1, 2012. This standard allows financial instruments to be recorded at fair value and creates the Statement of Remeasurement Gains and Losses to report.

Some of the notable differences in the reporting framework presentations are as follows:

The Statement of Financial Position reflects a "Net Debt model" and presents Net Debt as the difference between liabilities and financial assets and is intended to measure the university's future revenue requirements or its ability to finance its activities. Net debt at March 31, 2017 is \$(323M) but includes \$384M of Deferred Capital Contribution liabilities that would likely never be repaid, thus bringing into question its relevance. The Statement of Financial Position also presents an Accumulated Operating Surplus of \$736M representing the university's net assets. A breakdown of this balance is disclosed on the Statement of Financial Position, and in the notes, to communicate to readers of the financial statements that this figure mostly represents restricted, spent or committed funds.

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

Remeasurement gains and losses, representing unrealized gains and losses on investments, derivatives and foreign currency, are reported on a separate statement and as a separate category of Accumulated Surplus rather than being included with the other components of investment income on the Statement of Operations. This effectively limits the ability to fund expenses from unrealized gains. Accumulated remeasurement gains commenced as of April 1, 2012 onward, reflecting the prospective implementation of the PSAS financial instrument standard which has created a requirement to track unrealized gains and losses in investment portfolios pre and post April 1, 2012.

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

## Risks and Uncertainties

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The University operates in an increasingly more complex environment with many factors that are outside of the control of the University. The University uses an Enterprise Risk Management approach and develops risk mitigation strategies to reduce the impact where possible. The major risks that can affect the University from a financial perspective are as shown below.

### Provincial funding

The Province instituted grant reductions to the sector of \$5M in 2013/14, \$20M in 2014/15 and \$25M in 2015/16. While originally intended by the Province to be offset by administrative savings, these savings have been far less than the amount of the reductions. While there has been no indication of future grant reductions, the risk remains that there will be future reductions. Provincial funding to offset the financial implications of recent collective agreements has been confirmed.

In addition to the reduction in grant funding, the University is also facing risks because of the moratorium placed on new external borrowing even where the repayment of borrowing will be with incremental funds that do not rely on student tuition or government funding. Addressing deferred maintenance as well as adding additional student residence capacity are imperative if we are to remain a destination university of choice. Our ability to do this will be severely impaired without the ability to borrow or otherwise secure funding.

### Student recruitment and retention

Enrolment levels can be affected by the economy, competition and the world economic environment. Changes in these conditions can affect enrolment revenues should, for example, international students choose to stay in their home country for post-secondary education. International enrolment has increased and UVic has a greater reliance on international students in order to achieve expected tuition revenues.

### Pensions and Employee Future Benefits

The University has two pension plans for its faculty, Professional Employee Association members, management exempt and executive (Combination Plan and Money Purchase Plan) and one plan for members of CUPE and exempt clerical staff (Staff Plan). The actuarial valuation of the Combination Plan, with an effective date of December 31, 2015, shows that the Plan is fully funded. The next valuation date is December 31, 2018. The last valuation for the Staff Pension Plan

was December 31, 2013. As at that valuation date, there was a going concern surplus of 115% of liabilities but a solvency deficiency of 17%. While many other post-secondary institutions in BC and in other provinces are not required to meet a solvency test, this requirement for the University resulted in a cost of \$468,000 for 2016/17. The next valuation date is December 31, 2016 with a filing requirement of September 2017.

### **Funding to support Research**

Funding has been secured for operating costs for the NEPTUNE and VENUS projects for 5 years ending March 31, 2017. Funding has been secured from the Canada Foundation for Innovation for 40% of the funding for five years and funding from other sources for the year ended March 31, 2018. Work is underway to identify funding sources for the remaining funding for the period after March 31, 2018.

### **Deferred Maintenance**

As the university ages, the risk related to deferred maintenance increase. One of the highest priority projects, replacing the heating system, commenced during the past year and will be completed over the next two years. Other priority projects include renewal seismic upgrading of some of our older buildings. We continue to plan for our priority deferred maintenance projects and work closely with the Provincial Government to obtain funding.

## **Related Entities**

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

### **University Foundations**

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

organization, respectively. They are consolidated in the university's financial statements.

### **TRIUMF and WCUMSS**

The university participates in two non-profit research joint ventures with other universities. TRIUMF is Canada's national laboratory for particle and nuclear physics. The university is one of twelve members. The Western Canadian Universities Marine Sciences Society (WCUMSS) operates a marine research facility located at Bamfield, B.C. The university is one of five members. The university's interest in these two government partnerships is proportionately consolidated in the university's financial statements.

### **Heritage Realty Properties and VITP Trust**

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

### **UVic Properties Investments Inc.**

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

### **UVic Industry Partnerships**

UVic Industry Partnerships is a taxable corporation that facilitates research partnerships between the private sector and the university by assisting with intellectual property management and commercialization of research discoveries. It is consolidated in the university's financial statements.

### **Oceans Network Canada Society**

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

### **Pacific Climate Impacts Consortium**

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

### **UVic Long Term Disability Trust**

The LTD Trust administers a self-funded long-term disability plan for faculty, administrative and academic professional staff at the university. It is consolidated in the university's financial statements.

### **GSB Executive Education Inc.**

This taxable business enterprise was created to deliver executive education services by the UVic Gustavson School of Business. It is consolidated in the university's financial statements.

### **Byron Price & Associates Ltd.**

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

Consolidated Financial Statements of

**UNIVERSITY OF VICTORIA**

Year ended March 31, 2017



University  
of Victoria



## STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

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

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

The consolidated financial statements have been examined by the Office of the Auditor General of British Columbia. The Independent Auditors' Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2017.

On behalf of the University:

\_\_\_\_\_ Chair, Board of Governors

\_\_\_\_\_ Vice-President Finance and Operations



University  
of Victoria



## **INDEPENDENT AUDITOR'S REPORT**

*To the Board of Governors of the University of Victoria, and  
To the Minister of Advanced Education, Province of British Columbia*

I have audited the accompanying consolidated financial statements of the University of Victoria (“the entity”), which comprise the consolidated statement of financial position as at March 31, 2017, and the consolidated statements of operations and accumulated surplus, changes in net debt, remeasurement gains and losses, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### ***Management's Responsibility for the Consolidated Financial Statements***

Management is responsible for the preparation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

My responsibility is to express an opinion on these consolidated financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

In my view, the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.



### ***Basis for Qualified Opinion***

As described in Note 23 to the consolidated financial statements, the entity's accounting treatment for contributions received from governments and for externally restricted contributions received from non-government sources is to initially record them as deferred contributions (a liability) and then recognize revenue in the statement of operations and accumulated surplus either on the same basis as the related expenditures occur or, in the case of funds for the purchase or construction of capital assets, to recognize revenue on the same basis as the related assets are amortized. The entity was required to adopt this accounting policy as prescribed by Province of British Columbia Treasury Board Regulation 198/2011.

Under Canadian Public Sector Accounting Standards, the entity's method of accounting for contributions is only appropriate in circumstances where the funding meets the definition of a liability. Otherwise, the appropriate accounting treatment is to record contributions as revenue when they are received or receivable. In my opinion certain contributions of the entity do not meet the definition of a liability, and as such the entity's method of accounting for those contributions represents a departure from Canadian Public Sector Accounting Standards.

This departure has existed since the inception of the standard, which applies to periods beginning on or after April 1, 2012. When the cumulative effects of this departure to date are adjusted through opening accumulated surplus, the entity's records indicate that the effects of this departure on the current year consolidated financial statements is an overstatement of the liability for deferred contributions of \$385 million, an understatement of opening accumulated surplus of \$371 million, and a current year understatement of revenue of \$14 million. Accordingly, the current year surplus is understated by \$14 million and net debt is overstated by \$385 million.

### ***Qualified Opinion***

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements present fairly, in all material respects, the financial position of the University of Victoria as at March 31, 2017, and the results of its operations, changes in its net debt, remeasurement gains and losses, and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

*Victoria, British Columbia*  
July 6, 2017

Russ Jones, FCPA, FCA  
Deputy Auditor General

**UNIVERSITY OF VICTORIA**  
Consolidated Statement of Financial Position

As at March 31, 2017  
(in thousands of dollars)

		2017	2016
<b>Financial Assets</b>			
Cash and cash equivalents	(Note 3)	\$ 91,913	\$ 87,422
Accounts receivable		20,106	15,740
Due from governments	(Note 4)	5,921	1,420
Inventories for resale		1,678	1,444
Portfolio investments	(Note 6)	197,905	160,771
Loans receivable	(Note 5)	26,610	27,793
Investments in government business enterprises	(Note 7)	6,295	6,536
		350,428	301,126
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 9)	31,625	28,860
Derivatives	(Note 6)	1,913	2,444
Due to governments		4,871	4,566
Employee future benefits	(Note 10)	18,333	18,431
Deferred revenue		14,673	13,351
Deferred contributions	(Note 11)	167,023	129,100
Deferred capital contributions	(Note 12)	384,497	371,232
Long-term debt	(Note 13)	50,799	52,829
		673,734	620,813
Net debt		(323,306)	(319,687)
<b>Non-financial Assets</b>			
Tangible capital assets	(Note 14)	710,970	700,295
Restricted endowment investments	(Note 6)	329,614	319,353
Inventories held for use		1,806	1,078
Prepaid expense		16,991	15,325
		1,059,381	1,036,051
Accumulated surplus	(Note 16)	\$ 736,075	\$ 716,364
Accumulated surplus is comprised of:			
Endowments	(Note 17)	\$ 316,621	\$ 306,472
Invested in capital assets		292,622	293,119
Internally restricted		88,598	81,984
Unrestricted		21,913	20,627
Accumulated operating surplus		719,754	702,202
Accumulated rereasurement gains		16,321	14,162
Accumulated surplus		\$ 736,075	\$ 716,364

Contractual Obligations (Note 18)

Contingent Liabilities (Note 19)

On behalf of the Board:

\_\_\_\_\_  
Chair, Board of Governors

\_\_\_\_\_  
Vice President, Finance and Operations

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



**UNIVERSITY OF VICTORIA**  
Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2017  
(in thousands of dollars)

	Budget (Note 2(m))	2017	2016
Revenue:			
Province of British Columbia grants	\$ 184,700	\$ 178,174	\$ 184,604
Government of Canada grants	58,000	58,755	61,606
Other government grants	19,000	20,921	18,414
Student tuition - credit courses	132,747	136,369	130,935
Student tuition - non-credit courses	19,253	19,052	19,821
Donations, non-government grants and contracts	19,000	18,670	15,371
Sales of services and products	68,161	70,527	66,661
Investment income	19,400	19,846	21,717
Income from business enterprises	600	486	958
Other revenue	6,000	7,953	5,917
Revenue recognized from deferred capital contributions	26,556	26,473	31,299
	553,417	557,226	557,303
Expenses: (Note 20)			
Instruction and non-sponsored research	213,911	223,785	212,017
Academic and student support	135,418	139,453	134,219
Administrative support	18,225	19,139	18,064
Facility operations and maintenance	50,679	47,139	50,230
Sponsored research	113,947	107,104	112,938
External engagement	11,048	13,203	10,950
	543,228	549,823	538,418
Operating surplus before restricted funding	10,189	7,403	18,885
Restricted endowment contributions			
Endowment principal donations	4,000	5,285	6,708
Net investment income & donations capitalized		4,864	4,232
Net restricted endowment contributions	4,000	10,149	10,940
Annual operating surplus	14,189	17,552	29,825
Accumulated operating surplus, beginning of year	702,202	702,202	672,377
Accumulated operating surplus, end of year	\$ 716,391	\$ 719,754	\$ 702,202

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



**UNIVERSITY OF VICTORIA**  
**Consolidated Statement of Changes in Net Debt**

Year ended March 31, 2017  
(in thousands of dollars)

	Budget (Note 2(m))	2017	2016
Annual surplus	\$ 14,189	\$ 17,552	\$ 29,825
Acquisition of tangible capital assets	(52,436)	(56,164)	(56,994)
Amortization of tangible capital assets	46,058	45,536	51,378
	(6,378)	(10,628)	(5,616)
Restricted endowment investments		(10,261)	(10,822)
Acquisition of inventories held for use		(2,578)	(2,528)
Acquisition of prepaid expense		(16,826)	(11,568)
Consumption of inventories held for use		1,850	3,144
Use of prepaid expense		15,113	11,614
		(12,702)	(10,160)
Net remeasurement gains (losses)		2,159	(3,162)
Decrease (increase) in net debt	7,811	(3,619)	10,887
Net debt, beginning of year	(319,687)	(319,687)	(330,574)
Net debt, end of year	\$ (311,876)	\$ (323,306)	\$ (319,687)

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



## UNIVERSITY OF VICTORIA

### Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2017

*(in thousands of dollars)*

	2017	2016
Accumulated remeasurement gains, beginning	\$ 14,162	\$ 17,324
Unrealized gains (losses) attributed to:		
Portfolio investments	1,134	(3,332)
Derivatives	531	(34)
Foreign currency translation	494	204
Net remeasurement gains (losses) for the year	2,159	(3,162)
Accumulated remeasurement gains, end of year	\$ 16,321	\$ 14,162

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



## UNIVERSITY OF VICTORIA

### Consolidated Statement of Cash Flows

Year ended March 31, 2017

(in thousands of dollars)

	2017	2016
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 17,552	\$ 29,825
Items not involving cash		
Amortization of tangible capital assets	45,536	51,378
Revenue recognized from deferred capital contributions	(26,473)	(31,299)
Change in deferred contributions	37,923	(17,062)
Change in employee future benefits	(98)	(1,815)
Equity in (income) losses of government business enterprises	241	(246)
Unrealized foreign exchange gain	494	204
Changes in non-cash operating working capital:		
Increase in accounts receivable	(4,366)	(6,028)
Decrease in loans receivable	1,183	783
Decrease (increase) in inventories	(962)	660
Decrease (increase) in prepaid expenses	(1,666)	47
Increase (decrease) in accounts payable and accrued liabilities	2,765	(5,487)
Decrease (increase) in due to/from government organizations	(4,196)	7,087
Increase (decrease) in deferred revenue	1,322	(1,527)
Net change from operating activities	69,255	26,520
Capital activities:		
Cash used to acquire tangible capital assets	(56,211)	(56,995)
Investing activities:		
Purchase of portfolio investments	(10,467)	(5,223)
Disposal (acquisition) of endowment investments	(35,794)	1,200
Net change from investing activities	(46,261)	(4,023)
Financing activities:		
Repayment of long-term debt	(2,030)	(1,910)
Cash proceeds from deferred capital contributions	39,738	23,105
Net change from financing activities	37,708	21,195
Net change in cash and cash equivalents	4,491	(13,303)
Cash and cash equivalents, beginning of year	87,422	100,725
Cash and cash equivalents, end of year	\$ 91,913	\$ 87,422

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

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

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**1. Authority and Purpose**

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

**2. Summary of significant accounting policies**

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

(a) Basis of accounting

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

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

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

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

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

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and

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

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**2. Summary of significant accounting policies (continued)**

(a) Basis of accounting (continued)

- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards. (See note 23)

(b) Basis of consolidation

(i) Consolidated entities

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

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

- UVic Industry Partnerships (formerly University of Victoria Innovation and Development Corporation) which facilitates research partnerships between the private sector and the University.
- University of Victoria Properties Investments Inc. which manages the University's real estate holdings including the Vancouver Island Technology Park Trust.
- Ocean Networks Canada Society which manages the University's VENUS and NEPTUNE ocean observatories.
- Pacific Climate Impacts Consortium which stimulates collaboration to produce climate information for education, policy and decision making.
- University of Victoria Long-Term Disability Trust which administers an employee benefit plan on behalf of the University's faculty and administrative professional staff.
- University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria which encourage the financial support of the University and administer the University's endowment funds.
- GSB Executive Education Inc. provides executive training and other non-credit education.
- Byron Price & Associates Ltd. which holds land in North Saanich.



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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

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**2. Summary of significant accounting policies (continued)**

(b) Basis of consolidation (continued)

(ii) Investment in government business enterprises

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

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

- Heritage Realty Properties Ltd. which manages the property rental and downtown hotel and brew-pub operation donated by the late Michael C. Williams.
- Vancouver Island Technology Park Trust which provides leased space to high-technology companies on Vancouver Island.

(iii) Investment in government partnerships

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

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

- Tri-Universities Meson Facility (TRIUMF) which operates a research facility for sub-atomic physics located at the University of British Columbia. These financial statements include the University's 8.33% interest.
- Western Canadian Universities Marine Sciences Society (WCUMSS) which operates a marine research facility at Bamfield on the west coast of Vancouver Island. These financial statements include the University's 20% interest.

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

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**2. Summary of significant accounting policies (continued)**

(b) Basis of consolidation (continued)

(iv) Funds held in trust

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

(c) Cash and cash equivalents

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

(d) Financial instruments

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

(i) Fair value category

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

The Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

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

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

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**2. Summary of significant accounting policies (continued)**

(d) Financial instruments (continued)

(ii) Cost category

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

(e) Short term investments

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

(f) Inventories for resale

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

(g) Non-financial assets

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

(i) Tangible capital assets

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

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

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**2. Summary of significant accounting policies (continued)**

(g) Non-financial assets (continued)

(i) Tangible capital assets (continued)

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

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

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

(ii) Works of art and historic assets

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

(iii) Leased capital assets

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

(iv) Inventories held for use

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

(h) Employee future benefits

The costs of pension and other future employee benefits are recognized on an accrual basis over the working lives of employees as detailed in Note 10.

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

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**2. Summary of significant accounting policies (continued)**

(i) Revenue recognition

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

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

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

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

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

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

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

The value of contributed services is not determinable and is not recorded in the financial statements.

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

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**2. Summary of significant accounting policies (continued)**

(k) Use of estimates

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

(l) Foreign currency translation

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

(m) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2016/2017 to 2018/2019 Planning and Budget Framework approved by the Board of Governors of the University on March 30, 2016 and the University's first quarter forecast provided to the Province. The budget is reflected in the statement of operations and accumulated surplus and the statement of changes in net debt.

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

Year ended March 31, 2017

(tabular figures in thousands of dollars)

**3. Cash and cash equivalents**

	2017	2016
Cash	\$ 14,273	\$ 8,562
Short term investments	76,723	77,956
Restricted cash	917	904
	\$ 91,913	\$ 87,422

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

**4. Due from governments**

	2017	2016
Federal government	\$ 3,466	\$ 640
Provincial government	2,368	743
Other	87	37
	\$ 5,921	\$ 1,420

**5. Loans receivable**

	2017	2016
BCNET		
Interest at 4.5%, due April 2019, unsecured	\$ 237	\$ 348
Various faculty and senior administrators		
Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages	3,285	3,662
Heritage Realty Properties Ltd.		
Promissory note receivable, interest at Royal Bank Prime + 5.0%, due May 31, 2021, secured by an unregistered equitable mortgage	9,608	9,608
Vancouver Island Technology Park Trust loans receivable		
Interest at 5.13%, due April 2030, unsecured	10,819	11,386
Interest at 6.13%, due April 2030, unsecured	2,661	2,789
	\$ 26,610	\$ 27,793

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

Year ended March 31, 2017

(tabular figures in thousands of dollars)

**6. Financial instruments**

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

(a) Portfolio investments

	Fair Value Hierarchy	2017	2016
Portfolio investments carried at fair value:			
Bonds	Level 2	\$ 12,351	\$ 8,635
Various pooled bond and mortgage funds	Level 1	102,349	92,554
Canadian equities	Level 1	28,196	20,937
Global equities	Level 1	33,896	25,457
Infrastructure and real estate	Level 3	19,022	11,143
		195,814	158,726
Portfolio investments at cost:			
Short-term investments		1,659	1,656
Cash		343	301
Other		89	88
<b>Total portfolio investments</b>		<b>\$ 197,905</b>	<b>\$ 160,771</b>

(b) Restricted endowment investments

	Fair Value Hierarchy	2017	2016
Restricted endowment investments carried at fair value:			
Bonds	Level 2	\$ 40,398	\$ 36,678
Various pooled bond and mortgage funds	Level 1	30,042	44,297
Canadian equities	Level 1	88,107	84,122
Global equities	Level 1	102,361	98,545
Infrastructure and real estate	Level 3	62,157	47,330
		323,065	310,972
Restricted endowment investments at cost:			
Short-term investments		5,427	7,033
Cash		1,122	1,277
Other			70
<b>Total restricted endowment investments</b>		<b>\$ 329,614</b>	<b>\$ 319,352</b>





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

Year ended March 31, 2017

(tabular figures in thousands of dollars)

**6. Financial instruments (continued)**

Financial assets and liabilities recorded at fair value are comprised of the following (See note 13 for breakdown of debt related to derivatives):

(c) Derivatives

	Fair Value Hierarchy	2017	2016
Derivatives - interest rate swaps on long-term debt quoted at fair value:			
BC Immigrant Investment Fund interest rate swap fixed at 5.14% commencing in 2017	Level 1	\$ -	\$ (621)
Province of BC interest rate swap fixed at 5.14% commencing in 2017 through 2027	Level 1	(573)	-
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2024, unsecured	Level 1	(1,108)	(1,549)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured	Level 1	(232)	(274)
<b>Total derivatives</b>		<b>\$ (1,913)</b>	<b>\$ (2,444)</b>

**7. Investments in government business enterprises**

The University controls two profit oriented subsidiaries which are recorded using the modified equity method of accounting. The two entities are Heritage Realty Properties and Vancouver Island Technology Park.

Change in equity in government business enterprises:

	2017	2016
Equity at beginning of year	\$ 4,385	\$ 4,458
Dividends/distributions paid	(1,226)	(1,031)
Net earnings	486	958
<b>Equity at end of year</b>	<b>3,645</b>	<b>4,385</b>
Dividends/distributions payable	2,650	2,151
<b>Investment in government business enterprises</b>	<b>\$ 6,295</b>	<b>\$ 6,536</b>

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**7. Investments in government business enterprises (continued)**

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

Consolidated Statement of Financial Position

	2017	2016
Assets	\$ 35,378	\$ 36,447
Liabilities	(31,733)	(32,062)
Equity	\$ 3,645	\$ 4,385

Consolidated Statement of Operations

	2017	2016
Revenue	\$ 12,778	\$ 12,838
Expenses	(12,292)	(11,880)
Surplus for the year	\$ 486	\$ 958

**8. Investments in government partnerships**

The University is one of twelve university members of a consortium which manages the Tri-Universities Meson Facility (TRIUMF) for research in sub-atomic physics. The facility is funded by federal government grants and the University makes no direct financial contribution. TRIUMF's financial results are proportionately consolidated with those of the University based upon the University's share of its total ownership of 8.33% (2016 – 8.33%).

The University is one of five university members of the Western Canadian Universities Marine Sciences Society (WCUMSS) for marine field research. The University provided a grant to the Society in 2017 of \$273,400 (2016 – \$273,400). WCUMSS financial results are proportionately consolidated with those of the University based upon the University's share of its total contributions of 20% (2016 – 20%).

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

Consolidated Statement of Financial Position

	2017	2016
Financial assets	\$ 4,406	\$ 2,837
Liabilities	2,023	1,098
<b>Net assets</b>	2,383	1,739
Non-financial assets	1,172	1,103
<b>Accumulated surplus</b>	\$ 3,555	\$ 2,842

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**8. Investments in government partnerships (continued)**

Consolidated Statement of Operations

	2017	2016
Revenue	\$ 7,360	\$ 6,724
Expenses	6,647	6,383
Surplus for the year	\$ 713	\$ 341

**9. Accounts payable and accrued liabilities**

	2017	2016
Accounts payable and accrued liabilities	\$ 18,371	\$ 17,021
Salaries and benefits payable	3,905	4,242
Accrued vacation pay	9,349	7,597
	\$ 31,625	\$ 28,860

**10. Employee future benefits**

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

Summary of employee future benefit obligations:

	2017	2016
Staff pension plan	\$ (13,700)	\$ (9,333)
Supplemental pension obligations	6,829	6,145
Special accumulated sick leave	3,164	3,149
Long term disability benefits	20,480	16,936
Basic group life insurance plan	1,560	1,534
	\$ 18,333	\$ 18,431



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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**10. Employee future benefits (continued)**

(a) Pension benefits

(i) Combination plan

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan's benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.35% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.35% of salary in excess of the YMPE. The university makes contributions equal to 6.02% of salary up to the YMPE plus 7.65% of salary in excess of the YPME. The university also contributes 5.05% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2015 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2018. A solely defined contribution plan is available for part-time faculty and administrative and academic professional staff who meet certain eligibility criteria. The University has made contributions to these two plans during the year of \$21,195,000 (2016 - \$20,486,000) and recorded them as a pension expense.

The University provides supplemental pensions in excess of those provided under registered plans. They are fully funded out of the general assets of the University. The accrued liabilities of these arrangements total \$6,829,000 as at March 31, 2017 (2016 - \$6,145,000). The University paid supplemental benefits of \$89,000 in the year (2016 - \$105,000) and recorded employee benefit expense of \$102,000 (2016 - \$115,000).

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2013, the average age of the 1,152 active employees covered by the Plan is 47.8. In addition, there are 419 former employees who are entitled to deferred pension benefits averaging \$289 per month. At December 31, 2013, there were 639 pensioners receiving an average monthly pension of \$826. The employees make contributions equal to 4.53% of salary that does not exceed the YMPE plus 6.28% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of \$5,739,000 (2016 - \$5,668,000). The Plan paid benefits in the year of \$10,130,000 (2016 - \$8,700,000).



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Notes to Consolidated Financial Statements

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**10. Employee future benefits (continued)**

(a) Pension benefits (continued)

(ii) Staff plan (continued)

The pension asset at March 31 includes the following components:

	2017	2016
Accrued benefit obligation	\$ 210,816	\$ 201,388
Pension fund assets	(244,027)	(231,799)
	(33,211)	(30,411)
Unamortized actuarial gains	19,511	21,078
<b>Net asset</b>	<b>\$ (13,700)</b>	<b>\$ (9,333)</b>

Actuarial valuations are performed triennially using the projected benefit prorate method. The latest triennial actuarial valuation completed as at December 31, 2013 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$41,866,000. The B.C. Pension Benefits Standards Act requires minimum annual contributions or the use of letters of credit to fund a solvency deficiency. The University has chosen to arrange a letter of credit in the amount of \$43.8 million at March 31, 2017 (2016 - \$40.8 million) to satisfy the contribution requirements through 2017. This letter of credit will be reassessed in conjunction with the December 31, 2016 plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2017 is based on an extrapolation of that 2013 valuation. There is an unamortized gain to be amortized on a straight-line basis over the expected average remaining service life of the related employee group (12 years). The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the University's best estimates. The expected inflation rate is 2%. The discount rate used to determine the accrued benefit obligation is 6%. Pension fund assets are valued at market value.



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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**10. Employee future benefits (continued)**

(a) Pension benefits (continued)

(ii) Staff plan (continued)

The expected rate of return on pension fund assets is 6%. The actual rate of return on Plan assets in 2016 was 6%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2017	2016
Current period benefit cost	\$ 7,365	\$ 7,042
Amortization of actuarial gains (losses)	(1,987)	(1,785)
	5,378	5,257
Less: Employee contributions	(2,117)	(2,086)
<b>Pension benefit expense</b>	<b>3,261</b>	<b>3,171</b>
Interest cost on the average accrued benefit obligation	11,962	11,391
Expected return on average pension plan assets	(13,623)	(12,792)
<b>Pension interest income</b>	<b>(1,661)</b>	<b>(1,401)</b>
<b>Total pension expense</b>	<b>\$ 1,600</b>	<b>\$ 1,770</b>

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$120,000 (2016 – \$118,000).

(b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2017 the balance of this special accumulated sick leave was \$3,164,000 (2016 – \$3,149,000).



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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**10. Employee future benefits (continued)**

(c) Long-term disability benefits

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. It is self-insured and the liability for the discounted present value of estimated future payments to current claimants is recorded.

Information about liabilities for the University's long-term disability plan includes:

	2017	2016
Accrued benefit obligation:		
Beginning of year	\$ 16,936	\$ 14,765
Current service cost	7,433	7,637
Interest cost	318	252
Benefits paid	(2,764)	(2,365)
Actuarial loss	(1,443)	(3,353)
Accrued benefit obligation, end of year	\$ 20,480	\$ 16,936

	2017	2016
Accrued benefit obligation:		
Plan assets	\$ 13,870	\$ 12,984
Accrued benefit obligation, end of year	(20,480)	(16,936)
Unfunded liability, end of year	\$ (6,610)	\$ (3,952)

Components of net benefit expense:

	2017	2016
Service cost	\$ 7,433	\$ 7,637
Interest cost	318	252
Expected return on assets	(248)	(211)
Amortization of net actuarial gain	(1,507)	(3,110)
Net benefit expense	\$ 5,996	\$ 4,568



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

Year ended March 31, 2017

(tabular figures in thousands of dollars)

**10. Employee future benefits (continued)**

(c) Long-term disability benefits (continued)

The significant actuarial assumptions adopted in measuring the University's accrued benefit obligation are as follows:

	2017	2016
Discount rates	1.9%	1.9%
Expected future inflation rates	2.0%	2.0%
Salary increase assumption	2.0%	2.0%
Retirement age assumption	65	65

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University contribution for the year ending March 31, 2017 was \$1,153,000 (2016 - \$1,138,000).

**11. Deferred contributions**

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

	2017	2016
Specific purpose: (including endowment earnings)	\$ 108,233	\$ 80,896
Research	56,170	46,402
Capital	2,620	1,802
	\$ 167,023	\$ 129,100

	2017			Total	2016
	Specific Purpose	Research	Capital		
Balance, beginning of year	\$ 80,896	\$ 46,402	\$ 1,802	\$ 129,100	\$ 146,162
Contributions and endowment investment income	59,678	89,522	824	150,024	89,698
Revenue recognized from deferred contributions	(32,341)	(79,754)	(6)	(112,101)	(106,760)
Balance, end of year	\$ 108,233	\$ 56,170	\$ 2,620	\$ 167,023	\$ 129,100





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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**12. Deferred capital contributions**

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

	2017	2016
Balance, beginning of year	\$ 371,231	\$ 379,426
Contributions received during the year	39,739	23,105
Revenue from amortization of deferred capital contributions	(26,473)	(31,300)
Balance, end of year	\$ 384,497	\$ 371,231

**13. Long-term debt**

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

	2017	2016
Royal Bank of Canada		
5.38% term loan due 2024, unsecured	\$ 7,630	\$ 8,428
Province of British Columbia		
5.14% term loan due 2027, unsecured	3,066	-
British Columbia Immigrant Investment Fund		
4.75% term loan due 2017, unsecured	-	3,315
British Columbia Immigrant Investment Fund		
2.48% term loan due 2023, unsecured	8,483	8,902
Province of British Columbia		
4.82% bond due 2027, unsecured, with annual sinking fund payments of \$327,000	10,800	10,800
Province of British Columbia		
4.74% bond due 2038, unsecured, with annual sinking fund payments of \$302,000	10,000	10,000
Great West Life Insurance Company		
5.13% term loan due 2030, unsecured	10,820	11,386
Long-term debt	\$ 50,799	\$ 52,829
Accumulated sinking fund payments	(6,125)	(5,496)
Remaining long-term debt principal repayments	\$ 44,674	\$ 47,333

UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

13. Long-term debt (continued)

(a) Principal repayments

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

	2017		
	Sinking Fund	Other	Total
2018	\$ 629	\$ 2,106	\$ 2,735
2019	629	2,208	2,837
2020	629	2,314	2,943
2021	629	2,425	3,054
2022	629	2,542	3,171
Thereafter	11,530	18,404	29,934
	\$ 14,675	\$ 29,999	\$ 44,674



UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements

Year ended March 31, 2017

(tabular figures in thousands of dollars)

14. Tangible capital assets

<b>Cost</b>	Balance at March 31, 2016	Additions	Disposals	Balance as at March 31, 2017
Land	\$ 23,134	\$ -	\$ -	\$ 23,134
Site Improvements	34,402	5,774		40,176
Buildings	763,378	24,934		788,312
Equipment and furnishings	209,206	19,413	(38,581)	190,038
Information systems	18,441			18,441
Computer equipment	16,982	3,431	(3,895)	16,518
Library holdings	40,384	2,659	(4,621)	38,422
<b>Total</b>	<b>\$ 1,105,927</b>	<b>\$ 56,211</b>	<b>\$ (47,097)</b>	<b>\$ 1,115,041</b>

<b>Accumulated amortization</b>	Balance at March 31, 2016	Disposals	Amortization	Balance as at March 31, 2017
Land	\$ -	\$ -	\$ -	\$ -
Site Improvements	17,942		943	18,885
Buildings	210,207		15,909	226,116
Equipment and furnishings	126,487	(38,581)	20,612	108,518
Information systems	18,168		192	18,360
Computer equipment	10,578	(3,895)	4,170	10,853
Library holdings	22,250	(4,621)	3,710	21,339
<b>Total</b>	<b>\$ 405,632</b>	<b>\$ (47,097)</b>	<b>\$ 45,536</b>	<b>\$ 404,071</b>

<b>Net book value</b>	March 31, 2017	March 31, 2016
Land	\$ 23,134	\$ 23,134
Site improvements	21,291	16,460
Buildings	562,196	553,171
Equipment and furnishings	81,520	82,719
Information systems	81	273
Computer equipment	5,665	6,404
Library holdings	17,083	18,134
<b>Total</b>	<b>\$ 710,970</b>	<b>\$ 700,295</b>

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**14. Tangible capital assets (continued)**

Contributed tangible capital assets:

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

	2017	2016
Equipment and furnishings	\$ 104	\$ 23

(a) Assets under construction

Assets under construction having a value of \$ 5,187,000 (2016 – \$ nil ) comprised of buildings have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(b) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year was \$ 47,097,000 (2016 – \$31,851,000) related to fully amortized assets with a net book value of \$ nil (2016 – \$ nil) related to asset disposals.

**15. Financial risk management**

The University has exposure to the following risks from its use of financial instruments: credit risk, price risk and liquidity risk.

The Board of Governors ensures that the University has identified major risks and management monitors and controls them.

(a) Credit risk

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

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

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2017 is \$262,137,000 (2016 – \$261,323,000).



UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements

Year ended March 31, 2017

(tabular figures in thousands of dollars)

15. Financial risk management (continued)

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

Credit Rating	%
AAA	16.5%
AA	16.3%
A	7.8%
BBB	8.1%
BB and below	0.9%
Mortgages	14.8%
Cash and short term	
R1 high	33.8%
R1 mid	0.7%
R1 low	1.2%
	100.0%

(b) Price risk

Price risk includes market risk and interest rate risk.

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

Asset Class		Estimated Volatility (% change)
Canadian equities	+/-	21.0%
Foreign equities	+/-	17.5%
Real estate	+/-	10.1%
Bonds	+/-	5.1%
Infrastructure	+/-	17.7%
Benchmark for Investments		Net Impact on
DEX Universe Bond index	+/-	\$ 9,226
S&P/TSX Composite index	+/-	24,159
MSCI World Index	+/-	23,389
Canadian Consumer Price Index (Real Estate)	+/-	3,760
Canadian Consumer Price Index (Infrastructure)	+/-	7,770

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

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**15. Financial risk management (continued)**

(b) Price risk (continued)

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

It is management's opinion that the University is exposed to market or interest rate risk arising from its financial instruments. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise (fall) in interest rates will cause a decrease (increase) in bond prices; the longer the duration, the greater the effect. Duration is managed by the investment manager at the fund level. At March 31, 2017, the modified duration of all fixed income in aggregate was 3.8 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.8%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.8%.

(c) Liquidity risk

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

**16. Accumulated surplus**

Accumulated surplus is comprised of the following:

	2017	2016
Endowments	\$ 316,621	\$ 306,472
Invested in capital assets	292,622	293,119
Internally restricted	88,598	81,984
Unrestricted	21,913	20,627
Accumulated remeasurement gains	16,321	14,162
	<b>\$ 736,075</b>	<b>\$ 716,364</b>



**UNIVERSITY OF VICTORIA**  
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Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

**16. Accumulated surplus (continued)**

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

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

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

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

**17. Endowments**

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

	2017	2016
Balance, beginning of year	\$ 306,472	\$ 295,532
Contributions received during the year	5,285	6,708
Invested income and donations capitalized	4,864	4,232
<b>Balance, end of year</b>	<b>\$ 316,621</b>	<b>\$ 306,472</b>

The balance shown does not include endowment principal with fair value of \$7,459,000 (2016 – \$6,914,000) and book value of \$4,820,000 (2016 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.



**UNIVERSITY OF VICTORIA**  
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Year ended March 31, 2017

(tabular figures in thousands of dollars)

**18. Contractual obligations**

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

	2018	2019	2020	2021	2022
Construction contracts	\$ 2,321	\$ -	\$ -	\$ -	-
Operating leases	276	66	60	30	-
Total	\$ 2,597	\$ 66	\$ 60	\$ 30	-

**19. Contingent liabilities**

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

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

**20. Expenses by object**

The following is a summary of expenses by object:

	2017	2016
Salaries and wages	\$ 292,277	\$ 282,257
Employee benefits	53,919	49,689
Travel	13,393	14,396
Supplies and services	78,084	68,743
Equipment rental and maintenance	6,642	9,688
Utilities	8,711	8,905
Scholarships, fellowships and bursaries	35,873	37,157
Cost of goods sold	13,017	13,938
Interest on long-term debt	2,371	2,267
Amortization of tangible capital assets	45,536	51,378
	\$ 549,823	\$ 538,418



**UNIVERSITY OF VICTORIA**  
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Year ended March 31, 2017

(tabular figures in thousands of dollars)

**21. Funds held in trust**

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2017– \$2,019,000 ; 2016 – \$1,092,000).

**22. Supplemental cash flow information**

	2017	2016
Cash paid for interest	\$ 2,371	\$ 2,466

**23. Differences between Financial Reporting Framework (FRF) and PSAS**

As noted in the significant accounting policies, per the *Budget Transparency and Accountability Act* of the Province of British Columbia and the Restricted Contribution Regulation 198/2011 issued pursuant to it, the university is required to account for government funding of tangible capital assets by deferring and amortizing deferred capital contributions to income on the same basis as the related amortization expense. If restricted government funding for tangible capital assets does not contain stipulations that create a liability, then PSAS requires it to be reported as income immediately. The impact of this difference on the consolidated financial statements of the university would be as follows:

	2017		
	FRF	PSAS	Difference
<b>Liabilities</b>			
Deferred capital contributions	\$ 384,497	\$ -	\$ 384,497
Accumulated surplus	736,075	1,120,572	(384,497)
<b>Revenue</b>			
Government grants and contracts	257,850	296,810	(38,960)
Donations, non-government grants and contracts	18,670	20,266	(1,596)
Amortization of deferred capital contributions	26,473	-	26,473
<b>Annual operating surplus</b>			
Annual operating surplus (after restricted endowment contributions)	\$ 17,552	\$ 31,635	\$ (14,083)



UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements

Year ended March 31, 2017

*(tabular figures in thousands of dollars)*

23. Differences between Financial Reporting Framework (FRF) and PSAS (continued)

	2016		
	FRF	PSAS	Difference
Liabilities			
Deferred capital contributions	\$ 371,232	\$ -	\$ 371,232
Accumulated surplus	716,364	1,087,596	(371,232)
Revenue			
Government grants and contracts	264,623	284,391	(19,768)
Donations, non-government grants and contracts	15,369	18,429	(3,060)
Amortization of deferred capital contributions	31,299	-	31,299
Annual operating surplus			
Annual operating surplus (after restricted endowment contributions)	\$ 29,825	\$ 21,354	\$ 8,471





**Date:** September 8, 2017

**To:** Senate

**From:** Dr. Sara Beam  
Chair, Senate Committee on Academic Standards

**Re:** **2016/2017 Annual Report**

---

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

The Senate Committee on Academic Standards met six times in 2016/17: September 14, 2016, October 19, 2016, December 5, 2016, March 8, 2017, April 11, 2017 and May 25, 2017. During the course of the year, the committee approved the convocation lists of faculties, approved a posthumous degree, made recommendations to Senate, initiated projects in areas of the committee's concern, and received proposals for input from other Senate committees and campus constituencies. Within these areas, the committee considered a number of issues over the course of the year, including:

- Approval of the convocation lists of the faculties
- Approval of a posthumous degree
- Recommendations to Senate:
  - policy and guidelines regarding the use of editors
  - university grading patterns
  - revisions to academic standards (Department of Theatre, Faculty of Fine Arts)
  - revisions to the academic calendar (Faculty of Engineering)
- Continued Projects in 2016/17
  - proposal – Academic Writing Requirement for BCOM Dual-Degree Students
  - review of a proposal related to academic concession regulations
  - annual review of university grading patterns report
- Provided input on initiatives
  - proposals from other Senate committees

### **Approval of the convocation lists of the faculties:**

The committee approves, on behalf of Senate, the granting of degrees. At its October 2016 and May 2017 meetings, the committee approved the fall and spring convocation lists respectively. The deans of the faculties or a designate were in attendance.



At the April 2017 meeting, the committee approved a request for a posthumous degree.

### **Recommendations to Senate:**

#### **Policy and Guidelines Regarding the Use of Editors**

Over the course of the Fall, committee members reviewed a proposal for a policy and guidelines regarding the use of editors. At the December meeting, the committee approved a final version to be presented to Senate. The proposal was presented to Senate in January 2017 and, after a fulsome discussion, was sent back to the committee for revisions and further consideration. A revised proposal was subsequently approved by Senate at its February 2017 meeting.

At the March 2017 committee meeting, committee members discussed opportunities to communicate the policy change to the university community.

#### **Recommendations regarding grading patterns**

At its September and October 2016 meetings, the committee reviewed a final report and recommendations regarding grading patterns across the university, particularly with respect to how grading patterns are reviewed by instructors, units and Chairs/Deans. The recommendations were approved by Senate at its November 2016 meeting.

#### **Revisions to Academic Standards (Department of Theatre, Faculty of Fine Arts)**

At the December 2016 meeting, the committee considered a proposal outlining changes to the GPA requirements to the BA Honours in Theatre History and the BFA Major in Theatre. The proposal was approved by Senate at its January 2017 meeting.

#### **Revisions to the Academic Calendar (Faculty of Engineering)**

At the December 2016 meeting, the committee considered a proposal outlining changes to the Deferred and Supplemental Examinations section of the academic calendar for the Faculty of Engineering. The proposal was approved by Senate at its January 2017 meeting.

### **Continued Projects in 2016/17**

#### **Proposal – Academic Writing Requirement for BCOM Dual-Degree Students**

At the October 2016 meeting, committee members reviewed a proposal regarding achievement of the academic writing requirement for a particular cohort of BCom

students. Committee members provided feedback and the proposal was referred back to the proponents for reconsideration.

### **Review of Academic Concession Regulations**

At the March 2017 meeting, the committee received a report from a working group established to consider the university's academic concession regulations. At the May 2017 meeting, the committee received an update from the working group. It is anticipated that recommendations will be presented to the committee for its consideration in 2017/18.

### **University of Victoria Grading Patterns Report**

The committee received the annual Grading Patterns Report at its October 2016 meeting. The report was provided to Senate at its November 2016 meeting.

### **Provided input on initiatives:**

#### **Provided Feedback on Proposals from Other Senate Committees**

In early January 2017, the committee reviewed a proposal from the Senate Committee on Admission, Re-registration and Transfer regarding the creation of new admission requirements for the Camosun College-UVic Joint Degree Program in Nursing.

At the March 2017 meeting, the committee reviewed a proposal from the Senate Committee on Learning and Teaching on proposed changes to the academic calendar related to use of educational technology in the classroom.

At the April 2017 meeting, the committee reviewed a proposal from the Senate Committee on Admission, Re-registration and Transfer regarding academic standards for the UVic-BCIT graduate pathway.

*Respectfully 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  
Nicole Greengoe, Registrar  
David Harrington, Faculty of Science  
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)  
Carrie Andersen (Secretary), Associate University Secretary

**2016/2017 Senate Committee on Academic Standards**

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



**Date:** September 28, 2017

**To:** Members of Senate

**From:** Carrie Andersen  
Associate University Secretary

**Re:** **Report on Procedures from the Committee for the  
Reappointment of the President**

---

At its meeting on September 22, 2017, the Senate Committee on Agenda and Governance reviewed the attached memo from Board Chair, Daphne Corbett, regarding the Report on Procedures prepared by the Committee for the Appointment of the President. The Senate Committee on Agenda and Governance agreed with the recommendation to establish a joint committee to review the procedural recommendations from the Committee for the Appointment of the President and will bring nominations for that committee forward to Senate in November.

/attachment





BOARD OF  
GOVERNORS

# MEMO

**Date:** September 14, 2017

**To:** Members of the Senate Committee on Agenda and Governance

**From:** Ms. Daphne Corbett  
Chair, Board of Governors

**Re:** Report on Procedures from the Committee for the Reappointment of the President

---

As you may recall, the Committee for the Appointment of the President struck last year recommended unanimously to the Board of Governors in March that Professor Jamie Cassels be offered a reappointment as UVic's President and Vice-Chancellor. The Board was pleased to approve his reappointment. Policy GV0300, Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor, require that the Committee review and report to the Senate and Board on procedures at the conclusion of the process. On behalf of the Committee, I am pleased to submit our brief report to you.

The Board of Governors received the report, which is attached, at its June meeting. When a report such as this was presented to the Senate and Board in 2009, the two bodies struck a small adhoc joint Board/Senate committee to consider the Committee's report and make recommendations on subsequent action. That process seemed to be effective. Having consulted with the Executive and Governance Committee of the Board, I therefore propose the establishment of such a committee to follow up on the most recent report.

The committee could comprise the same membership as that established in December 2009, namely the Board Chair and two other members of the Board, the vice-chair of Senate and two other members of Senate, and a member of the senior administration knowledgeable about the university's appointment procedures, appointed by the Board Chair after consultation with the Vice-Chair of Senate. Assuming this general composition is agreeable, I would defer to Senate on how its representatives would be elected or appointed.

Best regards,

A handwritten signature in cursive script that reads "Daphne Corbett".

Daphne Corbett  
Chair, Board of Governors

/attachment





Office of the University Secretary  
PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-8101 | F 250-721-6223 | [uvic.ca/universitysecretary](http://uvic.ca/universitysecretary)

## MEMO

**DATE:** March 29, 2017

**TO:** Members of the Board of Governors and of the Senate

**FROM:** Daphne Corbett, Chair, Presidential Appointment Committee

**RE:** Report on Procedures for the Appointment of the President

A Presidential Appointment Committee was struck in January 2017 to conduct an appointment process under the university's [Procedures for the Search, Appointment or Reappointment of the President and Vice-Chancellor](#) (Policy GV0300). The Committee met ten times, beginning on February 3, 2017. We acquainted ourselves with the requirements of the President's role, reviewing the candidate profile and criteria developed during the last search, meeting with the President and others, and reflecting on the University of Victoria's requirements for future leadership. After considering the information and input we received, the Committee updated the candidate profile and criteria. Having reviewed that updated document, Prof. Cassels agreed to be considered for reappointment. We therefore proceeded to conduct a review under section 14 of the appointment procedures.

The Committee considered Prof. Cassels for reappointment by means of an intensive review process. As provided for in the policy on the appointment of the President, the Committee assessed his past performance in the context of the future direction of the university, taking into account the criteria and objectives established for the President, the annual goals approved by the Board of Governors, the Board's assessment of his performance relative to those goals, an interview with the President, a statement of his stewardship, input from the university community and advisory ballots of regular faculty and staff. The Committee also sought and obtained input in confidence from more than a dozen government, university, business and community leaders and officials in British Columbia and across Canada. The process resulted in a unanimous recommendation for Prof. Cassels' reappointment that was unanimously approved by members of the Board of Governors on March 28, 2017.

As called for by Policy GV0300 ("the Procedures"), the Committee reconvened after the appointment had been made to evaluate the search process. We are pleased to report the results of this to the Board of Governors and the Senate.

The process and procedures enabled the Committee to learn about the nature of the President's role and the university's future leadership needs; update the candidate profile and criteria accordingly; assess the incumbent's leadership and capabilities relative to those in a very rigorous and multi-faceted manner; and arrive at a sound, shared recommendation.

That said, in any process of this kind, there is opportunity for clarification and improvement. The following suggestions emerged from the Committee's final meeting.

#### Composition of the Appointment Committee

1. The Committee noted the importance of continuing to achieve diversity in future appointment committees' membership, including participation by Indigenous members of the university community. To this end, it is suggested that section 3.00 of the Procedures be revised to specify that, when the University Secretary's office strikes such committees, it remind nominating bodies (in the call for nominations or other communications) to take steps to achieve diverse representation, as called for in section 3.00.
2. Under section 4.00 of the Procedures, an Appointment Committee's composition includes "(1) Dean of a faculty or Vice-President elected by the Deans and Vice-Presidents". Committee members noted that Deans have a very important perspective, which differs from that of Vice-Presidents. We therefore suggest that the committee's membership be expanded to include one Dean elected by the Deans.
3. Currently, Associate Vice-Presidents are not represented on appointment committees under the Procedures. It is suggested that they be added to the Vice-Presidents' group – i.e. that, in addition to a Dean elected by the Deans, the committee have "(1) Vice-President or Associate Vice-President elected by the Vice-Presidents and Associate Vice-Presidents".

#### Reappointment Procedures

4. Section 14.02 of the Procedures provides for regular faculty and regular staff to vote in advisory ballots concerning potential Presidential reappointments. It also states that: "The incumbent will be given the option of making a public presentation to the university community prior to the Committee conducting the ballots." For the future, it is suggested that consideration be given to the Appointment Committee having discretion to decide whether or not the incumbent should make a presentation.
5. Given that regular faculty and regular staff are eligible to vote in advisory ballots, the Committee discussed whether students should also be able to do so. Committee members' views on this subject were mixed: some were supportive; some were not; some felt the question merited further exploration.
6. In the course of the process, the Committee noted an apparent inconsistency between section 14.05 and section 14.06 of the existing Procedures. The following changes are suggested:

14.05 The Committee shall gather relevant information about the incumbent from the individuals reporting to the incumbent as well as constituency groups on campus; also, the campus and general community should be encouraged to approach members of the Committee in confidence. ~~or submit written assessments of the incumbent for review by the Committee.~~ All information gathered or received should be solicited in the context of the criteria established for continuation in the position and should be

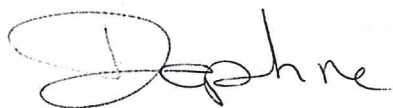


provided by Committee members to the Committee or to the Committee Chair or Secretary in context.

14.06 Written submissions intended for the Committee ~~Information collected under section 14.05~~ shall be given to the Secretary of the Committee for dissemination to the Committee. Submissions will normally be forwarded to the Committee with the author's name. In exceptional circumstances, an author's name may be withheld if he or she so requests and the Chair determines that there are appropriate grounds for doing so.

The reappointment process was intensive and required a very significant commitment of time and energy from all involved. The Committee commends Prof. Cassels for his participation in the process, for his continued willingness to serve our university as President and Vice-Chancellor, and for the excellent leadership he provides in that capacity. We also thank all those – within and outside the university community – who provided input. Finally, I would like to thank my colleagues on the committee for all the time, energy and commitment they devoted to the process and for serving UVic in this important capacity.

Best regards,



Daphne Corbett,  
Chair, Presidential Appointment Committee  
Chair, Board of Governors





University  
of Victoria

Senate Committee on  
Agenda and Governance

# MEMO

**Date:** September 22, 2017

**To:** Senate

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

**Re:** Appointments to the 2017/2018 Senate Standing Committees

The Senate Committee on Agenda and Governance nominations sub-committee met on September 22, 2017 to consider appointments to the 2017/18 Senate committees. These appointments are to fill vacancies on the Senate committees that were not filled at the May 5, 2017 meeting of Senate. The proposed new appointments are bolded in the attached document.

**Motion:** That Senate approve the appointments to the 2017/2018 Senate standing committees for the terms indicated in the attached document.

/Attachment

2017- 2018 Senate Committees

Senate Committee on Academic Standards

Name	Faculty or Department	Term
Sara Beam (S) (Chair)	Graduate Studies	2019 (2013)
Gillian Calder (S)	Law	2018 (2015)
Michael Nowlin (NS)	Humanities	2019 (2013)
Rosaline Canessa (NS)	Social Sciences	2018 (2012)
Ken Thornicroft (NS)	Business	2020 (2017)
Richard Rush (NS)	Continuing Studies	2019 (2013)
TBA	Education	2020 (2017)
Henning Struchtrup (S)	Engineering	2020 (2017)
<b>Catherine Harding</b>	<b>Fine Arts</b>	<b>2020 (2017)</b>
Abdul Roudsari (NS)	HSD	2018 (2012)
Michele Martin (NS)	Medical Sciences	2018 (2015)
David Harrington (NS)	Science	2019 (2013)
Kate Fry (S)	Student Senator	2018 (2017)
TBA (S)	Student Senator	2018 (2017)
<b>Daniel Lake (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2018 (2017)</b>
<b>Gillian Dornan (NS)</b>	<b>Student Representative (GSS)</b>	<b>2018 (2017)</b>
Peter Liddell (S)	Convocation Senator	2018 (2015)
Susan Lewis (S)	Vice-President Academic and Provost's designate	(ex officio)
Nancy Wright (NS)	President's nominee	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Annalee Lepp (S)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Admission, Re-registration And Transfer

Name	Faculty or Department	Term
Garry Gray (S) (Chair)	Social Sciences	2019 (2016)
Diana Varela (S) (Vice-Chair)	Science	2020 (2014)
Sandra Hundza (S)	Education	2020 (2017)
Stephen Tax (NS)	Business	2020 (2014)
Ashoka Bhat (NS)	Engineering	2018 (2016)
Scott Woodcock (NS)	Humanities	2019 (2016)
Dheeraj Alamchandani (S)	Student Senator	2018 (2017)
Natalia Karpovskaia (S)	Student Senator	2018 (2017)
<b>Kaitlin Fortier (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2018 (2017)</b>
Joel Lynn (NS)	Executive Director, Student Services (President's nominee)	(ex officio)
Annalee Lepp (S)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Sue Butler (NS)	Director or equivalent of an Advising Centre	(ex officio)
David O'Brien (NS)	Representative from Counselling Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
TBA	Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee	(ex officio)
Tricia Best (NS)	International Student Services	(ex officio)
Laurie Barnas (Secretary)	Associate Registrar	
Patricia Konkin (Recording Secretary)	Undergraduate Admissions and Records	

Senate Committee on Agenda and Governance

Name	Faculty or Department	Term
Jamie Cassels (Chair) (S)	Chair of Senate	(ex officio)
John Durno (S)	Library	2018 (2015)
Aaron Devor(S)	Social Sciences	2020 (2017)
Mark Gillen (S)	Law	2018 (2015)
Robin Hicks (S)	Science	2018 (2015)
Annalee Lepp (S)	Humanities	2020 (2014)
Mackenzie Cumberland (S)	Student Senator	2018 (2017)
Lauren Charlton (S)	Convocation Senator	2018 (2015)
TBA (S)	Vice-Chair of Senate	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
Julia Eastman (S)	University Secretary	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Appeals

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



Senate Committee on Awards

Name	Faculty or Department	Term
John Walsh (NS) (Chair)	Education	2019 (2013)
Linda Welling (S)	Social Sciences	2020 (2017)
Charlotte Schallié (NS)	Graduate Studies	2019 (2016)
TBA (NS)	Alumni Association	2020 (2017)
Helga Hallgrimsdottir (S)	Social Sciences	2018 (2015)
Annalee Lepp (S)	Humanities	2020 (2017)
Colin Saint-Vil (S)	Student Senator	2018 (2017)
<b>Jessica Wyatt (NS)</b>	<b>Student Representative (GSS)</b>	<b>2018 (2017)</b>
Marsha Runtz (NS)	Chair, Faculty of Graduate Studies Awards Committee	(ex officio)
Yvonne Rondeau (NS)	Scholarships Officer, Faculty of Graduate Studies	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Anne Cirillo (NS)	President's nominee	(ex officio)
Lori Nolt (NS)	Director, Student Awards and Financial Aid	(ex officio)
Lauren Hume (Secretary)	Student Awards & Financial Aid	

Senate Committee on Continuing Studies

Name	Faculty or Department	Term
Jo-Anne Clarke (Chair) (S)	Dean, Continuing Studies	(ex officio)
<b>Sang Nam</b>	<b>Business</b>	<b>2020 (2017)</b>
James Nahachewsky (NS)	Education	2019 (2016)
Poman So (NS)	Engineering	2018 (2015)
Carolyn Butler-Palmer (S)	Fine Arts	2018 (2015)
Esther Sangster-Gormley (NS)	HSD	2020 (2014)
Penny Bryden (NS)	Humanities	2018 (2015)
Robert Howell (NS)	Law	2018 (2012)
Mark Laidlaw (S)	Science	2020 (2017)
Kenneth Stewart (NS)	Social Sciences	2018 (2015)
Carl Haynes (S)	Student Senator	2018 (2017)
<b>Dheeraj Alamchandani (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2018 (2017)</b>
<b>Olga Gould (NS)</b>	<b>Student Representative (GSS)</b>	<b>2018 (2017)</b>
<b>Christina Johnston (NS)</b>	<b>Student Representative from diploma or certificate program in Continuing Studies</b>	<b>2018 (2017)</b>
Wendy Gedney (NS)	Alumni Association	2019 (2016)
Chandra Beaveridge (S)	Convocation Senator	2018 (2015)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Kristen Kopp (Secretary)	Continuing Studies	

Senate Committee on Curriculum

Name	Faculty or Department	Term
Tim Haskett (Chair) (S)	Humanities	2020 (2011)
TBA (S) (Vice-Chair)	TBA	2020 (2017)
David McCutcheon (NS)	Business	(ex officio)
Cathy McGregor (NS)	Education	(ex officio)
LillAnne Jackson (NS)	Engineering	(ex officio)
Eva Baboula (NS)	Fine Arts	(ex officio)
Steve Evans (NS)	Graduate Studies	(ex officio)
Esther Sangster-Gormley (NS)	HSD	(ex officio)
TBA (NS)	Humanities	(ex officio)
Freya Kodar (NS)	Law	(ex officio)
Rosaline Canessa (NS)	Social Sciences	(ex officio)
Robin Hicks (S)	Science	(ex officio)
Gary MacGillivray (NS)	President's nominee	(ex officio)
Sara Beam (S)	Chair, Senate Committee on Academic Standards	(ex officio)
TBA (S)	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Gordon Fulton (NS)	Vice-President Academic and Provost designate	(ex officio)
Asia Longphee (NS)	UVic Calendar Editor	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Ada Saab (NS)	Director, Graduate Admissions and Records	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
James Wigginton (Secretary)	Registrar Representative	

Senate Committee on Honorary Degrees and Other Forms of Recognition

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

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
David Leach (Chair) (NS)	Fine Arts	2019 (2013)
Janni Aragon (S)	Social Sciences	2018 (2012)
Cedric Littlewood (NS)	Graduate Studies	2018 (2016)
TBA	Humanities	2020 (2017)
Dale Ganley (NS)	Business	2019 (2013)
Laura Vizina (NS)	Continuing Studies	2019 (2016)
<b>Monica Prendergast (S)</b>	<b>Education</b>	<b>2020 (2017)</b>
Peter Driessen (S)	Engineering	2019 (2013)
Rebecca Warburton (S)	HSD	2019 (2016)
Tim Richards (NS)	Law	2020 (2016)
Kurt McBurney (NS)	Medical Sciences	2019 (2013)
Mark Laidlaw (S)	Science	2020 (2017)
Pierre-Paul Angelblazer (S)	Student Senator	2018 (2017)
TBA (S)	Student Senator	2018 (2017)
<b>Dakota McGovern (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2018 (2017)</b>
<b>Kate Fairley (S)</b>	<b>Student Representative (UVSS)</b>	<b>2018 (2017)</b>
<b>Daniel Martin (NS)</b>	<b>Student Representative (GSS)</b>	<b>2018 (2017)</b>
David Eyles (NS)	Alumni Association	2018 (2016)
Rebecca Raworth (NS)	Library, (FALC)	2019 (2016)
Rizwan Bashir (S)	Convocation Senator	2018 (2015)
Justin Harrison (NS)	University Librarian Designate	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Norah McRae (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Laurene Sheilds (NS)	Acting Director, Learning and Teaching Centre	(ex officio)
Hayley Hewson (NS)	Technology Integrated Learning Centre	(ex officio)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's nominee)	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	

Senate Committee on Libraries

Name	Faculty or Department	Term
Simon Devereaux (NS) (Chair)	Humanities	2019 (2016)
Elena Pnevmonidou (NS)	Graduate Studies	2019 (2016)
Andre Kushniruk (S)	HSD	2018 (2015)
TBA	Education	2020 (2017)
Miranda Angus (NS)	Continuing Studies	2019 (2013)
Venkatesh Srinivasan (NS)	Engineering	2018 (2015)
Patricia Kostek (S)	Fine Arts	2020 (2014)
Jamie Lawson (NS)	Social Sciences	2019 (2016)
<b>Hao Zhang</b>	<b>Business</b>	<b>2020 (2017)</b>
Robert Howell (NS)	Law	2020 (2016)
Leigh Anne Swayne (NS)	Medical Sciences	2019 (2013)
<b>Louise Page (NS)</b>	<b>Science</b>	<b>2020 (2017)</b>
Diana Popova (S)	Student Senator	2018 (2017)
<b>Nicholas Chen (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2018 (2017)</b>
Paul Bramadat (NS)	Representative of Council of Centre Directors	2019 (2016)
<b>Pia Russell (NS)</b>	<b>Librarian selected by Faculty Association Librarians' Committee (FALC)</b>	<b>2020 (2017)</b>
Kim Nayer (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
TBA	President's nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Sheila Cresswell (Secretary)	University Librarian's Office	

Senate Committee on Planning

Name	Faculty or Department	Term
Nancy Wright (Chair) (NS)	Associate Vice-President Academic Planning	(ex officio)
Sang Nam (NS)	Business	2018 (2015)
Graham McDonough (NS)	Education	2019 (2016)
Jason Colby (S)	Humanities	2018 (2015)
Victoria Wyatt (S)	Fine Arts	2019 (2013)
Abdul Roudsari (NS)	HSD	2019 (2016)
Ralf St. Clair (S)	Dean	2019 (2014)
Robin Hicks (S)	Science	2020 (2017)
Rishi Gupta	Engineering	2020 (2017)
Gillian Calder (S)	Law	2020 (2014)
Mauricio Garcia-Barrera (S)	Graduate Studies	2020 (2017)
Patrick Nahirney (NS)	Medical Sciences	2020 (2014)
<b>Jo-Anne Clarke (S)</b>	<b>Continuing Studies</b>	<b>2020 (2017)</b>
Ann Stahl (NS)	Social Sciences	2019 (2013)
Hannah Koning (S)	Student Senator	2018 (2017)
<b>Susan Kim (NS)</b>	<b>Student Representative (GSS)</b>	<b>2018 (2017)</b>
Merwan Engineer (NS)	President's nominee	(ex officio)
Nicole Greengoe (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
David Castle (S)	Vice-President Research	(ex officio)
Carrie Andersen (NS)	Associate University Secretary	(ex officio)
Sandra Duggan (Secretary)	Office of the Vice-President Academic and Provost	

Senate Committee on University Budget

Name	Faculty or Department	Term
Deborah Begoray (S) (Chair)	Education	2019 (2016)
<b>Helga Thorson (NS)</b>	<b>Humanities</b>	<b>2020 (2017)</b>
Helen Kurki (S)	Social Sciences	2020 (2017)
Patrick Boyle (NS)	Fine Arts	2018 (2015)
Bruce Kapron (NS)	Engineering	2018 (2014)
Lynda Gagne (S)	HSD	2019 (2016)
Frank Van Veggel (NS)	Science	2020 (2017)
Noor Chasib (S)	Student Senator	2018 (2017)
Chandra Beaveridge (S)	Convocation Senator	2018 (2015)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Carrie Andersen (Secretary)	Associate University Secretary	





**Date:** September 20, 2017

**To:** Members of Senate

**From:** Prof. Mark Gillen  
Chair, Senate Committee on Appeals

**Re:** **2016/2017 Annual Report**

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The terms of reference for the Senate Committee on Appeals require that the Chair provide an annual report to Senate at its May meeting. This report covers the 2016/2017 academic year.

### **Appeals Received**

The Senate Committee on Appeals received four academic appeals in 2016/2017. All four appeals were concluded during the course of the year. The committee also considered its first non-academic misconduct appeal since introduction of the Resolution of Non-Academic Misconduct Allegations Policy in 2011. This appeal has been concluded.

#### Academic Appeals

The first academic appeal considered in 2016/17 involved a student who made a request for WE (withdrawal under extenuating circumstances) based on medical grounds. Upon receipt of the documentation submitted with the appeal, the Respondent granted the request.

In the second academic appeal, a student appealed a decision of the Senate Committee on Admission and Re-registration of a requirement to withdraw from the university, and the decision of a faculty of a requirement to withdraw from a particular program of study. The appeal was based on medical grounds. The parties in this appeal reached a mediated agreement, and the appeal did not proceed to a hearing.

The third academic appeal of 2016/17 involved a student who appealed the Respondent's decision to assign a failing grade for a course and requested that the F be replaced with WE (withdrawal under extenuating circumstances). In this appeal, it was determined that the appeal was not solely a question of academic judgement (which lies outside the jurisdiction of the committee). The Hearing Panel conducted a hearing based on the written materials and allowed the appeal.

In the final academic appeal of the year, a student appealed a finding that the Policy on Academic Integrity had been violated during the course of a final examination. The Hearing Panel conducted a hearing based on the written materials and allowed the appeal. During the course of the appeal, the Hearing Panel identified that the academic calendar contains conflicting regulations regarding permissible conduct during final examinations.

#### Non-Academic Misconduct Appeals

The committee received one appeal of a decision by the President to permanently suspend a student for non-academic misconduct. The parties relied on provisions of the Violence and Threatening Behaviour Policy to guide the appeal. The Hearing Panel considered issues of both procedural fairness and reasonableness. The Hearing Panel conducted two hearings based on the written materials. The appeal was denied on both grounds and the decision of the President was upheld. During the course of the appeal, the Hearing Panel determined that its procedural guidelines regarding appeals of non-academic misconduct sanctions should be clarified.

#### Recommendations

The committee wishes to present recommendations to Senate arising from two of the appeals submitted during 2016/17.

#### Calendar Regulations Regarding Final Examinations and the Policy on Academic Integrity

The committee recommends that the academic calendar regulations regarding permissible conduct during final examinations and cheating contained in the Policy on Academic Integrity and the Examinations sections be reviewed to ensure consistency and provide clarity to students. During consideration of one appeal this year, the Hearing Panel determined that the academic calendar contains unclear and inconsistent statements regarding permissible conduct during final examinations. In particular, the provisions regarding unauthorized equipment require careful review.

#### Appeal of Non-Academic Misconduct Sanctions

The committee recommends that its terms of reference and procedural guidelines be revised for greater clarity regarding jurisdiction and process for appeals of non-academic misconduct sanctions. The committee is currently in the process of drafting revisions that will be presented to Senate later this year.

## **Conclusion**

I would like to conclude by thanking all members of the Senate Committee on Appeals. The work of this committee is very important to the just operation of the university and your contributions are greatly appreciated.

Respectively submitted,

### **2017/2018 Senate Committee on Appeals**

Mark Gillen, Chair, Faculty of Law  
Frank van Veggel, Vice-Chair, Faculty of Science  
Dheeraj Alamchandani, Student Senator  
Doug Baer, Faculty of Social Sciences  
Carolyn Butler-Palmer, Faculty of Fine Arts  
Gweneth Doane, Faculty of Graduate Studies  
Kate Fairley, Student Senator  
Lynda Gagné, Faculty of Human and Social Development  
Rebecca Grant, Peter B. Gustavson School of Business  
Stephen Ross, Faculty of Humanities  
Poman So, Faculty of Engineering  
Carrie Andersen (Secretary), Associate University Secretary

### **2016/2017 Senate Committee on Appeals**

Mark Gillen, Chair, Faculty of Law  
Dheeraj Alamchandani, Student Senator  
Carolyn Butler-Palmer, Faculty of Fine Arts  
Aaron Devor, Faculty of Social Sciences  
Gweneth Doane, Faculty of Graduate Studies  
Lynda Gagné, Faculty of Human and Social Development  
Rebecca Grant, Peter B. Gustavson School of Business  
Ben Lukenchuk, Student Senator  
Sarah MacDonald, GSS Representative  
Monica Prendergast, Faculty of Education  
Stephen Ross, Faculty of Humanities  
Poman So, Faculty of Engineering  
Frank van Veggel, Faculty of Science  
Carrie Andersen (Secretary), Associate University Secretary

**MEMORANDUM**

**University of Victoria**

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

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

**DATE:** September 19, 2017

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

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



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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,  
N. Greengoe, L. Nolt, Y. Rondeau, L. Hume.

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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~~

**RAY AND NAOMI SIMPSON SCHOLARSHIP\* (REVISED-UG)**

One or more scholarships ~~A scholarship~~ of at least \$3,000 are ~~is~~ awarded to academically outstanding second year students ~~enrolled~~ in a Bachelor of Engineering program in electrical or mechanical engineering. If a student maintains a cumulative grade point average of 7.0 or better, the scholarship is automatically renewed upon entering the 3rd and 4th years of the program. A student whose grade point average falls between 6.50 and 6.99 may file a written appeal with the Dean of Engineering to seek special consideration for the renewal of the scholarship. No renewal will be considered if a student's average falls below 6.50. Preference will be given to ~~a~~ Canadian students ~~first~~, secondly from Australia and/or New Zealand and if there are no available students from these countries then students from the British Commonwealth of Nations.

### **DAVE IAN DUNNET MUSIC EDUCATION SCHOLARSHIP\* (NEW-UG)**

One or more scholarships are awarded to academically outstanding undergraduate students entering their third or fourth year in the Bachelor of Music (Music Education) program who demonstrate a strong commitment to achieving excellence in teaching instrumental and choral music in the schools. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

### **VIKES CROSS COUNTRY AND TRACK ALUMNI AWARD\* (NEW-UG)**

One or more awards are given to undergraduate students who are members of the Vikes Cross Country & Track Varsity Team. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

### **MAURICE WILLIAM SUMMERHAYES MEMORIAL SCHOLARSHIP\* (REVISED-UG)**

One or more scholarships of \$20,000 or more, payable over four years will be awarded to a student with an outstanding academic records, who ~~is~~ are entering an undergraduate program in the Faculty of Engineering. ~~To receive scholarship renewals, recipients must maintain a cumulative grade point average of 7.00 or better.~~ Preference will be given, in order, to students who completed secondary school studies on Vancouver Island, British Columbia, or in Canada. At the discretion of the Dean, this scholarship may not be awarded to students who hold another scholarship from the Faculty of Engineering. To be automatically renewed a student must have completed a total of 12 or more academic units in any two terms of study between May and April and maintained a cumulative grade point average of 7.00 or higher. The scholarship is automatically renewed for each year of the student's full-time study until completion of a first degree or for a maximum of four years, whichever is the shorter period. A student whose cumulative grade point average falls below 7.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a cumulative grade point average of 7.00. Any student who takes neither a co-op, work experience/work term, nor academic units for one or more terms may forfeit their scholarship.

### **ROB AND TAMMY LIPSON UNDERGRADUATE RESEARCH SCHOLARSHIP\* (REVISED-UG/GS)**

One or more scholarships of at least \$2,000 are awarded to academically outstanding undergraduate or graduate students in the Faculty of Science who have:

- a) An international research opportunity. The opportunity needs to be a research collaboration between UVic and an international academic, industry or government research entity;
- b) Been recommended by their advisor and/or department chair;
- c) And, whose advisor/chair and international collaborator have both committed funding to the students' research opportunity.

Preference will be given to students, with first preference to undergraduates, who have demonstrated a commitment to knowledge translation through one of:

- a) A presentation at a departmental or research centre symposium or colloquium
- b) Participation in a faculty/UVic wide presentation event, such as HonoursFest or IdeasFest.

The application forms are available from the Science Dean's Office and are to be submitted by April 30th.

### **TECTORIA VIDEO GAME INDUSTRY AWARD FOR DEVELOPERS (REVISED-UG)**

One or more awards are given to undergraduate students entering or continuing in the Department of Computer Science, the Software Engineering Program or other combined computer science programs, who have demonstrated an interest and/or ability in developing video games through:

1. Previous experience developing games, internships or work experience in the video game industry.

OR

2. Membership or participation in groups like the International Game Developers Association (IGDA) or UVicGameDev.

Applications forms are available from the Department of Computer Science and must be returned by October 30th.

### **ROBERT AND AUDREY HARRY INDIGENOUS SCHOLARSHIP IN NURSING (NEW-UG)**

One or more scholarships are awarded to academically outstanding Indigenous undergraduate students in the School of Nursing.

### **VIPIRG SCHOLARSHIPS (NEW-UG)**

Two scholarships of \$1,000 each are awarded to academically outstanding entering and continuing undergraduate students who have contributed to community programs that address social justice

and/or environmental issues. Students must submit a one-page summary of their community involvement and how it relates to the Vancouver Island Public Interest Research Group's (VIPIRG) mandate.

### **GRAHAM CLARK RUGBY AWARD\* (REVISED-UG)**

One or more awards are available to ~~an~~ undergraduate or graduate students who competes successfully ~~at level one~~ on a Vikes Varsity Rugby team program. Eligible students must meet all U SPORTS ~~sports~~ eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director, ~~of~~ Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport Manager of Athletics. Preference will be given to ~~a~~ students who exemplify ~~ies~~ a dedication and commitment to the game as did Graham.

### **CANADIAN FEDERATION OF UNIVERSITY WOMEN OF VICTORIA RECENT GRADS BURSARY\* (REVISED-UG)**

One or more ~~A~~ bursary ~~ies~~ is ~~are~~ awarded annually to ~~a~~ female students whose education was interrupted for five years or more and who is ~~are~~ returning to studies toward a first degree in any faculty at the University of Victoria.

### **CFUW VICTORIA MARGARET LOWE MEMORIAL SCHOLARSHIP\* (REVISED-GS)**

One or more ~~An~~ awards, to a maximum of \$5000 each, funded by the University Women's Club of Victoria, will be made annually to ~~a woman~~ women students entering the Master of Business Administration Program. Selection will be made by the Graduate Awards Committee upon the recommendation of the Gustavson School of Business.

### **ABORIGINAL GRADUATE SCHOLARSHIP IN ECONOMICS (REVISED- UG/GS)**

One or more ~~A~~ scholarships of \$1,000 ~~is~~ are awarded to ~~an~~ academically outstanding Aboriginal ~~G~~graduate or undergraduate students in entering the Department of Economics. ~~If there is no eligible Graduate Student then the scholarship will be awarded to an Aboriginal Undergraduate Student entering the Department of Economics.~~ Selection of the recipients will be made by the Graduate Awards Committee or the Senate Committee on Awards upon the recommendation of the Department of Economics.

### **STÓ:LŌ ETHNOHISTORY LEGACY SCHOLARSHIP (REVISED-UG/GS)**

One scholarship of \$5,000 is awarded to a registered member of any Stó:lō First Nation (i.e. any First Nation located along the Fraser River and its tributaries between Langley and Yale)

enrolled in a certificate, diploma, or a degree program (undergraduate, ~~or~~ graduate or post-doc) at the University of Victoria.

Applicants must submit a short statement of the educational goals they wish to achieve with this scholarship, a high school transcript and/or other relevant educational transcripts, proof of band membership, and two letters of reference. Applications must be submitted to the Department of History, att: Dr. John Lutz, by May 31st. In the case of an undergraduate award, selection will be made by the Senate Committee on Awards, upon the recommendation of the Department of History. In the case of a graduate award, selection will be made by the Graduate Awards Committee, upon the recommendation of the Department of History. In the case of a post-doc, selection will be approved by the Office of Research Services, upon the recommendation of the Department of History.

### **DR. LEO BAKONY MEMORIAL SCHOLARSHIP (REVISED-UG)**

One or more A scholarships of at least \$1,000 are \$500 is-awarded to a academically outstanding undergraduate students entering year four of a Major or Honours B.Sc. in Economics. Selection is based on academic performance in courses that fulfill the statistics requirements for the degree, with preference being given to the completion of third year requirements.

### **DOUG BEARDSLEY SCHOLARSHIP\* (NEW-UG)**

One or more scholarships of at least \$1,000 are awarded to academically outstanding undergraduate English Major or Honours students who write the best paper on modern poetry. Recipients will be nominated by the Department of English.

### **GWEN LOCK SCHOLARSHIP FOR WOMEN (REVISED-UG)**

A scholarship of \$1,000 is awarded to an academically outstanding woman ~~female~~-undergraduate student entering or continuing to study Engineering or Computer Science in the Faculty of Engineering.

### **KATHLEEN MARY OLIVER NURSING SCHOLARSHIP (NEW-UG)**

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Nursing. Applicants must submit a statement (maximum 500 words) demonstrating their interest in public health to the School of Nursing by April 30. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing.



### **W.E. COWIE INNOVATION AWARD\* (REVISED-UG)**

One ~~or more~~ awards, ~~of at least \$5,000 each, are~~ is given to a graduating undergraduate student or a group of graduating undergraduate students in the Faculty of Engineering who demonstrates exceptional innovative ability via their graduating project (such as the BME/CENG/ELEC/SENG 499 Design Project) or an extracurricular student team ~~initiative~~. In the case where multiple students work on the same project, the award will be split evenly ~~between~~ among all team members. The recipient(s) must have successfully completed all graduation requirements before receiving the award.

### **CFUW VICTORIA DOREEN SUTHERLAND INDIGENOUS SCHOLARSHIP IN FACULTY OF HSD\* (NEW-UG)**

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

### **CFUW VICTORIA DOREEN SUTHERLAND SCHOLARSHIP IN THE SCHOOL OF EXERCISE SCIENCE, PHYSICAL & HEALTH EDUCATION\* (NEW-UG)**

Two or more scholarships are awarded to academically outstanding undergraduate women students in the School of Exercise Science, Physical & Health Education, with preference given to an Indigenous student for one of the awards. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Exercise Science, Physical & Health Education within the Faculty of Education.

### **JIMMY SPENCER MEMORIAL AWARD (NEW-GS)**

One or more awards are given to graduate students in the UVic Concussion Lab doing research relating to *3D Motion Object Tracking (3D-MOT): A Tool for Cognitive Recovery Post-Concussion*. Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the Director of the Concussion Lab at the University of Victoria.

### **CROCUS SCHOLARSHIP IN PSYCHOLOGY\* (NEW-UG)**

One or more scholarships are awarded to academically outstanding undergraduate students entering or continuing in the Department of Psychology.

### **LINDSAY JENNERICH AWARD\* (NEW-UG)**

One or more scholarships are awarded to academically outstanding undergraduate women students in the School of Exercise Science, Physical & Health Education who are members of a Varsity team or a registered Vikes Recreation sport club. Varsity members must meet all U SPORTS eligibility requirements. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Exercise Science, Physical & Health Education within the Faculty of Education.

### **FACULTY OF EDUCATION EMERGENCY BURSARY (REVISED-UG/GS)**

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

### **CHRIS CONSIDINE PRIZE IN EVIDENCE\* (REVISED-UG)**

A prize of \$600 is awarded to the student ~~standing first~~ with first place standing in the Evidence course in the Faculty of Law.

### **RODERICK MACISAAC GRADUATE SCHOLARSHIP\* (NEW-GS)**

One or more scholarships are awarded to academically outstanding Ph.D. students pursuing knowledge related to public administration, health research, and/or statistical or quantitative analysis. Preference will be given to students with a focus on public administration who:

- are Canadian citizens or permanent residents who intend to build a career in Canada;
- can demonstrate financial need;
- are at least 35 years of age.

### **ELOISE SPITZER SCHOLARSHIP FOR INDIGENOUS WOMEN\* (REVISED-UG)**

A scholarship is awarded to an Indigenous, ~~female~~ woman student entering in their ~~her~~ 2nd ~~second~~ or 3rd ~~third~~ year of the Faculty of Law J.D. program who has persevered through challenging circumstances. Eligible students must be in good academic standing. Nomination of student recipient will be made by the Faculty of Law.

### **URBANECOLOGY.CA SCHOLARSHIP (REVISED-UG)**

A scholarship of ~~\$300~~ \$500 is awarded to an academically outstanding undergraduate student who is beginning a final project in the Restoration of Natural Systems program. Preference will be given to those who plan a career in urban restoration.

### **AFFINITY LAW GROUP FINANCIAL HARDSHIP BURSARY (NEW-UG)**

One or more bursaries, to a maximum of \$1,000 each, are awarded to students in the Faculty of Law to provide one-time financial assistance to students who are experiencing an unforeseen financial hardship. The recipients will be determined at the discretion of the Law Financial Aid Officer.

### **DR. DAVID COOK MEMORIAL SCHOLARSHIP (REVISED-GS)**

A scholarship of ~~\$1,500~~ 1,200 is awarded to an outstanding graduate student in the School of Music who shows potential in performance. Preference will be given to a student who maintains employment while at the University of Victoria or who has dependants. Financial need may also be a consideration. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the School of Music.

### **DR. JEAN DOWNIE DEY MEMORIAL AWARD\* (REVISED-GS)**

One or more awards are given to graduate students in the Faculty of Education to travel within Canada or internationally to attend or present at a conference, workshop or other related travel to support their studies. Preference will be given to a student pursuing language and literacy or early childhood education. ~~Applications must be submitted by September 15th to the Office of the Associate Dean of the Faculty of Education.~~ Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the Faculty of Education.

### **ELIZABETH (BETTY) VALENTINE PRANGNELL SCHOLARSHIP\* (REVISED-UG/GS)**

~~Two A scholarships, to two students of different genders are~~ will be awarded to two academically outstanding undergraduate Indigenous students of different genders majoring in Visual Arts. Preference will be given to students with an interest in Indigenous visual art. If there are not two eligible undergraduate students, then a graduate student of a different gender than the undergraduate student recipient may receive the scholarship. In the case of a graduate

student, selection will be made by the Graduate Awards Committee upon the recommendation of the Visual Arts department.

### **ERIC & GAIL WHITLEY SCHOLARSHIP\* (NEW-GS)**

A scholarship is awarded, on a rotating basis, to the top graduate student in the School of Nursing, School of Public Health and Division of Medical Sciences. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the School of Nursing, the School of Public Health, or the Division of Medical Sciences.

### **VICTORIA BAR ASSOCIATION – FOUNDERS COMMITTEE GRADUATION AWARD IN LAW IN HONOUR OF ALLAN COX, HAMISH GOW, AND ROBERT HUTCHINSON\* (REVISED-UG)**

The Victoria Bar Association has endowed the Founders ~~Committee Graduation~~ Award in honour of Allan Cox, Hamish Gow and the Honourable Bob Hutchinson who, with Murray Fraser, were members of the organizing committee for the Law School at the University of Victoria. The award is given to a graduating student who is articling in Victoria, and who has made an outstanding contribution to the educational experience of his or her fellow students, and has demonstrated a commitment to public service and relations with the profession during their time at the Faculty of Law. Nomination of the student recipient will be made by the Faculty of Law.

### **GEORGIA KLAP AWARD\* (REVISED-UG)**

One or more awards are given to students who are entering the ~~3rd~~third or ~~4th~~fourth year of a declared Major in Environmental Studies or students in the Restoration of Natural Systems Diploma program. Preference will be given to students who are entering a field school or field course. A letter of application must be submitted to the School of Environmental Studies by ~~May~~ March 31st demonstrating a commitment to environmental and social change, a passion for experiential learning and a passion for sharing these interests and values with others. Nominations will be made by the School of Environmental Studies.

~~It is the wish of the donors that the recipient of the award writes a brief essay and submits it to the department (1-2 pages) upon the completion of their term discussing the impact of the Georgia Klap Award and what they have learned, for online and printed communication materials.~~ The donors would enjoy receiving a letter (submitted to the department) upon completion of the term to learn what the award and the experience meant to the recipient. This

may be used for online or printed communication materials.

### **LINDISFARNE SCHOLARSHIP IN MEDIEVAL STUDIES\* (REVISED-UG)**

One scholarship of at least \$1,000 is to be awarded to an ~~academically outstanding~~ undergraduate student entering second or third year with an outstanding or excellent grade in at least one Medieval Studies course. ~~, and~~ One or more scholarships of at least \$1,000 are to be awarded to academically outstanding undergraduate students entering third or fourth year; in the Medieval Studies Program. ~~Preference will be given to students enrolled in an honours, major or minor degree in the Medieval Studies Program.~~ Nomination of recipients will be made by the Medieval Studies Program Committee. Students registered in at least 4.5 academic units are eligible for this scholarship.

### **HEATHER J. LINDSTEDT AND BRIAN A. POLLICK FELLOWSHIP (NEW-GS)**

A fellowship is awarded to an Art History and Visual Studies PhD (post-comprehensive) student whose work falls within the general subject area of the Centre for Studies in Religion and Society (CSRS) and who wishes to experience extensive interaction with a variety of other scholars and graduate students at the CSRS. Applications will be adjudicated by the CSRS. If there is no eligible post-comprehensive doctoral student, the award will be given to an alternate graduate student according to the following preference:

1. A MA student in Art History and Visual Studies
2. A graduate student in Fine Arts working in some aspect of visual studies
3. A graduate student whose thesis/dissertation involves any aspect of the medieval/early-modern time period, in any discipline
4. Any graduate student the CSRS deems qualified

### **NORMA MICKELSON LEGACY SCHOLARSHIP\* (REVISED-UG/GS)**

One or more scholarships are awarded to undergraduate or graduate students in the Faculty of Education who have achieved academic excellence, and who are actively involved in the community and have a record of outstanding contributions to the community through their work as volunteers. Applications must be accompanied by a letter of recommendation from a community/volunteer group providing evidence of the exceptional contributions the applicant has made, and a second letter of recommendation from a Faculty of Education faculty member. Application forms for this scholarship are available from the Dean's Office in the Faculty of Education ~~and must be submitted by May 15th.~~ In the case of an undergraduate student, selection will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education. In the case of a graduate student, selection of the recipient will be made by the

Graduate ~~Admissions and~~ Awards Committee upon the recommendation of the Faculty of Education.

### **BILL AND LILIAN HEROD BURSARY\* (NEW-UG/GS)**

One or more bursaries are awarded to graduate or undergraduate students at the University of Victoria.

### **EDGAR FERRAR CORBET SCHOLARSHIP\* (REVISED-UG)**

A ~~Three~~ scholarships ~~are~~ is awarded for proficiency in English to a second year student who is a graduate of a British Columbia high school and who will be majoring or honouring in English in the third year.

### **G. ROBERT SMITH MEMORIAL SCHOLARSHIP\* (NEW-UG)**

One or more scholarships are awarded to academically outstanding undergraduate students entering fourth year in the Faculty of Engineering who demonstrate leadership and excellence in the practical application of the knowledge they have gained through a co-op work placement. Selection of the recipients will be made by the Senate Committee on Awards upon recommendation from the Faculty of Engineering.

### **NIMROD MOBILITY AWARD\* (NEW-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.

### **VICTORIA MEDAL\* (REVISED-UG)**

A silver medal is awarded annually to the candidate in the Faculty of Fine Arts, registered for a BA, BFA, BSc. or BMus degree, who stands at the head of the graduating class on the basis of graduating average.

### **EMIL AND LYNETTE HAIN SCHOLARSHIP IN UKRAINIAN STUDIES\* (REVISED-UG)**

One or more scholarships of at least \$1,000 are awarded to academically outstanding undergraduate students in secular Ukrainian Language and Culture courses. The nominations and the number of recipients will be at the discretion of the Department of Germanic and Slavic Studies. Part-time (minimum 6.0 units) and graduating students are eligible for this scholarship.

### **PRESIDENT'S VIETNAM SCHOLARSHIP (NEW-UG)**

Three scholarships of \$10,000 each are awarded to academically outstanding international students from Vietnam entering the first year of an undergraduate program at the University of Victoria.

### **CHIEF MICHAEL A. UNDERWOOD MEMORIAL SCHOLARSHIP\* (REVISED-UG)**

A scholarship of \$625 is awarded to an Indigenous native student who has completed second year of the ~~LL.B.~~ J.D. program and has contributed to the life of the Faculty of Law School and the Indigenous native community.

### **~~CBA~~ CANADIAN BAR ASSOCIATION BC BRANCH ENTRANCE AWARD SCHOLARSHIP\* (REVISED-UG)**

An award ~~in the amount of \$4,000~~ is given to a student entering UVic Faculty of Law who has best shown a strong commitment to the ideals served by the Canadian Bar Association, which include promotion of Justice and/or law reform, through ~~his or her~~ exemplary public or community service, as demonstrated by extra-curricular activities at educational institutions, volunteer work with community or charitable organizations, or any kind of public service activities. Membership in the Canadian Bar Association is not a requirement for eligibility to receive this ~~A~~award; however, it may be a factor taken into account by the Selection Committee in choosing the successful candidate.

## **RONALD C. CORBEIL AWARD FOR MERIT IN PROGRAM EVALUATION\* (REVISED-UG/GS)**

One or more awards are given to full-time or part-time (minimum 1.5 units) undergraduate and graduate students taking courses pertaining to program evaluation, performance measurement and performance management. Students eligible for this award would have the highest GPA or a major paper in these courses. In the case of an undergraduate award, selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Public Administration. In the case of a graduate award, selection will be made by the Graduate Admissions and Awards Committee upon the recommendation of the School of Public Administration.

## **RONALD F. MACISAAC PRIZE (REVISED-UG)**

A prize of \$500 is awarded to a law student presenting the best paper on social justice, counselling/assisting abused children or environmental law.

## **ROBERT HAGEDORN GRADUATE SCHOLARSHIP\* (REVISED-GS)**

~~An award will be given to a Sociology scholarship is awarded to an outstanding graduate student who has completed at least the first year in sociology who completes the course requirements of the graduate program, including a concentration on quantitative skills, and who has an approved thesis proposal involving a quantitative examination of sociological relevance. Evaluation will focus on the student's entire program study. More specifically, students should be able to demonstrate that they can employ a quantitative approach in sociological research that can be replicated. and has the highest grade in Sociology 507. In the event of a tie, the award will be divided equally.~~ Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the Department of Sociology.

## **MURRAY DAWSON FELLOWSHIP IN HUMANITIES\* (NEW-GS)**

One fellowship is awarded to an academically outstanding student entering or enrolled in any graduate program in Humanities. Selection of the recipient will be made by the Graduate Awards Committee, on the recommendation of the Faculty of Humanities, Associate Dean, Research.





# MEMO

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www.continuingstudies.uvic.ca

Date: August 2017

To: Julia Eastman  
University Secretary

From: Richard Rush, Chair, Senate Committee on Continuing Studies,  
and Acting Dean, Division of Continuing Studies

Re: **2016/17 Report on Senate Committee on Continuing Studies**

On behalf of the Senate Committee on Continuing Studies, I submit for consideration the Annual Report for the period September 2016 to June 2017.

The Report summarizes information under five headings:

1. Senate Committee on Continuing Studies Membership
2. Senate Committee on Continuing Studies Terms of Reference
3. Review Schedule of Diploma and Certificate Programs
4. New Program Initiatives
5. Other

During the 2016/17 academic year, five regular meetings were held to discuss programmatic and operational matters of the Division:

- October 26, 2016
- January 18, 2017
- February 15, 2017
- March 15, 2017
- May 17, 2017

## 1. Committee Membership

Dr. Maureen MacDonald (*ex officio*), Chair  
(September through December, 2016)

Ms. Chandra Beaveridge, Convocation  
Representative

Prof. Robert Howell, Faculty of Law

Dr. Poman So, Faculty of Engineering

Dr. Penny Bryden, Faculty of Humanities

Dr. James Nahachewsky, Faculty of Education

Dr. Esther Sangster-Gormley, Faculty of Human  
& Social Development

Mr. Martin Parry, Student Representative - DCS

Dr. Carolyn Butler-Palmer, Faculty of Art History  
and Visual Studies

Dr. Richard Rush (*ex-officio*), Chair (from January  
through June, 2017)

Dr. Nancy Wright (*ex-officio*) nominee of the President

Dr. Linda Shi, Faculty of Business

Dr. Kenneth Stewart, Faculty of Social Sciences

Ms. Wendy Gedney, Alumni Assoc. Representative

Ms. Noa Hacoheh, Student Representative - GSS

Mr. Adam McKenna, UVSS Representative

Ms. Brontë Renwick-Sheilds, Student Senator  
Representative UVSS

Dr. Kathryn Gillis, Faculty of Science

## 2. Terms of Reference

The Committee shall:

1. Review and make recommendations to the Division of Continuing Studies regarding academic policies and criteria concerning the offering of:
  - a. Degree-credit courses and programs, approved by the Senate and the Board of Governors, at off campus locations and on campus when such courses or programs are not otherwise administered by the academic departments;
  - b. Non-degree programs and courses.
2. Monitor on a regular basis the Continuing Studies programs and courses offered to ensure adherence to established academic policies, priorities and criteria.
3. Review proposals for new programs and for changes to existing Continuing Studies programs and shall, at its discretion, make recommendations respecting such programs to the Senate Committee on Planning.
4. Review existing certificate and diploma programs at least every three years.

Senate standing and *ad hoc* committee meetings are normally closed and the discussions and meeting documents are considered confidential.

### Composition

- 9 faculty members representing the faculties (at least 2 of whom shall be members of Senate) (voting)
- the Dean of Continuing Studies, Chair (*ex officio*, voting)
- 3 students including 1 student member of Senate, 1 undergraduate student representative and 1 graduate student representative (voting)
- 1 student representative from the diploma or certificate program in Continuing Studies appointed by the Senate (voting)
- 1 Alumni Association representative (voting)
- 1 convocation member of Senate (voting)
- the President or nominee (voting)

Total membership - 17 (17 voting members)

The secretary of the committee is a representative from the Office of the Dean, Division of Continuing Studies.

## 3. Review Schedule of Diploma and Certificate Programs

As required by the Terms of Reference (#4), the Senate Committee on Continuing Studies reviewed six diploma/certificate programs offered through the Division of Continuing Studies.

The programs reviewed were:

- a) Computer Based Information Systems Certificate
- b) Professional Specialization Certificate in French Immersion
- c) Aboriginal Language Revitalization Certificate

- d) Collections Management Professional Specialization Certificate and Cultural Resource Management Diploma
- e) French Language Diploma

The committee recommended ongoing delivery for five programs, with the caveat for one program that it be renewed for two years with a special review in the 2017-18 calendar year.

**a) Computer Based Information Certificate (October 26, 2016)**

Dr. Richard Rush, Director, Community and Professional Programs and Ms. Nancy Aubut, Program Coordinator, created a summary document provided to the committee for review which included the history and the anticipated future of the program.

The program is mature, but has seen a significant decline in registrations over the years. This is primarily due to a change in the relationship with Thompson River University and the rapid change in the industry. The nature of the delivery of the program limits the ability to update materials to keep up with the rapid changes in the industry. The breadth of the field wasn't as large as it is now and the program is not sustainable with this broad a reach.

The committee unanimously approved the continued delivery of the CBIS Certificate for another two years with the caveat that a program review be done in the fall of 2017.

**b) Professional Specialization Certificate in French Immersion**

Dr. Richard Rush, Director, Community and Professional Programs and Ms. Francoise Keating, Program Coordinator created a summary document provided to the committee for review which included the history and the anticipated future of the program.

Since the last review there has been a significant effort made on building/rebuilding relationships with the Faculty of Education and the local school districts. The cohort for the Professional Specialization Certificate in TFI consists of pre-service teachers and in-service teachers .A solid partnership has been developed with the Faculty of Education advisors who are now able to align this programming with the pre-service teachers.

In-service teachers have proficiency in the language and the school districts want to add French Immersion (FI) training for them. This program provides a supplement for those teachers who did not get the formal FI training while in university so they have the confidence for teaching the full program. School District 61 is leading this and other school districts are coming along. There is a focus to broaden marketing to in-service teachers who don't have time to take a full program.

The committee unanimously approved the continued delivery of the Professional Specialization Certificate in French Immersion for the next three years.

**c) Aboriginal Language Revitalization Certificate (January 18, 2017)**

Ms. Tania Muir, Program Director, Cultural Management Programs and Ms. Janna Wilson, Program Coordinator created a summary document provided to the committee for review which included the history and the anticipated future of the program. Special guest, Ms.

Maxine Baptiste, Director of Language Programs at the En'owkin Centre in the Okanagan was invited to attend the meeting.

Ms. Baptiste, on-site Director of the program at the En'owkin Centre advised that the program has been running successfully for 10 years and students can ladder into regular university programming.

Ms. Baptiste also shared that the impetus of the program's beginning was a desire to build capacity in the communities. With classes being multi-generational it gives elders and the young people a fresh perspective as they work together on a common goal. This is one of the strengths of the program.

The Committee unanimously approved the continued delivery of the Aboriginal Language Revitalization Certificate for the next three years.

**d) Diploma in Cultural Resource Management and Professional Specialization Certificate in Collections Management (February 15, 2017)**

Both the Diploma in Cultural Resource Management and the Professional Specialization Certificate in Collections Management were brought forward together as the programs themselves are highly interrelated. Ms. Tania Muir, Director of Cultural Management Programs, Dr. Tusa Shea, Program Coordinator and Ms. Miranda Angus, Program Coordinator created a summary document provided to the committee for review which included the history and the anticipated future of the program. Both programs serve a wide variety of working professionals in the cultural sector. Additionally they serve UVic graduate and undergraduate students in related disciplines allowing students to take the program concurrently with their regular studies and also allows them to take individual courses. A credit program, the Diploma is under the academic stewardship of Art History and Visual Studies (AHVS) in the Faculty of Fine Arts. It has a two-tiered governance system with a steering committee, advising on academic matters and an advisory committee with community as well as academic advisors.

The Professional Specialization Certificate (PSC) is a 6-unit credential for training professionals in the development, management and care of collections. Instructors are strong academically while also being at a high level in their professional field, bringing real-life experience to the learning.

Financially both the Diploma and PSC are cost recovery programs. There was a strong increase in enrolment in the fall of 2016.

Promotion of both programs is done via Canadian trade magazines, conference attendance, presentation and staff sitting on boards and presenting at trade shows. Marketing is done with GoogleAd campaigns and mail outs to different industries across Canada including art galleries and government agencies.

The Committee unanimously approved the continued delivery of both the Diploma in Cultural Resource Management, as well as the Professional Specialization Certificate in Collections Management for the next three years.

**e) French Language Diploma (March 15, 2017)**

Ms. Tania Muir, Director of Cultural Management Programs and Ms. Francoise Keating, Program Coordinator created a summary document provided to the committee for review which included the history and the anticipated future of the program.

The French Language Diploma program has existed since 1971 to provide educational opportunities for students to learn French. It operates within Division of Continuing Studies but its academic home is the Department of French Languages & Literature.

A scan of the types of learners in the program shows parents with children going to French immersion (20% of children in BC are in French immersion), In-service and Pre-service teachers and teachers enrolled in the PSC in Teaching French Immersion (PSC-TFI).

Since 2013 there has been a decline in course registrations. Staff are actively working with the advisory council to understand and address this negative trend and recommendations were made to consider rebranding and increase targeted marketing to raise awareness and attendance. In the past year the program has had a number of challenges where recruitment and marketing were not able to be maintained at the levels of the past. There are plans for a competitive scan of what others are doing in French Language studies to get a better understanding of the audience.

The Committee unanimously approved the ongoing delivery of the French Language Diploma for the next three years.

#### **4. New Program Initiatives**

The committee reviewed four Letters of Intent (LOI) for new program proposals. The LOI process allows an initial idea, first vetted through the division's Executive Committee, and then brought to the Senate Committee on Continuing Studies for guidance and feedback. It is the first step towards a full proposal.

- a) Indigenous-Focused Foundation Year Program
- b) Professional Specialization Certificate in Business Technology
- c) Professional Specialization Certificate in Community Based Research and Certificate of Completion in Community Based Research Fundamentals
- d) Certificate in Indigenous Cultural Heritage

##### **a) Indigenous-Focused Foundation Year Program**

Ms. Tania Muir, Program Director, Cultural Management Programs, and Ms. Janna Wilson, Program Coordinator, prepared a letter of intent for an Indigenous-Focused Foundation Year Program. They, along with Ms. Maxine Baptiste, Director of Language Programs, En'owkin Centre, attended the meeting to answer any questions regarding the proposal.

The proposed offering would provide courses at a 1<sup>st</sup> year level that would help Indigenous students transition into regular university programs. This would not be a remedial year, but the courses would be taught from an Indigenous perspective. Courses would be offered on campus as a cohort in conjunction with the Office of Indigenous Affairs.

The Committee was supportive of this initiative.

##### **b) Professional Specialization Certificate in Business Technology**

Mr. Richard Mimick, Program Director Business & Management Programs, Ms. Marlowe Morrison, Program Coordinator, and Ms. Nancy Aubut, Program Coordinator prepared a letter of intent for a new Professional Specialization Certificate in Business Technology.

This would be a unique program for business. Many businesses are not up to speed on where to get instruction on business technology management. While suited for upgrading graduates

to a better understanding of the digital economy, the primary audience is the mid-career professional in a managerial role who need to understand this information in order to continue to advance.

The Committee was supportive of this initiative.

**c) Professional Specialization Certificate in Community Based Research and Certificate of Completion in Community Based Research Fundamentals**

Ms. Maxine Reitsma, Program Coordinator Arts & Science, provided a letter of intent for a Professional Specialization Certificate in Community Based Research along with a Certificate of Completion in Community Based Research.

The idea for this came to the Division from Dr. Budd Hall as an opportunity that would be funded from the Social Sciences & Humanities Research Council (SSHRC). The proposed funding did not come through from SSHRC for this letter of intent to proceed.

**d) Certificate in Indigenous Cultural Heritage**

Ms. Tania Muir, Program Director, Cultural Management Programs provided a letter of intent for a Certificate in Indigenous Cultural Heritage. It is anticipated that this program would be funded in a similar fashion to the Certificate in Aboriginal Language Resources (CALR) which is a cost recovery model program. Funds are anticipated to come from the Heritage Branch who will match funds from resources that come available from the community, or band. Tuition will be charged, but the tuition will be covered by grant funding, community, and band sources, not from the students themselves. The Division's Cultural Management area will assist in locating opportunities for funding to the bands. It will be a cohort based model with the opportunity to take online elective courses. The cohort would be required to take the community based foundational courses.

The Committee felt that this program would have a good alignment with the division and gave their full support to proceed.

**5. Other**

The first meeting of the year was chaired by Dr. Maureen McDonald, Dean. All subsequent meetings were chaired by Dr. Richard Rush as Acting Dean, Division of Continuing Studies.

**Review of "Program-Like" Offerings starting in 2017**

As part of the Division's Strategic Plan it was recommended by the Provost's office that this Committee undertake to review the Division's "program-like" offerings that are not reviewed elsewhere. There are approximately 6 program-like offerings that would be brought forward annually to the Committee. These offerings could benefit from a triannual review similar to the formal programs to provide accountability, and ensure the division is offering sustainable, viable offerings, however these reviews would not be given the same rigor as the program offerings.

There was some discussion and feedback given to Dr. Rush. The Committee agreed to test reviewing these in the fall.

cc: Senate Committee on Continuing Studies

MEMORANDUM

University of Victoria  
SENATE COMMITTEE ON CURRICULUM

9/19/2017

To: Senate

From: Tim Haskett, Chair  
Senate Committee on Curriculum



**Re: 2017/2018 Cycle 3 Curriculum Submissions**

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

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

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2017-2018 academic calendar, effective January 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.

**Annual Report on the 2016-17 Work of the Committee: 2016-17 Calendar Cycles 1, 2, 3**

*Curriculum Submissions.*

The Committee assessed 1,359 submissions over the three Cycles (629, 618, 112).

*Guide for Curriculum and Calendar Changes*

The *Guide*, which provides detailed information and examples of the application of policy and procedures regulations, was updated and improved this year, using feedback from the Curriculum & Calendar Office, members of the Committee, academic units and other stakeholders.

*Sunset Course List*

This list of courses that have not been offered for five years is now generated using data from academic history rather than scheduling data, so it is a more accurate reflection of course offerings. It is normally produced in June and academic units must in Cycle 1 submit either a deletion or retention for each of the courses on the list.

*Revisions to Policy AC1120*

The Committee has begun to discuss and approve a series of changes needed to the governing Policy. This process should be completed this Fall and the Policy revisions brought to Senate in February 2018.

**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

David McCutcheon

Education

Catherine McGregor

Engineering

LillAnne Jackson

Fine Arts

Evanthia Baboula

Human & Soc. Dev.

Esther Sangster-Gormley

Humanities

Lisa Surridge

Law

Freya Kodar

Science

Robin Hicks

Social Sciences

Rosaline Canessa

Dean of the Faculty of Graduate Studies,  
or nominee

Stephen Evans

**Senate Committee on Academic  
Standards**

Chair

Sara Beam

Student Senator

Bernadette Peterson

**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

Graduate Studies

Carolyn Swayze

Scheduling

Kim Wurban

Tri-Faculties Advising

Joyce Gutensohn





University  
of Victoria

## Senate Committee on Libraries

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**Date:** 20 Sept 2017

**To:** Julia Eastman, University Secretary

**From:** Simon Devereaux, Chair, Senate Committee on Libraries

**Re:** **2016-17 Annual Report of the Senate Committee on Libraries**

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The Senate Committee on Libraries (SCL) met eight times during the 2016-17 academic year. It has addressed several issues during this past academic year:

1. In accordance with the Committee's continuing desire to promote and sustain the financial health of the university's Libraries, it devoted considerable time to crafting and presenting to the VP Academic a request for an urgent review of the libraries' acquisitions budget. This was submitted 28 February 2017 and responded to by the VP Academic on 18 April 2017. Both the committee and the VP Academic expressed their joint commitment to sustaining the mission of the Libraries in challenging times.
2. The Committee prepared a draft "Statement on Open Access Policy". It hopes to revisit and finalize this statement during the present academic year, in the anticipation of establishing clear and viable guidelines for ensuring that the university's researchers are able to present their research findings to the widest possible public in the most affordable and responsible manner – all in accordance with guidelines mandated by the principal national funding agencies.
3. Several Committee members had the pleasure and privilege of also serving on the university committee which unanimously and successfully recommended Jonathan Bengtson's reappointment to a second term as University Librarian.
4. The Committee received reports on the Hosting and Preserving Services for Grant-Funded Research Projects (Lisa Goddard), the Libraries' Guidelines on Conduct (Shailoo Bedi), the present state of the libraries' participation in the Canadian Knowledge Research Network (CKRN; Lisa Petrachenko), the Digital Scholarship Commons (Lisa Goddard), and Digital Preservation Framework (Corey Davis). The Committee is grateful to all four presenters for their hard work and commitment to the many communities served by the university Libraries.

Finally, the SCL continues to delight in the associated accomplishments of UVic Libraries, their staff, and the university community at large. I cannot conclude this report without expressing the Committee's gratitude to outgoing chair Dale Ganley, who provided clear-sighted and energetic leadership during an unusually busy and productive year in its life.

## Membership

During the 2016-17 academic year, the Senate Committee on Libraries (SCL) comprised the following members:

### Faculty Representatives

Dale Ganley, Business (Chair)  
Miranda Angus, Continuing Studies  
Paul Bramadat, Council for Centre Directors  
Kathy Sanford, Education  
Venkatesh Srinivasan, Engineering  
Patricia Kostek, Fine Arts  
Andre Kushniruk, Human & Social Dev  
Simon Devereaux, Humanities  
Elena Pnevmonidou, Humanities  
Robert Howell, Law  
Daniel Brendle-Moczuk, Libraries  
Leigh Anne Swayne, Medical Sciences  
Tom Fyles, Science  
Jamie Lawson, Social Sciences  
Michelle Brown, UVic Students' Society  
David Eso, Graduate Students' Society

### Ex-officio members

Jonathan Bengtson, University Librarian  
Lisa Petrachenko, Associate University Librarian, Learning & Research Resources  
Lisa Goddard, Associate University Librarian, Digital Scholarship & Strategy  
Kim Nayyer, Associate University Librarian, Law  
t.b.d. (President's nominee)  
Wency Lum, Chief Information Officer  
Sheila Cresswell, Secretary, University Librarian's Office



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Simon Devereaux, Chair, SCL (2017-18)



University  
of Victoria

**Dr. Nancy Wright**  
Associate Vice-President Academic Planning  
PO Box 1700 STN CSC  
Victoria British Columbia V8W 2Y2 Canada  
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E-mail: avpap@uvic.ca Web: http://www.uvic.ca/vpac

**MEMO**

Date: September 20, 2017

To: The Secretary of the Senate

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

From: Dr. Nancy Wright, Chair, Senate Committee on Planning

*N Wright*

Re: **2017/18 Annual Report on Status of Academic Program Reviews**

Under Policy AC1145, the Provost will report annually to Senate and the Board of Governors through the Senate Committee on Planning on the status of academic program reviews. The following is a summary:

Reviews Conducted in 2016/17	Scheduled to Initiate a Review in 2017/18	Scheduled to Initiate a Review in 2018/19
Department of Curriculum and Teaching	Department of English	Department of Geography
Department of Gender Studies	Department of Germanic & Slavic Studies	Department of Sociology
Department of French	School of Exercise Science, Physical and Health Education	Department of Writing
Department of History	Department of Art History & Visual Arts	Department of Chemistry
Department of Philosophy	School of Music	School of Earth and Ocean Sciences
Department of Biochemistry & Microbiology	Department of Mathematics and Statistics	Department of Physics and Astronomy
Department of Biology	Department of Medieval Studies	Department of Linguistics
Division of Medical Sciences	Department of Educational Psychology and Leadership	Department of Psychology
School of Health Information Science		School of Public Health & Social Policy
School of Public Administration		
University Library (Service Area)		

Committee Membership:

Dr. Nancy Wright, Chair  
Ms. Susan Kim  
Dr. Abdul Roudsari  
Dr. Ann Stahl  
Dr. David Castle  
Dr. Robin Hicks  
Dr. Merwan Engineer  
Dr. Valerie Kuehne

Ms. Nicole Greengoe  
Dr. Mauricio Garcia-Barrera  
Mrs. Hannah Koning  
Ms. Carrie Andersen  
Ms. Andrea Giles  
Dr. Jason Colby  
Dr. Ralf St. Clair

Dr. Sang Nam  
Dr. Victoria Wyatt  
Dr. Rishi Gupta  
Dr. Graham McDonough  
Dr. Jo-Anne Clarke  
Ms. Gillian Calder  
Dr. Patrick Nahirney



**PETER B. GUSTAVSON**  
School of Business

The world looks different from here.

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## MEMO

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**DATE:** September 19, 2017  
**TO:** Senate  
**FROM:** Saul Klein, Dean  
**RE:** **Constitution & Bylaw Changes for Senate Approval**

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Please find attached all documents corresponding to the approval of changes to our Constitution and Bylaws at Faculty Council on September 18, 2017.

1. The changes for the Constitution are:

p.2 Appointments for the following Council representatives...

- a. 4.e. A representative of the Alumni, to be chosen annually by the **Dean** Chair of the ~~Gustavson School of Business Alumni Association, Victoria Chapter.~~

2. The changes for the Bylaws are:

p.9 Academic Administration

- a. VI.1.b) The appointment shall normally be for a term of three **to five** years.

These changes are also indicated in **yellow** on the attached.

Thank you.

A handwritten signature in black ink that reads "Saul Klein".

- I. The Council of the Gustavson School of Business exercises its powers and duties under the University Act, as amended. These powers and duties shall be subject to the approval of the Senate or Board of Governors, where the Act so requires, and shall be to:
  1. Make rules and regulations for governing its proceedings.
  2. Fix and determine courses of study in the academic programs of the Gustavson School of Business.
  3. Subject to the approval of the Senate, fix and determine the courses of study in the Bachelor of Commerce Program.
  4. Subject to the approval of the Council of the Faculty of Graduate Studies and the Senate, fix and determine the courses of study in the graduate programs at Gustavson.
  5. Subject to the approval of the Council of the Faculty of Graduate Studies and the Senate, appoint examiners for and conduct the examinations of the courses in the graduate programs and determine the results of such examinations.
  6. Determine procedures for approval of awards, bursaries, honours, prizes, recognitions and scholarships.
  7. Determine the numbers, composition and authority of the committees of the Council.
  8. Make recommendations to the Dean on matters of concern to the Council.
  9. Report to the Senate and Board of Governors on such matters as the Council determines.
- II. The term of office of the Faculty Council shall be from July 1 to June 30.
- III. The membership of the Council shall consist of:
  1. The Dean.
  2. Associate & Assistant Deans.
  3. Faculty in the Gustavson School of Business holding the rank of:
    - a) Full Professor in tenured or tenure stream appointments.

- b) Associate Professor in tenured or tenure stream appointments.
  - c) Assistant Professor in tenured or tenure stream appointments.
  - d) Teaching Professors, Associate Teaching Professors, Assistant Teaching Professors, Lecturers, or Limited Term appointments greater than or equal to .5 FTE faculty.
4. Appointments for the following Council representatives should be completed by April 15 and approved at the May Council meeting. Terms are for one year (July 1 – June 30) unless otherwise approved by the Dean.
- a) One representative of teaching staff not included in section 3, to be appointed by the Dean.
  - b) One student representative from the Graduate programs to be chosen annually by the MBA Student Council.
  - c) One student representative from the Bachelor of Commerce program, to be chosen annually by the Commerce Students Society.
  - d) One representative of CUPE staff and one representative of PEA staff, to be elected annually by their respective groups.
  - e) A representative of the Alumni, to be chosen annually by the **Dean** ~~Chair of the Gustavson School of Business Alumni Association, Victoria Chapter.~~
5. One member of the Gustavson School of Business International Advisory Board, to be chosen annually by the IAB Chair.
6. The Manager or a representative of the University of Victoria Business Co-op & Career Office.

IV. Chair of the Council

- 1. The Dean will serve as Chair and shall preside over all meetings of the Faculty Council. In the absence of the Chair, an Associate Dean will preside over the meeting.

V. Quorum

One-third of the voting members of Council as listed in III., of whom at least 50% are faculty members.

VI. Amendments

The Constitution may be amended by the affirmative vote of two-thirds of the membership present at a regular meeting prior to which there has been given to the Council seven (7) days notice of the proposed amendment.

VII. Conduct of Meetings

1. Anyone may attend, observe and speak at Faculty Council. If someone would like to make a presentation to Council, a request must be made prior to the agenda distribution one week before each meeting. Only members of Faculty Council may vote at meetings.
2. All meetings of the Faculty Council shall be conducted in accordance with Robert's Rules of Order.

## I. Faculty Council

1. When a representative ceases to be a member of the constituency, the seat will be declared vacant, and the constituencies will be requested by Council to appoint a new representative for the balance of the term.
2. There shall be a minimum of one meeting of the Council scheduled every four month period each year, at an hour and place to be stated in the notice calling the meeting.
3. It is the responsibility of all members of Council to attend scheduled meetings of Council.
4. If a member cannot attend a meeting, it is the responsibility of that member to inform Council either directly or through the Dean's Secretary of the intent to be absent.
5. Special meetings of Council may be called by the Chair. At the written request of ten members of Council, special meetings will be called by the Chair within ten days.
6. In the absence of the Chair, one of the Associate Deans will preside over the meeting as appointed by the Dean.
7. No proposal for changes in policy or regulations may be brought for a vote unless the material outlining the proposal has been distributed to members of Council at least one week in advance of the meeting or unless otherwise authorized by the Dean.
8. Notice of meeting, agenda and supporting material shall be distributed at least one week in advance of any meeting unless otherwise authorized by the Dean.
9. Minutes of each Faculty Council meeting will be distributed on a pre-adopted basis within ten working days after the meeting.
10. Council may delegate to the Executive Committee the authority to act on behalf of Council on specified matters such as fixing and determining courses and programs of study, subject to external approval as required in the Constitution of the Gustavson School of Business.
11. No proxy voting shall be permitted on motions brought to a vote in meetings of Faculty Council or standing committees. Faculty Council or its standing committees may, if desired, determine that a particular motion should be voted on by mail or email ballot outside of a Council or standing committee meeting.



## II. Faculty Council Committees

1. The Council may establish committees to investigate any matters coming before Council and to report to Council through the Executive Committee on any policy recommendations.
2. All committees may appoint ad hoc sub-committees to investigate and report on any matters relating to the work of those committees.
3. Notice of meetings shall be distributed to all members of each committee.
4. Notices of meetings and agendas shall be distributed at least one week in advance of the meeting unless otherwise authorized by the Dean.
5. Minutes of all committee meetings shall contain a record of the pertinent points discussed and the results of a vote on all motions.
6. Minutes of each meeting will be distributed to members of the committee in pre-adopted form within ten working days after the meeting.
7. A copy of the minutes of all meetings will reside in the Dean's Office and be made available to members of Council on request or via the Council SharePoint site (<https://connect.uvic.ca/sites/gustavson/Pages/default.aspx>).
8. Vacancies occurring in a standing committee at any time shall be filled by an appointment made by the committee or an administrator responsible for staffing the committee and reported to Council.
9. Ex-officio members of committees shall have the right to vote.
10. The quorum for meetings shall be fifty percent (50%) of the members of each committee unless otherwise specified.
11. The student representatives shall normally be chosen by their various constituencies by **September 15** of the year in which they are to serve. Administrative members, as appropriate, shall be appointed by the Executive Committee at any time during the year.
12. Membership on Council is not a necessary condition for eligibility for membership on committees.
13. A member of a committee who cannot attend a meeting shall inform the Secretary or the Chair of that committee of the intent to be absent. Committee members are urged to keep their online calendars updated for ease of scheduling.
14. Any member of Council shall have the right to attend any committee meeting; however, only committee and ex-officio members shall have voting privileges.

### III. Standing Committees

There shall be three standing committees of Council to be known as the:

- a) Executive Committee
- b) Undergraduate Programs Committee
- c) Graduate Programs Committee

#### 1. Executive Committee

- a) Membership
  - i. Ex-Officio: Dean, Academic Director of Undergraduate Programs, one Director of the Graduate Programs (appointed by the Dean) and either the International Programs Director or the Co-op & Career Manager (also appointed by the Dean). The Dean can invite other members of the faculty to participate in Executive Committee meetings as deemed necessary, but they cannot vote (e.g. Associate/Assistant Deans, Program Directors).
  - ii. There shall be three elected members of the Gustavson School Executive Committee from the four electoral constituencies identified below:
    - a. Faculty holding the rank of Full Professor, Associate Professor, or Assistant Professor in tenured or tenure stream appointments.
    - b. Faculty holding the rank of Teaching Professor, Associate Teaching Professor or Assistant Teaching Professor.
    - c. Faculty holding the rank of Academic Administrator.
    - d. Lecturers or Limited-term appointments longer than one year and greater than or equal to .5 FTE faculty.
  - iii. The Dean is not eligible for election and will serve as Chair. The Chair will abstain from voting, except in the case of a tie.
- b) Faculty members shall be eligible for election to the Executive Committee if they belong to one of the four electoral constituencies, are not already serving as an ex-officio member of the Executive Committee, and are available for the full two-year term of office. Current members are eligible for re-election. Each year, a list of such eligible members will be circulated.
- c) The election will be held annually by April 15 using an e-mail ballot. Votes will be collected from only those representing the groups in III.1.a.ii.

d) The term of office for elected members will be two years starting July 1 and ending June 30 after 24 months. The terms of the members-at-large will be staggered, so that at least one member-at-large is elected each year.

e) Meetings

Regular meetings will be held at least once per term during the academic year and special meetings may be held at the call of the Chair. The notice of meeting and agenda of the Executive Committee meetings should be distributed to the committee one week in advance of each meeting unless otherwise authorized by the Dean.

f) Quorum

At least sixty (60) percent of elected & appointed/ex-officio members (four persons, minimum) plus the Chair (or designate) are required to comprise a quorum.

g) Responsibilities

- i. To set the agenda and dates for Faculty Council meetings.
- ii. To receive and consider reports on all matters that require Council's approval and forward these to Council or return them for further consideration. These matters include: (i) fixing and determining courses of study for existing programs in the School of Business subject to external approval as required by the Constitution, and (ii) appointing members to serve on standing committees of the Council or other committees that require Council appointment.
- iii. To receive and consider the annual plans and reports of the Dean, including the School of Business budget.
- iv. To collaborate with the Dean and Appointments Committee in determining the hiring priorities and desired qualifications for instructional staff and Directors in the School.
- v. To make decisions on all matters that Council has delegated to the Committee to decide on Council's behalf.
- vi. If considered appropriate, to require the investigation of specific subjects related to any School of Business policy and to review ensuing reports after it has passed through the appropriate committee.
- vii. To determine procedures for approval of awards, bursaries, honours, prizes, recognitions and scholarships.

- viii. To receive, consider, and either refer back or forward to Council, proposed changes and amendments to the Constitution and Bylaws of the School. Changes may be proposed by any member or group of members of the Gustavson Council.
- ix. To advise the Dean on other matters as requested.

## 2. Undergraduate Programs Committee

### a) Membership

At least two faculty members from the same electoral constituencies as III.1.a.ii, appointed by the Chair and approved by the Executive Committee, by June 30 of each academic year. In appointing members for a two-year term (July 1 – June 30), the Chair should take into account the need for staggered terms. Also appointed are one student representative of the Commerce Student Society (normally the elected president for the length of their term) and one representative from Business Co-op & Career. Ex-officio members include the Academic Director and the Director of Undergraduate Programs Administration. The Associate Dean, Programs shall set the agenda and serve as Chair.

### b) Responsibilities

To develop, consider and recommend to Executive Committee undergraduate curriculum and program additions, changes and deletions.

To determine, monitor and assess grading standards of admission, progress and withdrawal from degree programs.

To establish, monitor and assess grading standards and procedures and approve international exchange grade interpretation policies.

To monitor and assess student recruitment and employment procedures and performance.

To monitor and assess student internship procedures, requirements and performance.

To receive and consider undergraduate program administrative policies, procedures and guidelines that may affect the effectiveness of the academic program delivery.

To establish goals and implement best practices for Assurance of Learning, and approve changes to the Assurance of Learning Charter.

### c) Limitations

The Undergraduate Programs Committee has no formal decision making authority. Administrative recommendations will ultimately require the approval of the Dean.

Academic recommendations will ultimately require approval of Executive Committee and Faculty Council.

d) Quorum

At least 60% of committee membership including at least one appointed faculty member.

e) Sub-Committees

May include Business Minor & Option Team and BCOM Team, or others as deemed necessary by the Chair.

**3. Graduate Programs Committee**

a) Membership

At least two faculty members from the same electoral constituencies as III.1.a.ii, appointed by the Chair and approved by the Executive Committee by June 30 of each academic year. In appointing members for a two-year term (July 1 – June 30), the Chair should take into account the need for staggered terms. Also appointed are at least one student representative (for one year July 1 – June 30) and one representative from Business Co-op & Career. Ex-officio members include the Director/s, the Associate Director/s and Program Managers of all the Graduate Programs and either or both can attend. The Associate Dean, Programs shall set the agenda and serve as Chair.

b) Responsibilities

To develop, consider and recommend to Executive Committee the graduate programs' curriculum and program additions, changes and deletions.

To determine, monitor and assess grading standards of admission, progress and withdrawal from graduate programs.

To establish, monitor and assess grading standards and procedures and approve international exchange grade interpretation policies.

To monitor and assess student recruitment and employment procedures and performance.

To monitor and assess student internship procedures, requirements and performance.

To receive and consider graduate programs' administrative policies, procedures and guidelines that may affect the effectiveness of the academic program delivery.

To establish goals and implement best practices for Assurance of Learning, and approve changes to the Assurance of Learning Charter.

c) Limitations

The Graduate Programs Committee has no formal decision making authority. Administrative recommendations will ultimately require the approval of the Dean. Academic recommendations will ultimately require approval of Executive Committee, Gustavson Council and the Faculty of Graduate Studies.

d) Quorum

At least 60% of committee membership including at least one appointed faculty member.

e) Sub-Committees

May include MBA, MGB, ENT C & D and PhD Advisory Committees, or others as deemed necessary by the Chair.

#### **IV. Appointments Committee/s**

As per the Faculty Collective Agreement (CA), an Appointments Committee is formed by April 30 and procedures developed annually (CA 31.0) to meet the specific requirements of screening and conducting interviews of candidates in the disciplinary areas targeted for recruitment. When there are appointments to multiple faculty positions in the same year, the Appointments Committee may be structured to have different sub-committees responsible for appointment recommendations for the different positions; normally the Appointments Committee Chair serves as the Chair of each sub-committee. The School has historically chosen to have the Dean establish committee membership and have the composition brought to the March Faculty Council Meeting for information.

The GSB Appointments Committee has a minimum of three faculty members, plus an alternate. Committee members may be of any rank. In the case of multiple sub-committees, each one consists of the Chair plus a minimum of two other members. There will normally be an alternate member chosen to serve for each sub-committee, although the same member can serve as the alternate for more than one sub-committee. The alternate is expected to participate fully in the selection process up to the point of a recommendation vote, voting only if substituting for a committee member who did not have sufficient contact with one or more of the appointment candidates, particularly if the committee member did not participate in one or more of the candidates' formal interviews or in the committee's discussions of the candidates.

The Appointments Committee will use regular processes to ensure broad consultation with other faculty members. Faculty members with expertise in the appointment's discipline may assist in the initial screening of applicants and any faculty member may be involved in informal interviews, such as those conducted during placement activities at academic conferences or during the candidate's campus visit (e.g. research and teaching

presentations). Feedback is requested via email from all faculty after each candidate visit, however, any input from non-committee members is treated as advisory, with decision-making remaining with the designated Appointments Committee or its sub-committee.

Appointment recommendations are made only where the Committee has had sufficient interaction with a candidate to make a suitably informed decision. Such interaction normally takes place on site during a campus visit by the candidate. During the campus visit, a candidate is expected to:

- a) Provide a research seminar that demonstrates his or her scholarly capabilities (for research faculty appointments only)
- b) Conduct all or part of a regular class session, subject to availability of a suitable group of students, that demonstrates his or her teaching capabilities
- c) Undergo a formal interview conducted by all members of the Appointments Committee or its relevant sub-committee
- d) Meet with as many GSB faculty and staff as possible, particularly those with whom the candidate might work most closely if successfully appointed
- e) Meet with the Dean for an informal interview.

After all candidates have been interviewed, the Appointments Committee makes a recommendation to the Dean that indicates:

- a) Whether a candidate is acceptable for an offer of appointment; and
- b) If a candidate is considered acceptable, how the candidate is ranked relative to others.

By default, the vote on a candidate's acceptability is done by secret ballot but, if all committee members agree, the Chair may allow otherwise.

Information supplied by a candidate is confidential. It may be shared by the Appointments Committee with faculty and staff within the School who interact with the candidate. Information gathered by the committee, such as feedback from faculty, staff or students, who have interacted with a candidate, is not shared outside of the committee, other than with the Dean; similarly, information from the committee's interviews and discussions is not shared with non-committee members.

## **V. Reappointment, Promotion and Tenure Committee/s (RPT)**

As required by CA 31.1, GSB establishes a committee to consider reappointments, promotion and tenure decisions each year. Among the available options, the School has historically chosen to have the Dean establish committee membership and have the composition ratified by faculty holding regular appointments.

The RPT committee shall follow the procedures laid out in the Collective Agreement.

## **VI. Academic Administration**

### **1. Associate Dean(s) (Faculty Renewal and Programs)**

- a) The duties of the Associate Deans shall include:
  - i. duties as assigned by the Dean.
  - ii. an Associate Dean shall normally act for the Dean in his/her absence.
- b) The appointment shall normally be for a term of three **to five** years.
- c) The Associate Deans shall be appointed as per the UVic Policy GV0605 – Appointment of the Associate Dean, Faculty of Business.

### **2. Assistant Dean(s)**

Assistant Deans may be appointed and assigned duties by the Dean as required.

### **3. Academic Directors of Masters Programs (MBA, MGB)**

- a) The duties of the Academic Directors for each of the Masters Programs shall include:
  - i. responsibility for Masters-level Education
  - ii. recommending staff for master courses
  - iii. recommending students for admission
- b) The appointment shall normally be for a term of three years.
- c) The Academic Director/s of the Master Programs shall be members of the Gustavson School as listed in III.1.a.ii.



- d) The Academic Director/s shall be appointed by the Dean in collaboration with the elected members of the Executive Committee.

#### **4. Academic Director of Undergraduate Programs**

- a) The duties of the Academic Director of Undergraduate Programs shall include:
  - i. curricular responsibility for Undergraduate Education
  - ii. recommending staff for undergraduate courses
- b) The appointment shall normally be for a term of three years.
- c) The Academic Director of Undergraduate Programs shall be a member of the Gustavson School as listed in III.1.a.ii.
- d) The Academic Director shall be appointed by the Dean in collaboration with the elected members of the Executive Committee.

#### **5. Director of the PhD Program**

- a) The duties of the Director of the PhD Program shall include:
  - i. responsibility for PhD Education
  - ii. recommending staffing for PhD courses
  - iii. managing the support staff assigned to the Doctoral Program
  - iv. recommending students for admission to the PhD Program.
- b) The appointment shall normally be for a term of three years.
- c) The Director of the PhD Program shall be a member of the Gustavson School as listed in III.1.a.ii.
- d) The Director shall be appointed by the Dean in collaboration with the elected members of the Executive Committee.

## **V. Changes to Bylaws**

1. Changes in the Bylaws require a simple majority vote by the Council at any scheduled meeting.
2. All proposed changes in the Bylaws must be considered by the Executive Committee before submission to Council.
3. Notice of a motion to change the Bylaws must be circulated to Council members at least one week in advance of a scheduled meeting unless otherwise authorized by the Dean.
4. Any matter for which adequate notice has not been given will require an affirmative vote of two-thirds of the members present at a scheduled meeting.



University  
of Victoria

University  
Secretary

# MEMO

**Date:** September 20, 2017

**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 January 2019 through April 2019. As you may know 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 January 2019 through April 2019 for submission to the online academic calendar and for the academic calendar January 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.

### 2017/2018 ACADEMIC YEAR

#### Winter Session - Second Term

##### January 2018

- 1 Monday New Year's Day<sup>1</sup>
- 3 Wednesday Second term classes begin for all faculties
- 5 Friday Senate meets
- 11 Thursday Last day for course changes for Faculty of Law
- 16 Tuesday 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 [www.registrar.uvic.ca](http://www.registrar.uvic.ca)
- 19 Friday Last day for adding courses that begin in the second term
- 31 Wednesday Last day for paying second term fees without penalty

##### February 2018

- 2 Friday Senate meets
- 6 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. For non-standard courses see [www.registrar.uvic.ca](http://www.registrar.uvic.ca)
- 12 Monday Family Day<sup>1</sup>
- 12- Monday -  
16 Friday Reading Break for all faculties
- 15 Thursday Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)
- 28 Wednesday Last day for withdrawing from full year and second term courses without penalty of failure

##### March 2018

- 2 Friday Senate meets
- 30 Friday Good Friday<sup>1</sup>

##### April 2018

- 2 Monday Easter Monday<sup>1</sup>
- 6 Friday Senate meets  
Last day of classes for all faculties, except Faculty of Human and Social Development<sup>2</sup>

- 9 Monday Examinations begin for all faculties, except Faculty of Human and Social Development<sup>2</sup>
- 24 Tuesday Examinations end for all faculties  
End of Winter Session

## 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
- 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>
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.registrar.uvic.ca">www.registrar.uvic.ca</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.registrar.uvic.ca">www.registrar.uvic.ca</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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**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

- 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 Summers 2018 Important Dates for law courses.*
- 4. For non-standard courses see <[www.uvic.ca/current-students/home/course-registration/look-up-courses/index.php](http://www.uvic.ca/current-students/home/course-registration/look-up-courses/index.php)>.*



## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01JAN2018			
Faculty: Fine Arts	Academic Unit: Art History & Visual Studies		
Contact Name: Erin Campbell	Local: 7940	Email: erinjc@uvic.ca	

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Creation of a program	ANTH, AE, ENGL, GMST, GRS, Hispanic and Italian Studies, HSTR, MUS, THEA, WRIT, ART, DCS, Faculties of Humanities, Science, Social Sciences, Legacy Art Galleries, Special Collections, Library

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01JAN2018		
Faculty: Fine Arts	Academic Unit: Department of Theatre	
Contact Name: Conrad Alexandrowicz	Local: 7991	Email: theatre@uvic.ca

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Creation of a program: Minor in Theatre	Library; Business, Continuing Education, Education, Engineering, Humanities, Law, Science, Social Sciences; History, English, French, Pacific and Asian Studies, Greek and Roman Studies, Art History and Visual Studies, Writing, Visual Arts and Music.

### UVic Program Curriculum Change

**Summary of Program Curriculum Changes:**

Effective Date:	01JAN2018		
Faculty:	HSD	Academic Unit:	Nursing
Contact Name:	Lori Klear	Local:	7961
		Email:	klear@uvic.ca

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Creation, reinstatement, discontinuance, or major modification of a program or credential	N/A

## UVic Course Curriculum Change

### Summary Course Curriculum Changes:

Effective Date:	01JAN2018		
Faculty:	FINE ARTS	Academic Unit: Theatre	
Contact Name:	Conrad Alexandrowicz	Local:	3727
		Email:	conrada@uvic.ca

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Describe in 'Type of change' field
Course code or number	Deletion	
Course title or description	Retention of a course not offered for five years	

All course changes should be in alphabetical and numerical order with a corresponding submission number.

Submission #:	Course code:	Course #:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	THEA	132B	Correction of error in units from 3.0 units to 1.5 units	Fine Arts Associate Dean

### UVic Program Curriculum Change

**Summary of Program Curriculum Changes:**

Effective Date: 01Jan2018			
Faculty: Humanities	Academic Unit: Humanities		
Contact Name: Lisa Surridge	Local: 7246	Email: lsurridg@uvic.ca	

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Other: Suspension of admissions to program.	

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01Jan18			
Faculty: Social Sciences	Academic Unit: Economics		
Contact Name: Nilanjana Roy	Local: 4417	Email: ecadvice@uvic.ca	

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Change in a listing of eligible or elective courses that can be used to meet a program or credential requirement	

## UVic Course Curriculum Change

### Summary Course Curriculum Changes:

Effective Date: 01Jan2018			
Faculty: Social Sciences	Academic Unit: Political Science		
Contact Name: Rosemary Barlow	Local: 3567	Email: poliao@uvic.ca	

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Describe in 'Type of change' field
Course code or number	Deletion	
Course title or description	Retention of a course not offered for five years	

All course changes should be in alphabetical and numerical order with a corresponding submission number.

Submission #:	Course code:	Course #:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	POLI	384	New course: <b>Comparative Political Thought</b>	
2	POLI	410	Deletion of course	

## UVic Course Curriculum Change

### Summary Course Curriculum Changes:

Effective Date: 01Jan2018			
Faculty: Social Sciences	Academic Unit: SOSC		
Contact Name: Rosaline Canessa	Local: 3938	Email: soscasdn@uvic.ca	

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Describe in 'Type of change' field
Course code or number	Deletion	
Course title or description	Retention of a course not offered for five years	

All course changes should be in alphabetical and numerical order with a corresponding submission number.

Submission #:	Course code:	Course #:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	SOSC	300	Changes to Notes	



### UVic Course Curriculum Change

**Summary Course Curriculum Changes:**

Effective Date: January 2018			
Faculty: Graduate Studies	Academic Unit: Educational Psychology and Leadership Studies		
Contact Name: Zoria Crilly	Local: 7760	Email: edpsych@uvic.ca	

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Describe in 'Type of change' field
Course code or number	Deletion	
Course title or description	Retention of a course not offered for five years	

All course changes should be in alphabetical and numerical order with a corresponding submission number.

Submission #:	Course code:	Course #:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	ED-D	520	Change to Prerequisite	N/A

## UVic Course Curriculum Change

### Curriculum Changes:

Effective Date: 01JAN18			
Faculty: Engineering	Academic Unit: Civil Engineering		
Contact Name: Chris Kennedy	Local: 4463	Email: cakenned@uvic.ca	

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Describe in 'Type of change' field
Course code or number	Deletion	
Course title or description	Retention of a course not offered for five years	

All course changes should be in alphabetical and numerical order with a corresponding submission number.

Submission #:	Course code:	Course #:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	CIVE	595	New course: Sustainability Seminars I	FGS
2	CIVE	695	Grading and title change	FGS

### UVic Program Curriculum Change

Effective Date: 01JAN18		
Faculty: Graduate Studies	Academic Unit: Computer Science	
Contact Name: Kui Wu	Local: 5766	Email: wkui@uvic.ca

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Minor modification in program description	FGS
2	Minor modification in program description	FGS
3	Minor modification in program description	FGS
4	Minor modification in program description	FGS

### UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date: 01Jan2018			
Faculty: HUMANITIES	Academic Unit: HISTORY		
Contact Name: Theresa Gallant	Local: 5661	Email: histao@uvic.ca	

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	A minor modification in program or credential that does not significantly change that program or credential's focus, content, structure, or requirements	

### UVic Course Curriculum Change

**Summary Course Curriculum Changes:**

Effective Date: 01Jan2018			
Faculty: HUMANITIES	Academic Unit: HISTORY		
Contact Name: Theresa Gallant	Local: 5661	Email: histao@uvic.ca	

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Change in course unit value
Course code or number	Deletion	
Course title or description	Retention of a course not offered for five years	

All course changes should be in alphabetical and numerical order with a corresponding submission number.

Submission #:	Course code:	Course #:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	HSTR	597	Change in unit value	

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01JAN2018			
Faculty: Graduate Studies	Academic Unit: GEOGRAPHY		
Contact Name: Dennis Jelinski	Local: 4707	Email: jelinski@office.geog.uvic.ca	

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	A change in description of the program not involving any change in program or credential requirements	N/A