



University
of Victoria

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

SENATE
Notice of
Meeting and Agenda

The next open meeting of the Senate of the University of Victoria is scheduled for Friday, October 5, 2018 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
3. MINUTES ACTION
 - a. May 4, 2018 (SEN-OCT 5/18-1)

Motion: That the minutes of the open session of the meeting of the Senate held on May 4, 2018 be approved and that the approved minutes be circulated in the usual way.
4. BUSINESS ARISING FROM THE MINUTES
5. ELECTION OF STUDENTS TO THE SENATE
 - a. Faculties of Engineering and Human and Social Development (SEN-OCT 5/18-2) ACTION
6. CORRESPONDENCE
 - a. University of Victoria Financial Statements as at March 31, 2018 (SEN-OCT 5/18-3) 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.

7. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

- a. Senate Committee on Agenda and Governance – Prof. Jamie Cassels, Chair
- i. Revisions to the Terms of Reference for the Senate Committee on Curriculum (SEN-OCT 5/18-4) **ACTION**
- Motion: That Senate approve the revisions to the terms of reference for the Senate Committee on Curriculum.
- ii. Appointments to the 2018/2019 Senate standing committees (SEN-OCT 5/18-5) **ACTION**
- Motion: That Senate approve the appointments to the 2018/2019 Senate standing committees for the terms indicated in the attached document.
- b. Senate Committee on Admission, Re-registration and Transfer – Dr. Sandra Hundza, Chair
- i. K-12 Curriculum Modernization Working Group Recommendations (SEN-OCT 5/18-6) **ACTION**
- Motion: That Senate approve effective September 2019, a minimum final grade of 67% for English Studies 12/English 12 First Peoples be required for admission to all Year 1 programs and be published in the May 2019 edition of the academic calendar.
- Motion: That Senate approve a change as indicated in the proposal to the ‘Admission Requirements’ introductory paragraph and ‘Applicants from Secondary School: British Columbia/Yukon’ of the Undergraduate Academic Calendar, effective September 2019 and be published in the May 2019 edition.
- c. Senate Committee on Academic Standards - Dr. Sara Beam, Chair
- i. Revisions to the Posthumous Degree Guidelines (SEN-OCT 5/18-7) **ACTION**
- Motion: That Senate approve the revisions to the Posthumous Degree Guidelines.

d. Senate Committee on Awards – Dr. Annalee Lepp, Chair

i. New and Revised Awards (**SEN-OCT 5/18-8**)

ACTION

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

- Brian Williams Memorial Scholarship Award (revised)*
- UVic Bookstore Scholarship in Writing (revised)
- M.A. Micklewright Award (revised)*
- United Empire Loyalists' Assoc. (Victoria Branch) Alvin Huffman, UE Scholarship in Canadian History (revised)
- Engineers and Geoscientists British Columbia Achievement Award (revised)
- Engineers and Geoscientists British Columbia Gold Medal Award (revised)
- Westshore Soroptimist Award (new)
- May Yuen Memorial Scholarship (revised)*
- Angus & Annie MacKay Bursary (revised)*
- Trudy Martin Memorial Bursary (revised)*
- Ian H. Perrigo Memorial Bursary (revised)*
- Ethel N. Lohbrunner Bursary (revised)*
- David H. Turpin National Entrance Scholarship (revised)*
- David Strong Entrance Scholarship (revised)
- Elsa Eleonora Fagerberg & Clara Maria Fagerberg Entrance Scholarship (revised)*
- National Entrance Scholarship (revised)*
- UVic Excellence Scholarship (revised)
- Elsa Eleonora Fagerberg & Clara Maria Fagerberg Bursary (revised)*
- Margaret T. Clinch Bursary (revised)*
- Margaret t. Clinch Bursary in Business Administration (revised)*
- Walker Wood Foundation Scholarship in Social Sciences (new)
- Island Community Home Support Services Bursary (revised)*
- Donald & Evelyn Munro Scholarship (revised)*
- Henriette Ann Schmidt Scholarship (revised)
- Physics Red Scholarship (revised)*
- Kathleen M. Hoyte and Cheryl A. Barnard Memorial Bursary (revised)*
- VNHS Bev Glover Memorial Scholarship (revised)
- VNHS Alice M. Hay Scholarship (revised)
- Ana and Peter Lowens Scholarship in Victorian Literature (new)*
- Nelson Family Bursary (revised)*

- Adeline Julienne Deloume Memorial Scholarship (revised)*
- Sherry Lovine Sagris Memorial Bursary in Art Education (revised)
- Hakai-Raincoast Bursary (revised)
- John F. Reeves Memorial Award (revised)*
- David Ritchie Business Grant (revised)*
- Certificate of Outstanding Academic Distinction in Human and Social Development
- Urbanecology.ca Scholarship (revised)
- Dana R. Kingstone Scholarship in Economics (revised)
- Ronald S. Nairne Memorial Award (revised)*
- Vicky Husband Scholarship (revised)*
- Val Faris Memorial Scholarship (revised)*
- Stephen Canning Memorial Scholarship (revised)*
- Tolmie-Wood Scholarship (revised)*
- Woods Trust Scholarship (revised)*
- UVic Foundation Scholarship (revised)*
- Miranda Ward Physics Award (revised)*
- All My Relations Award (new)
- T.S. McPherson Entrance Scholarship (revised)*
- John Locke Malkin Entrance Scholarship (revised)*
- W. Gordon Fields Memorial Fellowship (revised)*
- Terry and Myrna Daniels Scholarship in Music (new)*
- Bentley Nichvolodoff Memorial Book Prize (revised)*
- VIPIRG Scholarships (revised)
- Jennifer Davison Undergraduate Scholarship in Russian Studies (revised)
- Clio Book Prize in Theatre History (revised)*
- Oak Bay and Saanich Centennial Scholarship (revised)*
- Allen P. James Scholarship (revised)*
- Saanich Employees Benefit Association Award (revised)
- Maureen De Burgh Memorial Scholarship (revised)*
- William Wowchuk Memorial Graduate Scholarship (revised)*
- Dorothy and Ernest Ayton Memorial Scholarship (revised)*
- Átol,ánw: A Season of Just and Fair Treatment Award (new)*
- Capstone Award (new)*
- Combined Computer Science and Mathematics Scholarship (new)*
- Dean of Science Entrance Scholarship for Indigenous Students (new)*
- Drew Wolfe-Fraser Memorial Scholarship (new)
- Matthew Prentice Scholarship (revised)*
- Max Walker Scholarship in Geography (new)*
- Nimrod Hungarian Mobility Award (revised)*

- Oak Bay High Nick Mathers & Dylan Jones Memorial Award (new)*
- Opening Night Scholarship (revised)*
- Phillips, Hager & North Graduate Bursary (revised)
- VNHS Samuel Simco Graduate Bursary (revised)
- VNHS Samuel Simco Undergraduate Bursary (revised)
- Olthuis Kleer Townshend Indigenous Law Scholar Award (new)
- Goldstream Hatchery Education Bursary (new)
- Wilson S.C. Lai Scholarship (new)
- Lee Hayes Award (revised)*
- Henry & Marian Thiel International Business Award (revised)*
- MT + Co. Leonard George Memorial Indigenous Law Scholar Award (new)
- Ratcliff & Company Indigenous Law Scholar Award (new)
- Union Club Scholarship (revised)
- W.E. Cowie Innovation Award (revised)*
- Peter Zachary Graduate Scholarship In Ukrainian Studies (new)*
- Woodward & Company Indigenous Law Scholar Award (new)
- Peter L. Smith Scholarship in Greek & Roman Studies (revised)*

** Administered by the University of Victoria Foundation*

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

- i. 2017/2018 Annual Report (**SEN-OCT 5/18 -9**) **INFORMATION**

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

- i. 2017/2018 Annual Report (**SEN-OCT 5/18-10**) **INFORMATION**

- ii. 2018/2019 Calendar Cycle 3 Curriculum Submissions (**SEN-OCT 5/18-10**) **ACTION**

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

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 28, 2018.

g. Senate Committee on Planning – Dr. Nancy Wright, Chair

- i. 2018/19 Annual Report on Status of Academic Program Reviews (SEN-OCT 5/18-11) **INFORMATION**

8. PROPOSALS AND REPORTS FROM FACULTIES

a. Faculty of Graduate Studies

- i. Revisions to Membership in the Faculty of Graduate Studies (SEN-OCT 5/18-12) **ACTION**

Motion: That Senate approve the conditions and procedures for appointment of Emeritus Professors as Adjunct Professors in the Faculty of Graduate Studies given in Section 5.0 of this document, and Sections 1.1, 1.2, 1.3; Section 2; and Sections 4.1, 4.2, 4.3 of the proposed revised Membership in the Faculty of Graduate Studies policy attached as Appendix A.

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

10. OTHER BUSINESS

- a. Academic Year Important Dates (SEN-OCT 5/18-13) **ACTION**

Motion: That Senate approve the Academic Year Important Dates calendar for the period January 2020 through April 2020 for submission to the online academic calendar and for the academic calendar January 2019 publication.

- b. Election of Vice-Chair of Senate **ACTION**
- c. Notification of vacancy on Senate **INFORMATION**
- d. Joint Senate Board Retreat **INFORMATION**

11. ADJOURNMENT



University
of Victoria

MINUTES

A meeting of the Senate of the University of Victoria was held on May 4, 2018 at 3:32 p.m. in the Senate and Board Chambers, University Centre, Room A180.

1. APPROVAL OF THE AGENDA

Dr. Beam, Chair of the Senate Committee on Academic Standards, requested that the item from the Senate Committee on Academic Standards be removed from the agenda upon request from the Faculty. There was no objection to removing this item.

Motion: (B. Smith/S. Rogers)

That the agenda be approved as amended.

CARRIED

2. MINUTES

a. April 6, 2018

An editorial change to the minutes was made.

Motion: (S. Klein/S. Lewis)

That the minutes of the open session of the meeting of the Senate held on April 6, 2018 be approved as amended, and that the 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 thanked members of Senate for their engagement throughout the year and acknowledged members whose terms were ending. In particular, he thanked the University Secretary, Dr. Julia Eastman, who was retiring. Dr. Eastman offered brief remarks to members of Senate, reflecting on her experience at the university and thanking them for their continuing commitment to the university and to strong governance practices. Prof. Cassels reported that a

search for a new University Secretary was underway and that Ms. Carrie Andersen would serve as Acting University Secretary until an appointment was made.

Prof. Cassels reported on the upcoming Convocation ceremonies. He commented on recent award recipients, including winners of the President's Extraordinary Service Awards and the REACH Awards.

5. CORRESPONDENCE

a. Office of the Ombudsperson

i. 2017 Annual Report

Prof. Cassels introduced the report, noting that Ms. Martine Conway had left the university to pursue a new opportunity. He acknowledged Senate's appreciation of her extraordinary work.

b. Campus Planning Committee

i. Semi-annual report

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

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

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

i. Discovery Studies Calendar Entry Proposal

Dr. Gray introduced the proposal.

In response to a question regarding eligibility to register in particular courses, Ms. Laurie Barnas, Associate Registrar, clarified registration restrictions. These included restrictions on registration in courses in Business. In response to a further question regarding the proposed changes, Ms. Barnas confirmed that students who had completed Discovery Studies would be eligible to apply for admission; however, admission was not guaranteed.

Motion: (G. Gray/S. Hundza)

That Senate approve the Discovery Studies calendar entry proposal updates in the Academic calendar, effective September 1, 2018.

CARRIED

b. Senate Committee on Agenda and Governance**i. Appointments to the 2018/2019 Senate Standing Committees**

Ms. Andersen reviewed the nomination process for Senate committees. Prof. Cassels asked for additional nominations to the Senate committees. There were none.

Motion: (A. Lepp/S. Rogers)

That Senate approve the appointments to the 2018/2019 Senate standing committees for the terms indicated in the attached document.

CARRIED

ii. Student Election Poster and Banner Procedures

Dr. Eastman introduced the proposal. She explained that Senate maintained responsibility for the conduct of elections, which included approval of the poster and banner procedures. Dr. Eastman briefly reviewed the changes.

In response to a question regarding guidelines for electronic campaigning, Mr. Kyle McNeill, Policy Officer, explained that these procedures addressed physical campaigning.

A question was raised regarding why the university poster and banner limits for referenda were lower than the UVSS policy. Mr. McNeill acknowledged the difference, noting that the university limits remained unchanged in the procedures. He clarified that these limits did not include posters and banners placed in the Student Union Building. Some members of Senate expressed concern about the discrepancy in poster and banner limits for referenda, favouring the limits allowed by the UVSS. One member of Senate expressed support for the proposed revisions overall and in particular for reducing paper usage during elections and referenda.

A question was raised regarding inclusion of the requirement for candidates to remove chalking following an election period. Mr. McNeill explained that the addition was intended to make expectations for removing campaign materials consistent with those for posters and banners.

A motion was proposed to revise the policy to increase the poster and banner limits for referenda.

Motion: (D. Foster/P. Angelblazer)

With respect to Section 9.00, Senate approve to replace “sixty (60) posters” with “100 (one hundred) posters, and “four (4) banners” with “six (6) banners”.

CARRIED

A motion was proposed to revise the policy to remove the requirement for candidates to remove chalking following an election. There was a discussion of the proposed revision. Some members of Senate felt that placing the burden on candidates to remove all election materials was appropriate. Others expressed that this would be a difficult task for candidates and expressed concern about the imposition of this burden or penalties for not complying with the requirement.

Motion: (D. Foster/P. Angelblazer)

With respect to Section 13.00, Senate approve to remove (c) candidates are responsible for removing their own chalking 24 hours after an election.

CARRIED

Motion: (P. Marck/S. Klein)

That Senate approve the Student Election Poster and Banner Procedures, as amended, effective May 4, 2018.

CARRIED

c. Senate Committee on Appeals

i. 2017/2018 Annual Report

Prof. Cassels introduced the report on behalf of Prof. Gillen, Chair of the Senate Committee on Appeals.

d. Senate Committee on Awards

i. New and Revised Awards

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

In response to a question, clarification was provided regarding the meaning of terminology in one of the awards. A friendly amendment was proposed to make an editorial change to the terms of reference of another award.

Motion: (R. Hicks/R. Warburton)

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:

- Didier Bergeret Scholarship (new)*
- JFK Law Corporation Indigenous Legal Orders Scholarship (new)
- Chaney Fund (revised)*
- Dr. and Mrs. W. Clarke Horning Memorial Prize in Music (revised)*
- Horning Memorial Scholarship in Music (revised)*
- Art and Music Education Bursary (revised)
- Don Wright Scholarship in Music Education (revised)*
- Don Wright Scholarship in Music Education (Instrumental Music) (revised)*

- Don Wright Scholarship in Music Education (Vocal & Choral Music) (revised)*
- Howard & Donna Denike Memorial Bursary (revised)*
- Noel & Margaret Gantly Scholarship (revised)*
- Joseph Patrick Cunningham Memorial Scholarship (revised)*
- W.A.C. Bennett Scholarship (revised)*
- Lorene Kennedy Graduate Student “Writing-Up” Award (new)*
- Frances Theron Spirit of the Phoenix Award (new)
- Stephen & Eunice Lowe Legacy Scholarship (revised)*
- Lorne Loomer Rowing Award (new)*
- Hugh Campbell & Marion Alice Small Graduate Scholarship for Scottish Studies (revised)*
- Canet Foundation Scholarship (new)*
- Henriette Ann Schmidt Scholarship (revised)
- Hightech U Award (new)
- Leslie & Terry Farmer Nursing Scholarship (new)*
- Franc R. Joubin Entrance Scholarship (revised)*
- Dr Charlotte Loppie Award (new)*
- Jeffrey Rubinoff Scholar in Art as a Source of Knowledge Travel Award (revised)*
- Department of Computer Science Graduation Medal (revised)
- Department of Computer Science Honours Graduation Medal (new)
- Thea Vakil Scholarship (new)*
- Physics Red Scholarship (revised)*
- Eric Leblanc Memorial Scholarship (new)
- Dr. Lorene Kennedy Environmental Studies Undergraduate Award (revised)*
- Dr. Lorene Kennedy Undergraduate Award (revised)*
- Dr. Lorene Kennedy Environmental Studies Graduate Award (revised)*
- Dr. Lorene Kennedy Graduate Award (revised)*

** Administered by the University of Victoria Foundation*

CARRIED

ii. Undergraduate Scholarships, Awards, Medals and Prizes

Dr. Walsh introduced the proposal.

Motion: (M. Garcia-Barrera/S. Rogers)

That Senate approve revisions to the Undergraduate Scholarships, Awards, Medals and Prizes section of the Undergraduate Academic Calendar, as set out in the attached document.

CARRIED

e. Senate Committee on Curriculum**i. 2018/2019 Cycle 2 Curriculum Changes**

Dr. Haskett introduced the proposal.

Motion: (T. Haskett/C. Goto-Jones)

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

CARRIED

Motion: (T. Haskett/C. Goto-Jones)

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

ii. Proposed Revisions to Procedures on Curriculum Submissions

Dr. Haskett introduced the proposal. He outlined the process undertaken to review the procedures and summarized the major changes.

Motion: (T. Haskett/L. Charlton)

That Senate approve the revisions to the Procedures on Curriculum Submissions (associated with Policy AC1120).

CARRIED

f. Senate Committee on Learning and Teaching**i. 2017/2018 Annual Report**

Prof. Cassels introduced the report.

g. Senate Committee on Libraries**i. Revisions to Libraries Loan Policy (IM7600)**

Dr. Simon Devereaux, Chair of the Senate Committee on Libraries, introduced the proposal and outlined proposed changes.

Motion: (S. Beam/J. Bengtson)

That Senate approve the revised Libraries Loan Policy, effective May 7, 2018.

CARRIED

ii. 2017/2018 Annual Report

Dr. Devereaux introduced the report.

h. Senate Committee on Planning**i. Proposal to change the name “Theatre History” to “Theatre Studies” for Theatre’s MA program**

Dr. Nancy Wright, Chair of the Senate Committee on Planning, introduced the proposal. She explained how the proposals regarding Theatre were related.

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

That Senate approve, and recommend to the Board of Governors that it also approve, the change of the name “Theatre History” to “Theatre Studies” for the Department of Theatre’s MA program, as described in the memo dated December 5, 2017.

CARRIED

ii. Proposal to change the name “PhD in Theatre History” to “PhD in Theatre”

Dr. Wright introduced the proposal.

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

That Senate approve, and recommend to the Board of Governors that it also approve, the change of the name “PhD in Theatre History” to “PhD in Theatre”, as described in the memo dated December 5, 2017.

CARRIED

iii. Existing curriculum for the PhD Theatre History become a stream identified as a “Theatre Studies Stream” within the PhD in Theatre

Dr. Wright introduced the proposal.

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

That Senate approve, and recommend to the Board of Governors that it also approve, that the existing curriculum for the PhD in Theatre History become a stream identified as a “Theatre Studies Stream” within the PhD in Theatre.

CARRIED

iv. Proposal to add a stream in Applied Theatre to the newly Renamed PhD in Theatre

Dr. Wright introduced the proposal.

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

That Senate approve, and recommend to the Board of Governors that it also approve, a stream in Applied Theatre be added to the newly renamed PhD in Theatre, as described in the document “Applied Theatre in PhD Stream”.

CARRIED

v. Renewal of Approved Centre Status for the Centre for Indigenous Research and Community-Led Engagement (CIRCLE)

Dr. Wright introduced the proposal.

Motion: (C. Goto-Jones/M. Garcia-Barrera)

That Senate approve the renewal of Approved Centre Status for the Centre for Indigenous Research and Community-Led Engagement (CIRCLE) for the period June 1, 2018 through May 31, 2023.

CARRIED

iv. 2017/2018 Annual Report

Prof. Cassels introduced the report.

i. Senate Committee on University Budget

i. 2017/2018 Annual Report

Prof. Cassels introduced the report.

7. PROPOSALS AND REPORTS FROM FACULTIES

There was none.

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

Dr. Valerie Kuehne provided members of Senate with information regarding the Strategic Enrolment Management process that was underway. She encouraged members to engage in the process and indicated how to do so. Dr. Kuehne said more information regarding Strategic Enrolment Management would be provided to Senate in the fall.

a. Advisory Committee on Academic Accommodation and Access for Students with Disabilities

i. Annual Report

Mr. Jim Dunsdon, Associate Vice-President Student Affairs, introduced the report and briefly commented on work undertaken over the course of the year.

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

Mr. Dunsdon briefly reviewed the report with members of Senate. He reminded members that the policy was recently reviewed and noted that, with the implementation of the Sexualized Violence Prevention and Response Policy, the scope of the policy had changed. In response to a question, Dr. Eastman confirmed that reporting on sexualized violence would occur through Equity and Human Rights.

Mr. Dunsdon reviewed the summary of incidents outlined in the report and responded to questions.

c. Presentation on Strategic Direction for the Libraries

Mr. Jonathan Bengtson, University Librarian, provided a presentation on the process being undertaken to develop a renewed strategic direction for the Libraries. He reviewed the current strategic plan, reviewed the process and outlined new strategic directions.

9. OTHER BUSINESS**a. Review of Presidential Appointment Procedures**

Dr. Catherine Krull introduced the proposal. She outlined the process that had been undertaken to review the appointment procedures and thanked members of Senate for feedback provided during the process. Dr. Krull reviewed the proposed revisions and commented on suggestions made during the process the committee had not recommended pursuing.

A question was raised about the proposed revisions to committee membership, in particular why a representative from Senate had been retained. Dr. Eastman explained that, given the role of Senate as one of the university's governing bodies, the committee felt it was desirable to preserve at least one position on the committee for a Senate member.

Motion: (C. Krull/J. Bengtson)

That Senate recommend to the Board of Governors the revisions to the Procedures for the Search, Appointment, and Re-appointment of the President and Vice-Chancellor (Policy GV0300) outlined in the attached document.

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

Prof. Cassels introduced the report. There were no questions raised.

c. Orators

Ms. Andersen introduced the proposal.

Motion: (S. Rogers/S. Lewis)

That Senate re-appoint Dr. Mary Kennedy as Orator for the term from July 1, 2018 until June 30, 2021.

CARRIED

d. 2017/2018 Emeritus and Emerita

Prof. Cassels introduced the report.

e. Election to the Senate Committee on Agenda and Governance

Prof. Cassels called for nominations for the elected position on the Senate Committee on Agenda and Governance. Dr. Annalee Lepp nominated Dr. Peter Driessen. Dr. Rebecca Warburton nominated Dr. Doug Baer. Ballots were distributed and collected. Prof. Cassels indicated that ballots would be counted following the meeting.

There being no other business the meeting was adjourned at 5:04 p.m.

Name	In Attendance	Regrets		
Alamchandani, Dheeraj	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Andersen, Carrie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate University Secretary	By invitation
Angelblazer, Pierre-Paul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Aragon, Janni	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Baer, Doug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Bashir, Rizwan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Beam, Sara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Beaveridge, Chandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Begoray, Deborah	<input 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
Burford, Neil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Butler-Palmer, Carolyn	<input 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
Cantarutti, Brent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Cassels, Jamie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President and Vice-Chancellor	Chair of Senate
Castle, David	<input 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
Chasib, Noor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Clarke, Jo-Anne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Division of Continuing Studies	Ex officio
Colby, Jason	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Cumberland, Mackenzie	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Devor, Aaron	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Driessen, Peter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Dunsdon, Jim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Student Affairs	By invitation
Durno, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Librarian	Elected by the Professional Librarians
Eastman, Julia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Secretary	Secretary of Senate
Evans, Stephen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acting Dean, Faculty of Graduate Studies	Ex officio
Fairley, Kate	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Foster, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Fry, Kate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Gagné, Lynda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Ganley, Dale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
Garcia-Barrera, Mauricio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Gillen, Mark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law	Elected by the Faculty
Goto-Jones, Christopher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Humanities	Ex officio
Gray, Garry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Greengoe, Nicole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Registrar	By invitation
Hallgrimsdottir, Helga	<input 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
Haynes, Carl	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Hicks, Robin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Hundza, Sandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Husband, Alyssa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Karpovskaia, Natalia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Klein, Saul	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Peter B. Gustavson School of Business	Ex officio
Koning, Hannah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Krull, Catherine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Social Sciences	Ex officio
Kuehne, Valerie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice-President Academic and Provost	Ex officio
Kurki, Helen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Kushniruk, Andre	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Laidlaw, Mark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Science	Elected by the faculty members
Lepp, Annalee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Lewis, Susan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Fine Arts	Ex officio
Liddell, Peter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Lipson, Robert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Science	Ex officio
Marck, Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Human and Social Development	Ex officio
McNally, Kirk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Nwoko, Ngozi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Popova, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senators	Elected by the students
Prendergast, Monica	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Rogers, Shelagh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chancellor	Ex officio
Saint-Vil, Colin	<input type="checkbox"/>	<input type="checkbox"/>	Student Senators	Elected by the students
Salem, Joseph	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Smith, Brock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
St. Clair, Ralf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Education	Ex officio
Struchtrup, Henning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Engineering	Elected by the Faculty
Tiedje, Tom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Engineering	Ex officio
Ulysses, Alicia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continuing Sessional	Elected by the Continuing Sessionals
Varela, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Warburton, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the faculty members
Webber, Jeremy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Law	Ex officio
Welling, Linda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Wright, Bruce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head, Division of Medical Sciences	
Wright, Nancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Academic Planning	By invitation
Wyatt, Victoria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Yadawad, Deepti	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students

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

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

Chancellor: Shelagh Rogers (31/12/20)
President and Vice-Chancellor: Jamie Cassels, Chair
V.P. Academic & Provost: Valerie Kuehne
V.P. Research: David Castle
Dean, Peter B. Gustavson School of Business: Saul Klein
Dean of Education: Ralf St. Clair
Dean of Engineering: Thomas Tiedje
Dean of Continuing Studies: Jo-Anne Clarke
Dean of Fine Arts: Susan Lewis
Acting Dean of Graduate Studies: Stephen Evans
Dean of Humanities: Christopher Goto-Jones
Dean of HSD: Patricia Marck
Dean of Law: Jeremy Webber
Dean of Science: Robert Lipson
Dean of Social Sciences: Catherine Krull
University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI: Dale Ganley (30/6/19)
Brock Smith (30/6/18)
EDUC: Sandra Hundza (30/6/20)
Monica Prendergast (30/6/19)
ENGR: Peter Driessen (30/6/19)
Henning Struchtrup (30/6/20)
FINE: Carolyn Butler Palmer (30/6/19)
Kirk McNally (30/6/18)
GRAD: Sara Beam (30/6/19)
Mauricio Garcia-Barrera (30/6/20)
HSD: Lynda Gagné (30/6/19)
Andre Kushniruk (30/6/18)
HUMS: Jason Colby (30/6/18)
Annalee Lepp (30/6/19)
LAWF: Gillian Calder (30/6/20)
Mark Gillen (30/6/19)
SCIE: Neil Burford (30/6/20)
Diana Varela (30/6/20)
SOSC: Janni Aragon (30/6/18)
Helen Kurki (30/6/20)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

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

MEMBERS ELECTED BY THE FACULTY

MEMBERS (continued)

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

MEMBERS ELECTED FROM THE STUDENT

SOCIETIES – Section 35 (2) (h)

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

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

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

ADDITIONAL MEMBERS - Section 35 (2) (k)

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

John Durno (30/06/18)

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

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Julia Eastman

BY INVITATION - Seated with specified speaking rights

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



University
of Victoria

University
Secretary

MEMO

Date: September 19, 2018

To: Members of Senate

From: Carrie Andersen
Acting University Secretary

Re: **Election of Student Representatives to Senate from the Faculties of Engineering, and Human and Social Development**

Members of Senate may recall that after the election of student representatives to Senate held in the Spring of 2018, vacancies remained for one student representative from each of the Faculties of Engineering, and Human and Social Development. A third call for nominations was issued on September 5, 2018, and closed on September 18, 2018.

There were no nominations received for the Faculty of Human and Social Development.

Three (3) nominations were received from students in the Faculty of Engineering. Pursuant to the *Rules to Govern the Conduct of Senate Procedures*, an election will be held at the October 5, 2018 Senate meeting to elect one (1) student representative from the Faculty of Engineering. 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: **Noal Balint, Robin Johnson and Anona Wiebe.**

Please review the candidates' biographies in preparation to elect one representative at the meeting on October 5, 2018.

Noal Balint (Faculty of Engineering)

I was a member of the student union decision making body at my previous university (Acadia in Wolfville, Nova Scotia), but found their matters to be of little consequence. It is my hope that in joining the University of Victoria Senate I will be able to participate in more meaningful and impactful decision making regarding the goings-- - on of the university. I grew up on the Southern Gulf Islands (Galiano and Salt Spring) and have spent the past 2 summers living and working in Tofino, BC. I am a computer science student, but the natural world was integral to my upbringing and is very important to me. I recently read *Zen and the Art of Motorcycle Maintenance* which has given me insight into the philosophical undertones of that which constitutes a university. I hope to use this insight in part to guide my time on the Senate.

Robin Johnson (Faculty of Engineering)

I am happy to join the senate as a student representative of the faculty of engineering. Currently, I am a second-year civil engineering student with a BSc in biology. My work experience in enforcement compliance and middle management combined with skills in organizing events and technical projects will be an asset to

the University. I think the opportunity for a position in the senate would inspire me to develop new solutions to complex problems and grow personally and professionally.

I have a combined eleven years management experience in sailboat construction and service industry. As fabrication manager at White Hull, I was responsible for material acquisition, quality controlling, construction scheduling, and product packaging for shipment. Furthermore, my background in science has giving me effective skills in Microsoft Office, research, analysis, problem solve, and teamwork.

I believe you will find my skill-set an asset and my outgoing personality positive. My hope is to have the opportunity to serve the senate and students. I greatly appreciate your consideration and time reviewing my bio.

Anona Wiebe (Faculty of Engineering)

Anona Wiebe is excited to run for election as an Engineering Student Representative to the Senate.

Anona is currently in her third year of Electrical Engineering. She completed three of her Co-op terms in University Systems, most recently with the Project Management Office. Working on a variety of IT projects with faculty, staff, and students, she has focused on bolstering UVic's cybersecurity stance. Notably, Anona designed a Cybersecurity Awareness program for students by collaborating and liaising with student groups across campus, involving on-campus booths and a student contest. As a result, Anona was nominated for 2018 Co-op Student of the Year during her term with the Project Management Office.

Outside of her co-op terms, Anona has worked for University Systems as a Help Desk Analyst since 2016. She is a direct contact to students, faculty, and staff in facilitating successful work and study at UVic. Anona has engaged in community volunteering initiatives, most recently supporting Syrian refugees in their transition to Canada. Anona taught English, and introduced families to new spots in the city by organizing group activities in various locations throughout Victoria.

Prior to joining UVic's community, Anona completed a year of language study abroad and earned a First Responder certificate while volunteering with the ambulance service. A national-level junior tennis player, Anona enjoyed coaching junior tennis, becoming the head coach of her community league.

Acting as the Engineering Student Representative to the Senate, Anona would be proud to make lasting contributions to the UVic community.

UNIVERSITY OF VICTORIA

2017 - 2018 Management Discussion and Analysis (Unaudited)

2017 – 2018 Audited Financial Statements



University of Victoria 2018 Management Discussion and Analysis (Unaudited)



University
of Victoria



Introduction to Management Discussion and Analysis

The attached financial statements present the financial results of the University for the year ended March 31, 2018 in accordance with Public Sector Accounting Standards supplemented by directives set out by the Province of British Columbia and consistent with Section 23.1 of the *Budget Transparency and Accountability Act* (BTAA) of the Province of British Columbia. These statements are the consolidation of all University operations including the results of general operations, ancillary operations, capital projects, endowment returns and spending, research grants and expenditures etc. As required by Public Sector Accounting Standards they also include the financial results of each of the University's 13 external entities as well as the staff pension plan and the long term disability trust. While required to be included in the financial statements the assets and their use are restricted for specific purposes (e.g. pension and LTD) and therefore are not available to management to support general operations.

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, 2018, 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 new Strategic Framework for the University of Victoria 2018-2023 articulates our shared understanding of our vision, values and priorities in fulfilling our commitment to contributing to a better future for people, places and the planet. The framework's objective is to serve as a guide to our future—setting out priorities and high-reaching goals in six key areas and articulating strategies to realize them. The six priority areas are to “cultivate an extraordinary academic environment, advance research excellence and impact, intensify dynamic learning, foster respect and reconciliation, promote sustainable futures, and engage locally and globally”. The priority areas in the Strategic Framework are reflected in the UVic Edge through the powerful fusion of three ingredients: Dynamic Learning, Vital Impact and Extraordinary Environment.

The Strategic Framework provides a structure for our ongoing planning and serves as a reference for making strategic choices among the many possible initiatives that could move us forward. Creating a shared understanding of our goals and priorities enables us to coordinate our efforts and work together to achieve maximum impact. Guided by the Strategic Framework, the University develops an institutional budget to ensure that financial resources are aligned with the institution's priorities and areas of strategic focus. 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

Financial Statement Summary

The University ended the year with total consolidated assets of \$1.5 billion and consolidated revenue of \$582 million. The consolidated surplus prior to inclusion of donations to the University's endowment fund was \$34.2M or 5.9% of total revenues (\$7.4M or 1.3% for the prior year). The increase in the surplus resulted from a 4.4% increase in revenues and a 0.4% decrease in expenses. The surplus exceeded budget by \$26.1M, (under budget by \$2.8M for the prior year). Almost all of the variance compared to the prior year is due to one time events (eg. gain on sale of property) or transactions that do not increase the resources available to the University (eg. actuarial adjustments and accounting treatment).

The largest single difference is related to funding for capital expenditures. Funding for capital expenditures comes from a number of different sources including the University, provincial government, federal government and other external sources. The University is required to generate surpluses in order to make investments in capital. In the prior year, the University received approval to have \$9.4M of provincial grants restricted for capital expenditures. This resulted in a reduction in surplus for the year and a corresponding reduction in the University's requirement to invest its own funds into capital. For the current year, a request to restrict \$10.7M for eligible capital expenditures was not approved. As a result, \$10.7M is recorded as provincial grant revenue recorded in the current year and the surplus for the year is greater by \$10.7M. While reflected as a surplus, the funds have been invested in capital and there will be amortization expenses in future years.

The surplus applicable to operations, after adjusting for the \$10.7M investment in capital assets, that

represents resources available to the University is \$2.4M.

Government Grants

Revenue from the Provincial Government in the form of grants increased by 8.1% over the previous year due primarily to funding of compensation increases and no restriction of a portion of the operating grant for eligible capital expenditures (\$9.4M for the prior year). Annual grants received from the Province for capital purposes remained consistent at \$26.5M, up slightly from the \$26.2M received last year (not including the \$9.4M operating grant restriction), related to routine maintenance and specific project funding.

Tuition and Enrolment

Overall, credit tuition remained consistent at \$136.3M. There was an increase due to a 2% increase in domestic fees (the increase to domestic tuition fees is limited to 2% by provincial government policy), a small reduction in domestic enrolment, a 4% increase in international fees and a small increase in international enrolment all offset by differences in timing of revenue recognition. Non-credit tuition increased by \$0.8M due to higher 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 \$451M. The endowments earned a return of 7.0% for the year (2017 – 9.8%) across its six investment mandates. Short-term investments held within the University returned 1.4% for the year (2017 – 1.7%).

Major Capital Activity

During the year, work continued on a \$9.5M renovation to one building at the Queenswood Campus to provide office and research space for UVic's ocean and climate hub. Construction continued on the \$20M District Energy Plant that will replace the University's aging energy heating infrastructure. The sale of the 100-acre Dunsmuir Lodge property in North Saanich was completed during the year resulting in a gain on sale of \$4.4M.

Financial Information

Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they increased 10.9% to \$388M.

<i>In thousands of dollars</i>	2018	2017
Cash and cash equivalents	117,425	91,913
Accounts Receivable	18,437	20,106
Due from governments	10,739	5,921
Inventories for resale	1,474	1,678
Portfolio investments	206,890	197,905
Loans receivable	26,118	26,610
Investments in government business enterprises	7,252	6,295
Total Financial Assets	388,335	350,428

Cash and cash equivalents increased by \$25.5M reflecting funding received in advance of expenditures. Accounts receivable decreased by \$1.7M and Due from governments increased by \$4.8M, 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 \$9.0M due largely to 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 5.0% to \$707M.

<i>In thousands of dollars</i>	2018	2017
Accounts payable	33,534	31,625
Derivatives	853	1,913
Due to governments	4,616	4,871
Employee future benefits	12,009	18,333
Deferred revenue	17,823	14,673
Deferred contributions	185,699	167,023
Deferred capital contributions	402,919	384,497
Long term debt	49,824	50,799
Total Liabilities	707,277	673,734

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. Liability for employee future benefits decreased due to actuarial gains in both the Staff Pension Plan and self-insured long term disability plan. Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred. Deferred contributions increased \$18.7M 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 \$18.4M resulting from contributions of \$46.5M less amortization of \$28.1M. Long-term debt decreased by \$1.0M resulting from scheduled debt repayments.

Non-financial Assets

Non-financial assets increased by 4.2% to \$1,104M.

<i>In thousands of dollars</i>	2018	2017
Tangible capital assets	740,838	710,970
Restricted endowment investments	343,144	329,614
Inventories held for use	1,918	1,806
Prepaid expense	17,726	16,991
Total Non-Financial Assets	1,103,626	1,059,381

Tangible capital assets include land, buildings, site improvements, library holdings, computers, equipment and furnishings but do not include \$13.0M of artwork and collections as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$29.9M is due to additions of \$78.6M less disposal of \$3.7M and amortization of \$45.0M. 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 \$13.5M due to donations of \$7.7M and capitalized investment income of \$5.8M. Restricted endowment assets are considered “non-financial” as the funds have a restricted purpose and cannot be used to meet the liabilities of the University as they become due.

Accumulated surplus

Accumulated surplus increased by 6.67% to \$785M.

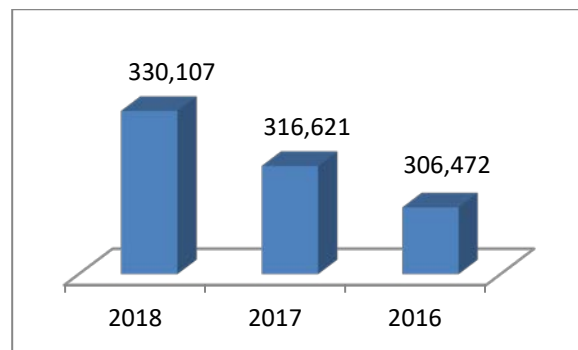
<i>In thousands of dollars</i>	2018	2017
Endowment	330,107	316,621
Invested in capital assets	306,996	292,622
Internally restricted	99,155	88,598
Unrestricted	31,171	21,913
Remeasurement gains	17,255	16,321
Accumulated surplus	784,684	736,075

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 student housing, 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 4.3% to \$330M.



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, 2018 there were 1,316 individual endowment funds providing \$14.7M (2017:\$14.1M) in annual funding support.

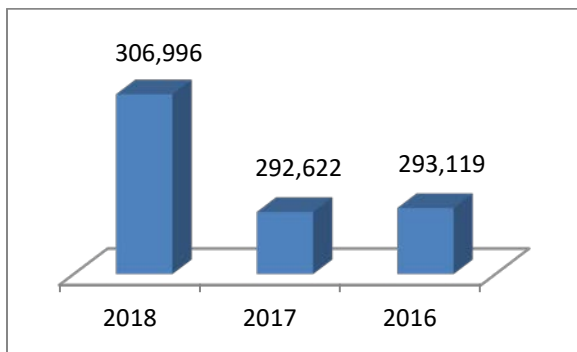
Donors, as well as UVic Foundation policy, stipulate that the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a

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 increased by 4.9% to \$307M.

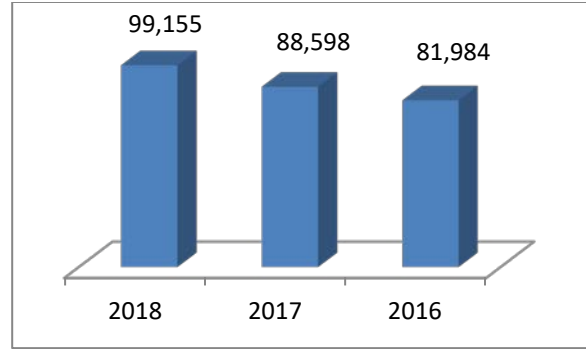


Accumulated surplus invested in capital assets is the amount of internal University funds used for the acquisition of capital assets less amortization of internally financed capital assets. The following comprises the balance of accumulated surplus invested in capital assets:

<i>(in thousands of dollars)</i>	2018	2017
Land	22,582	23,133
Site development	9,399	9,063
Buildings	262,147	253,724
Equipment	29,872	25,241
Library acquisitions	13,898	15,233
Software	24	82
Sinking funds	8,674	6,125
Less debt repayments	(39,600)	(39,979)
Invested in capital assets	306,996	292,622

Accumulated Surplus – Internally Restricted

Accumulated surplus-internally restricted increased by 11.9% to \$99.2M.

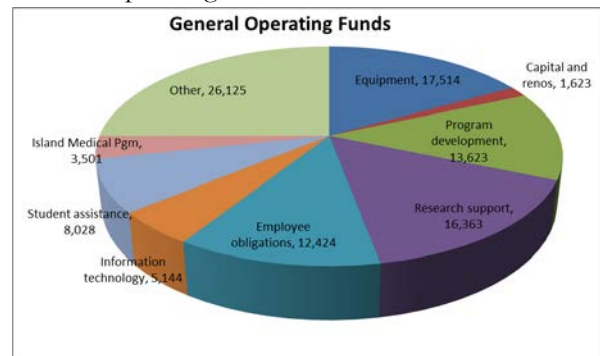


Accumulated surplus - internally restricted consists of balances appropriated by the University Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions 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. All of the balances are similar to the prior year with one exception. Staff pension and LTD increased by \$4M and \$3.3M respectively as a result of positive actuarial valuations.

Balances are made up as follows:

<i>(in thousands of dollars)</i>	2018	2017
General operating	104,345	104,123
Ancillary enterprises	12,705	11,050
Less Capital	(23,637)	(24,794)
Plus (less) vacation pay, LTD and staff pension	5,742	(1,781)
Total internally restricted	99,155	88,598

General operating reserves consist of:



Surplus before Restricted Funding

The surplus prior to inclusion of donations to the University's endowment fund was \$34.2M or 5.9% of total revenues (\$7.4M or 1.3% for the prior year). The main reasons for the surplus, with comparison to the prior year are as follows:

<i>(in thousands of dollars)</i>	2018	2017
<u>Designated Items</u>		
Dunsmuir Lodge sale	6,543	-
LTD actuarial gain (loss)	3,252	(2,658)
Staff Pension Plan actuarial gain	<u>3,999</u>	<u>4,367</u>
	13,794	1,709
Ancillary fund surplus	7,266	3,809
<u>Non-Designated Items</u>		
Operating fund surplus	9,796	9,532
Operating fund restriction for capital	(10,700)	(9,411)
Other	<u>3,333</u>	<u>1,764</u>
	2,429	1,885
Add back denied request for Operating fund restriction for capital	10,700	-
Surplus before restricted funding	34,189	7,403

There is a requirement to have a surplus to be able to invest in capital assets. For the prior year, the University requested, and received approval, to restrict funds of \$9.4M to fund capital investments during the year that were considered eligible capital expenditures. For the current year, a request to restrict \$10.7M was not approved and as a result is reflected in the surplus although these funds are not available for future investment as they have already been invested in capital improvements that are, for the most part, addressing deferred maintenance.

Revenue

Revenue increased by 4.41% to \$582M.

<i>(in thousands of dollars)</i>	2018	2017
Government grants & contracts	273,638	257,850
Tuition & student fees	156,128	155,421
Donations, non-government grants & contracts	15,640	18,670
Sales of services & products	68,518	70,527
Investment income	22,338	19,846
Income from business enterprises	1,751	486
Amortization of deferred capital contributions	28,215	26,473
Other revenue	15,561	7,953
Total Revenue	581,789	557,226

Government grants and contracts revenue is received from the Province of B.C. (70%), the Government of Canada (24%), and other governments (6%). Revenue recorded from the Province increased by \$14.3M overall due to no restriction of the operating grant for capital purposes and increased funding related to salary increases resulting from collective bargaining. Federal grants increased by \$6.1M, and other government grants declined by \$4.7M. Tuition and student fees increased by \$0.7M, or 0.5%, due primarily to non-credit tuition. Credit tuition remained flat due to a 2% increase in domestic fees less a modest reduction in domestic enrolment and 4% increase in international fees plus a modest increase in international enrolment offset by differences in timing of revenue recognition. Investment income does not include unrealized gains, which have been recorded through the Statement of Remeasurement. When remeasurement gains of \$0.9M are included, overall investment income increased by \$3.4M compared to 2017 results. Other revenue increased by \$7.6M resulting primarily from the \$4.4M gain on sale of the Dunsmuir Lodge property.

Expenses

Expenses decreased by 0.4% to \$548M. Expenses reported by object were as follows:

<i>(in thousands of dollars)</i>	2018	2017
Salaries and benefits	347,112	346,196
Travel	13,363	13,393
Supplies and services	82,464	84,726
Utilities	8,384	8,711
Scholarships and bursaries	36,358	35,873
Cost of goods sold	12,430	13,017
Interest on long term debt	2,480	2,371
Depreciation	45,009	45,536
Total Expenses	547,600	549,823

Salaries and benefits represent 63% of total expenses. Salaries increased by \$8.3M due to progression through the ranks and negotiated settlements with the University's faculty, professional and support staff. Benefits decreased overall by \$7.4M due to large actuarial gains on the Staff Pension Plan and the Faculty and Administrative and Academic Professional Long Term Disability Plan, offset by increases in benefits commensurate with higher salaries.

Expenses reported by function were as follows:

<i>(in thousands of dollars)</i>	2018	2017
Instruction and non-sponsored research	222,945	223,785
Academic and student support	137,000	139,453
Administrative support	19,507	19,139
Facilities operations and maintenance	49,241	47,139
Sponsored Research	106,014	107,104
External engagement	12,893	13,203
Total Expenses	547,600	549,823

Changes in functional expenses included instruction (-0.4%) and Academic and Student Support (-1.8%) Administration (+1.9%), Facilities (+4.5%), Sponsored research (-1.0%) and External engagement (-2.4%).

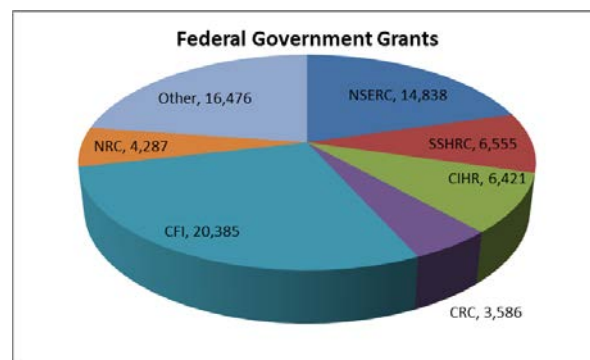
Sponsored Research Contributions

Sponsored research revenue decreased by 1.4% to \$100.8M.

<i>(in thousands of dollars)</i>	2018	2017
Province of B.C.	9,880	14,328
Federal government	72,548	61,441
Other governments	10,756	15,415
Gifts, grants & bequests	14,085	11,622
Sales of services	4,380	3,872
Other revenue	<u>224</u>	<u>1,465</u>
Total contributions	111,873	108,143
Transfer (to)/from deferred contributions	(11,113)	(6,004)
Sponsored research revenue	100,760	102,139

In addition to the above, the University also received \$6.7M from the Tri-council for research support funds, which is recorded in the general operating fund.

Federal government grants are comprised of the following:



In 2017, 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 vision at the University of Victoria is to be the Canadian research University that best integrates outstanding scholarship, engaged learning and real-

life involvement to contribute to a better future for people and the planet.

We are in a period of rapid change, with growth in the number of universities around the world and rising expectations for how these institutions will contribute to individual and collective well-being. To meet the challenges and opportunities of globalization and the social, environmental and technological change faced by our students, communities and University, we must align our efforts and focus our activities.

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.

The environment and financial model for post-secondary education in BC remains consistent with the past several years. Provincial operating grants for post-secondary institutions have increased in the current year (and are expected to further increase in the next year) to fund negotiated compensation increases following earlier years of grant reductions, however there is no additional lift to meet other inflationary pressures. For the first time since 2011, funding was received to fund student growth. Funding was received to support student growth in computer science and engineering, part of a 4-year expansion. This support, together with the support that will be received in 2019/20 for the University's, first in North America, joint JD/JID academic program, is very much appreciated although there will be short

term cost pressures related to start up and interim measures for space until funding approval is secured for new space and this space is completed. For the past decade, domestic tuition fee increases cannot exceed inflation (2%). This is about the rate of the general cost of living inflation, but lower than the actual rate of cost increases at the University, which, on average, are in the 3% - 5% range.

As the tuition limit policy does not apply to international students, starting May 2017, the University implemented a policy to increase international fees to reflect actual costs of inflation. The University has inflation rates higher than inflation in a number of areas including compensation, capital-related costs, information technology, utilities and library. For this year, the inflation rate used was 4%. The University is committed to re-investing incremental fees paid by international graduate students into graduate student support.

The University undertook a comprehensive review of international tuition during the past year. The objective of the review was to develop a fee structure guided by principles including reflecting the quality of the degree, comparability to peer institutions, supporting delivery of quality programs and services, providing for enhanced student financial assistance for fees and contributing to enhanced quality and the long-term financial sustainability of UVic. The approved increases for 2018/19 reflect these principles and will be assessed only for new international students. All existing students will not be impacted by the increased fees beyond inflation.

Within BC a fifteen-year demographic trough, which saw decreasing numbers of 18-24 year olds, is gradually ending. This is the traditional age group associated with undergraduate enrolments and, historically, UVic's largest demographic segment. Competition continues to intensify for new students, both domestic and international and UVic is responding by maintaining its focus on recruiting

the best students and enhancing its unique, high quality student experience. Retention and engagement of existing students are key focus areas of our Strategic Enrolment Management initiative. 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 or domestic students as a solution to our financial challenge. The focus will be on quality of students and the student experience.

International student demand has been very strong and while it would not be prudent to expect that such growth continues, it is expected that a higher than historical average of international students will continue to enroll. This enrolment is from a limited range of countries and is not distributed uniformly across the University. Our ongoing international recruitment tiering strategy has been successful in diversifying the range of students' countries of origin. Faculties are actively engaged in building pathway and laddering opportunities to increase the visibility and options for a wider range of program opportunities.

There exists uncertainty in future budgets as the post-secondary sector in BC learns more about the implementation of the Employer Health Tax. Contractual obligations related to salaries and rising costs associated with library acquisitions and the

impact of the lower value of the Canadian dollar relative to the US dollar are examples of pressures that continue to constrain financial planning. These pressures have had a negative budgetary impact on a number of areas including information technology, research infrastructure and, most visibly, the Library's acquisitions budget. Rising costs of serial subscriptions has further eroded the Library's ability to maintain the comprehensiveness and competitiveness of its holdings.

UVic's physical infrastructure requires further renewal and enhancement – priorities have been identified in the Capital Plan to address deferred maintenance and increase academic and research space for those areas with the greatest pressures. Student residences are also in need of expansion and renewal. Government funding for capital projects is limited and therefore fundraising as well as increased University resources will be important funding sources for these infrastructure priorities.

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

Financial Reporting Environment

The University is part of the Government Reporting Entity (GRE) of the Province of B.C. and, as such, is required to present its financial statements in accordance with Section 23.1 of the Budget Transparency and Accountability Act supplemented by directives set out by the Province 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. As this Provincial directive supplements the requirements of PSAS, the Office of the Auditor General has provided a qualified audit opinion on a fair presentation basis for the last three years, even though financial reporting has complied with the requirements set out by the Province. Some highlights of 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, 2018 is \$(319M) but includes \$403M of Deferred Capital Contribution liabilities that would likely never be repaid, thus bringing into question its relevance. The Statement of Financial Position also presents an Accumulated Surplus of \$785M 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.

During the year, the University adopted several new PSAS accounting standards related to Related Party Disclosures, Assets, Contingent Assets, Contractual Rights and Inter-Entity Transactions with no significant impact on the financial statements other than additional note disclosure.

Risks and Uncertainties

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

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 collective

agreements has been provided. While it is expected that provincial funding for upcoming collective bargaining, this has not been confirmed.

The Province announced a 1.95% Employer Health Tax in February 2018. If fully applied to UVic, without any offsetting compensation, this would be the equivalent of a 2.6% reduction in the annual Provincial Grant to UVic. UVic and the broader post-secondary sector is continuing to have conversations with the Provincial Government with respect to mitigating the impact at least somewhat.

In addition to the reduction in grant funding, the University is also facing risks because of the restrictions 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 housing capacity are imperative if we are to provide housing for our students in an increasing challenging environment of low vacancy and high rental rates. UVic can also contribute to the broader housing shortages by freeing up rental space in the community if there is expanded capacity on campus. We are very encouraged by the announcement in the February 2018 Provincial budget for \$450M in debt capacity for student housing. UVic has been planning additional capacity for many years and is well-positioned to commence building should debt approval be given.

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, 2016. As at that valuation date, there was a going concern surplus of 122% of liabilities but a solvency deficiency of 20%. 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 \$462,000 for 2017/18. The next valuation date is December 31, 2019 with a filing requirement of September 2020.

Funding to support Research

Funding has been secured for operating costs of NEPTUNE and VENUS projects from the Canada Foundation for Innovation for 40% of the funding for five years and funding from other sources for the six months ended September 30, 2018. Work is underway to identify funding sources for the remaining funding for the period after September 30, 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 year. 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

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 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 accounted for in the University's financial statements on the modified equity basis.

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, 2018



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, 2018.

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, Skills and Training, 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, 2018, 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 and fair presentation 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 25 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 consolidated 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.

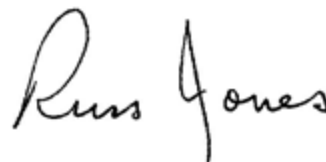
Under Canadian Public Sector Accounting Standards, the entity's method of accounting for contributions is only appropriate in circumstances where the funding meets the definition of a liability. Otherwise, the appropriate accounting treatment is to record contributions as revenue when they are received or receivable. In our 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 revenue of \$403 million, an understatement of accumulated surplus of \$385 million, and a current year understatement of revenue of \$18 million. Accordingly, the current year surplus is understated by \$18 million and net debt is overstated by \$403 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, 2018, 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
June 18, 2018



Russ Jones, FCPA, FCA
Deputy Auditor General

UNIVERSITY OF VICTORIA
Consolidated Statement of Financial Position

As at March 31, 2018
(in thousands of dollars)

		2018	2017
Financial Assets			
Cash and cash equivalents	(Note 3)	\$ 117,425	\$ 91,913
Accounts receivable		18,437	20,106
Due from governments	(Note 4)	10,739	5,921
Inventories for resale		1,474	1,678
Portfolio investments	(Note 6)	206,890	197,905
Loans receivable	(Note 5)	26,118	26,610
Investments in government business enterprises	(Note 7)	7,252	6,295
		388,335	350,428
Liabilities			
Accounts payable and accrued liabilities	(Note 9)	33,534	31,625
Derivatives	(Note 6)	853	1,913
Due to governments		4,616	4,871
Employee future benefits	(Note 10)	12,009	18,333
Deferred revenue		17,823	14,673
Deferred contributions	(Note 11)	185,699	167,023
Deferred capital contributions	(Note 12)	402,919	384,497
Long-term debt	(Note 13)	49,824	50,799
		707,277	673,734
Net debt		(318,942)	(323,306)
Non-financial Assets			
Tangible capital assets	(Note 14)	740,838	710,970
Restricted endowment investments	(Note 6)	343,144	329,614
Inventories held for use		1,918	1,806
Prepaid expense		17,726	16,991
		1,103,626	1,059,381
Accumulated surplus	(Note 16)	\$ 784,684	\$ 736,075
Accumulated surplus is comprised of:			
Endowments	(Note 17)	\$ 330,107	\$ 316,621
Invested in capital assets		306,996	292,622
Internally restricted		99,155	88,598
Unrestricted		31,171	21,913
Accumulated operating surplus		767,429	719,754
Accumulated remeasurement gains		17,255	16,321
Accumulated surplus		\$ 784,684	\$ 736,075

Contractual Rights (Note 18)

Contractual Obligations (Note 19)

On behalf of the Board:

Contingent Liabilities (Note 20)

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, 2018
(in thousands of dollars)

	Budget <i>(Note 2(n))</i>	2018	2017
Revenue:			
Province of British Columbia grants	\$ 190,200	\$ 192,523	\$ 178,174
Government of Canada grants	60,000	64,860	58,755
Other government grants	20,000	16,255	20,921
Student tuition - credit courses	135,123	136,275	136,369
Student tuition - non-credit courses	18,877	19,853	19,052
Donations, non-government grants and contracts	18,000	15,640	18,670
Sales of services and products	71,941	68,518	70,527
Investment income	21,400	22,338	19,846
Income from business enterprises	600	1,751	486
Other revenue	7,500	11,118	7,953
Revenue recognized from deferred capital contributions	26,520	28,215	26,473
Gain on disposal of assets	4,000	4,443	-
	574,161	581,789	557,226
Expenses: <i>(Note 21)</i>			
Instruction and non-sponsored research	230,402	222,945	223,785
Academic and student support	143,576	137,000	139,453
Administrative support	19,705	19,507	19,139
Facility operations and maintenance	48,533	49,241	47,139
Sponsored research	110,271	106,014	107,104
External engagement	13,593	12,893	13,203
	566,080	547,600	549,823
Operating surplus before restricted funding	8,081	34,189	7,403
Restricted endowment contributions			
Endowment principal donations	4,000	7,702	5,285
Net investment income & donations capitalized	4,000	5,784	4,864
Net restricted endowment contributions	8,000	13,486	10,149
Annual operating surplus	16,081	47,675	17,552
Accumulated operating surplus, beginning of year	719,754	719,754	702,202
Accumulated operating surplus, end of year	\$ 735,835	\$ 767,429	\$ 719,754

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, 2018
(in thousands of dollars)

	Budget <i>(Note 2(n))</i>	2018	2017
Annual surplus	\$ 16,081	\$ 47,675	\$ 17,552
Acquisition of tangible capital assets	(84,857)	(78,578)	(56,164)
Proceeds from disposal of tangible capital assets	8,500	8,144	-
Gain on disposal of tangible capital assets	(4,000)	(4,443)	-
Amortization of tangible capital assets	45,810	45,009	45,536
	(34,547)	(29,868)	(10,628)
Restricted endowment investments		(13,530)	(10,261)
Acquisition of inventories held for use		(1,669)	(2,578)
Acquisition of prepaid expense		(17,206)	(16,826)
Consumption of inventories held for use		1,557	1,850
Use of prepaid expense		16,471	15,113
		(14,377)	(12,702)
Net remeasurement gains		934	2,159
Decrease (increase) in net debt	(18,466)	4,364	(3,619)
Net debt, beginning of year	(323,306)	(323,306)	(319,687)
Net debt, end of year	\$ (341,772)	\$ (318,942)	\$ (323,306)

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, 2018

(in thousands of dollars)

	2018	2017
Accumulated remeasurement gains, beginning	\$ 16,321	\$ 14,162
Unrealized gains (losses) attributed to:		
Portfolio investments	(315)	1,134
Derivatives	815	531
Foreign currency translation	434	494
Net remeasurement gains for the year	934	2,159
Accumulated remeasurement gains, end of year	\$ 17,255	\$ 16,321

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



UNIVERSITY OF VICTORIA

Consolidated Statement of Cash Flows

Year ended March 31, 2018

(in thousands of dollars)

	2018	2017
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 47,675	\$ 17,552
Items not involving cash		
Amortization of tangible capital assets	45,009	45,536
Revenue recognized from deferred capital contributions	(28,215)	(26,473)
Change in deferred contributions	18,676	37,923
Change in employee future benefits	(6,324)	(98)
Gain on sale of tangible capital assets	(4,443)	-
Equity in (income) losses of government business enterprises	(957)	241
Unrealized remeasurement gains	189	494
Changes in non-cash operating working capital:		
Decrease (increase) in accounts receivable	1,669	(4,366)
Decrease in loans receivable	492	1,183
Decrease (increase) in inventories	92	(962)
Increase in prepaid expenses	(735)	(1,666)
Increase in accounts payable and accrued liabilities	1,909	2,765
Increase in due to/from government organizations	(5,073)	(4,196)
Increase in deferred revenue	3,150	1,322
Net change from operating activities	73,114	69,255
Capital activities:		
Proceeds from sale of tangible capital assets	8,144	-
Cash used to acquire tangible capital assets	(78,578)	(56,211)
Net change from capital activities	(70,434)	(56,211)
Investing activities:		
Sale (acquisition) of portfolio investments	328	(10,467)
Acquisition of endowment investments	(23,158)	(35,794)
Net change from investing activities	(22,830)	(46,261)
Financing activities:		
Repayment of long-term debt	(975)	(2,030)
Cash proceeds from deferred capital contributions	46,637	39,738
Net change from financing activities	45,662	37,708
Net change in cash and cash equivalents	25,512	4,491
Cash and cash equivalents, beginning of year	91,913	87,422
Cash and cash equivalents, end of year	\$ 117,425	\$ 91,913

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

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

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

Regulation 198/2011 requires that restricted contributions received or receivable 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

Year ended March 31, 2018

(tabular figures in thousands of dollars)

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 25)

(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.
- Byron Price & Associates Ltd. which holds land in North Saanich.

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

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.
- GSB Executive Education Inc. provides executive training and other non-credit education.

(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 7.69% 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, 2018

(tabular figures in thousands of dollars)

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) Loans receivable

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

(e) Financial instruments

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

(i) Fair value category

Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments designated to be recorded at fair value are endowment and portfolio investments. Transaction costs related to the acquisition of investments are recorded as an expense. Sales and purchases of investments are recorded at trade date. Unrealized gains and losses on financial assets are recognized in the 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.

Canadian public sector accounting standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 – Unadjusted quoted market prices in an active market for identical assets or liabilities;

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(e) Financial instruments (continued)

- 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.

(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.

(f) Short-term investments

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

(g) Inventories for resale

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

(h) Non-financial assets

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

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is 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.

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(h) Non-financial assets (continued)

(i) Tangible capital assets (continued)

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

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.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Employee future benefits

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

(j) Revenue recognition

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

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

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

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

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

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

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

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

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(l) Use of estimates

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

(m) Foreign currency translation

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

(n) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2017/2018 to 2019/2020 Planning and Budget Framework approved by the Board of Governors of the University on March 28, 2017 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, 2018

(tabular figures in thousands of dollars)

3. Cash and cash equivalents

	2018	2017
Cash	\$ 6,215	\$ 14,273
Short-term investments	110,351	76,723
Restricted cash	859	917
	\$ 117,425	\$ 91,913

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

4. Due from governments

	2018	2017
Federal government	\$ 8,743	\$ 3,466
Provincial government	1,996	2,368
Other	-	87
	\$ 10,739	\$ 5,921

5. Loans receivable

	2018	2017
BCNET		
Interest at 4.5%, due April 2019, unsecured	\$ 121	\$ 237
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	3,641	3,285
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	10,224	10,819
Interest at 6.13%, due April 2030, unsecured	2,524	2,661
	\$ 26,118	\$ 26,610

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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	2018	2017
Portfolio investments carried at fair value:			
Bonds	Level 2	\$ 17,487	\$ 12,351
Various pooled bond and mortgage funds	Level 1	101,505	102,349
Canadian equities	Level 1	23,457	28,196
Global equities	Level 1	41,757	33,896
Infrastructure and real estate	Level 3	21,239	19,022
		205,445	195,814
Portfolio investments at cost:			
Short-term investments		852	1,659
Cash		472	343
Other		120	89
Total portfolio investments		\$ 206,890	\$ 197,905

(b) Restricted endowment investments

	Fair Value Hierarchy	2018	2017
Restricted endowment investments carried at fair value:			
Bonds	Level 2	\$ 54,549	\$ 40,398
Various pooled bond and mortgage funds	Level 1	27,041	30,042
Canadian equities	Level 1	69,141	88,107
Global equities	Level 1	122,029	102,361
Infrastructure and real estate	Level 3	66,252	62,157
		339,012	323,065
Restricted endowment investments at cost:			
Short-term investments		2,658	5,427
Cash		1,474	1,122
Total restricted endowment investments		\$ 343,144	\$ 329,614



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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	2018	2017
Derivatives - interest rate swaps on long-term debt quoted at fair value:			
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	(639)	(1,108)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured	Level 1	(214)	(232)
Total derivatives		\$ (853)	\$ (1,913)

7. Investments in government business enterprises

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

Change in equity in government business enterprises:

	2018	2017
Equity at beginning of year	\$ 3,605	\$ 4,385
Dividends/distributions paid	(1,629)	(1,226)
Net earnings	1,751	486
Equity at end of year	3,727	3,645
Dividends/distributions payable	3,525	2,650
Investment in government business enterprises	\$ 7,252	\$ 6,295



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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

	2018	2017
Assets	\$ 35,619	\$ 35,378
Liabilities	(31,892)	(31,733)
Equity	\$ 3,727	\$ 3,645

Consolidated Statement of Operations

	2018	2017
Revenue	\$ 17,110	\$ 12,778
Expenses	(15,359)	(12,292)
Surplus for the year	\$ 1,751	\$ 486

(a) Change in status of GSB Executive Education Inc. to a government business enterprise

Effective April 1, 2017, the status of GSB Executive Education Inc. changed from a fully consolidated entity to a government business enterprise due to its ability to maintain operations and meet liabilities from revenues received from sources outside the university. This change resulted in the consolidation of GSB Executive Education Inc. using the modified equity method. The financial position and results of prior periods have not been adjusted to reflect the change in consolidation method. The effect of the change in status of GSB Executive Education Inc. on the opening balances of the financial statement items of the university are as follows:

Decrease in accounts receivable	\$ 812
Decrease in prepaid expenses	1
Decrease in inventories	5
Decrease in investments in government business enterprises	40
Total decrease in assets	858
Decrease in accounts payable	122
Decrease in deferred revenue	736
Total decrease in liabilities	858

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

8. Investments in government partnerships

The University is one of thirteen 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 7.69% (2017 – 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 2018 of \$273,400 (2017 – \$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% (2017 – 20%).

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

Consolidated Statement of Financial Position

	2018	2017
Financial assets	\$ 4,014	\$ 4,406
Liabilities	907	2,023
Net assets	3,107	2,383
Non-financial assets	1,491	1,172
Accumulated surplus	\$ 4,598	\$ 3,555

Consolidated Statement of Operations

	2018	2017
Revenue	\$ 8,403	\$ 7,360
Expenses	7,360	6,647
Surplus for the year	\$ 1,043	\$ 713

9. Accounts payable and accrued liabilities

	2018	2017
Accounts payable and accrued liabilities	\$ 21,126	\$ 18,371
Salaries and benefits payable	3,348	3,905
Accrued vacation pay	9,060	9,349
	\$ 33,534	\$ 31,625

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

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:

	2018	2017
Staff pension plan	\$ (17,699)	\$ (13,700)
Supplemental pension obligations	7,180	6,829
Special accumulated sick leave	2,975	3,164
Long term disability benefits	17,941	20,480
Basic group life insurance plan	1,612	1,560
	\$ 12,009	\$ 18,333

(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 \$22,014,000 (2017 - \$21,195,000) 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 \$7,180,000 as at March 31, 2018 (2017 - \$6,829,000). The University paid supplemental benefits of \$225,000 in the year (2017 - \$89,000) and recorded employee benefit expense of \$135,000 (2017 - \$102,000).



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

10. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2016, the average age of the 1,221 active employees covered by the Plan is 47.8. In addition, there are 476 former employees who are entitled to deferred pension benefits averaging \$294 per month. At December 31, 2016, there were 736 pensioners receiving an average monthly pension of \$901. 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 \$5,817,000 (2017 – \$5,739,000). The Plan paid benefits in the year of \$10,651,000 (2017 – \$10,130,000).

The pension asset at March 31 includes the following components:

	2018	2017
Accrued benefit obligation	\$ 221,823	\$ 210,816
Pension fund assets	(258,702)	(244,027)
	(36,879)	(33,211)
Unamortized actuarial gains	19,180	19,511
Net asset	\$ (17,699)	\$ (13,700)

Actuarial valuations are performed triennially using the projected benefit prorate method. The latest triennial actuarial valuation completed as at December 31, 2016 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$64,803,000. 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 \$47.5 million at March 31, 2018 (2017 - \$43.8 million) to satisfy the contribution requirements through 2018. This letter of credit will be reassessed in conjunction with the next plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2018 is based on an extrapolation of that 2016 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 (10 years).

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

10. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

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.

The expected rate of return on pension fund assets is 6%. The actual rate of return on Plan assets in 2017 was 7%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2018	2017
Current period benefit cost	\$ 7,699	\$ 7,365
Amortization of actuarial gains	(1,851)	(1,987)
	5,848	5,378
Less: Employee contributions	(2,148)	(2,117)
Pension benefit expense	3,700	3,261
Interest cost on the average accrued benefit obligation	12,087	11,962
Expected return on average pension plan assets	(13,721)	(13,623)
Pension interest income	(1,634)	(1,661)
Total pension expense	\$ 2,066	\$ 1,600

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 \$121,000 (2017 – \$120,000).

(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, 2018 the balance of this special accumulated sick leave was \$2,975,000 (2017 – \$3,164,000).

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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:

	2018	2017
Accrued benefit obligation:		
Beginning of year	\$ 20,480	\$ 16,936
Current service cost	5,491	7,433
Interest cost	398	318
Benefits paid	(2,806)	(2,764)
Actuarial gain	(5,622)	(1,443)
Accrued benefit obligation, end of year	\$ 17,941	\$ 20,480

	2018	2017
Accrued benefit obligation:		
Plan assets	\$ 14,582	\$ 13,870
Accrued benefit obligation, end of year	(17,941)	(20,480)
Unfunded liability, end of year	\$ (3,359)	\$ (6,610)

Components of net benefit expense:

	2018	2017
Service cost	\$ 5,491	\$ 7,433
Interest cost	398	318
Expected return on assets	(266)	(248)
Amortization of net actuarial gain	(5,487)	(1,507)
Net benefit expense	\$ 136	\$ 5,996



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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:

	2018	2017
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, 2018 was \$1,166,000 (2017 - \$1,153,000).

11. Deferred contributions

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

	2018	2017
Specific purpose: (including endowment earnings)	\$ 117,897	\$ 108,233
Research	65,964	56,170
Capital	1,838	2,620
	\$ 185,699	\$ 167,023

	2018			Total	2017
	Specific Purpose	Research	Capital		
Balance, beginning of year	\$ 108,233	\$ 56,170	\$ 2,620	\$ 167,023	\$ 129,100
Contributions and endowment investment income	39,093	90,702	139	129,934	150,024
Revenue recognized from deferred contributions	(29,429)	(80,908)	(679)	(111,016)	(112,101)
Transfer to deferred capital contributions			(242)	(242)	-
Balance, end of year	\$ 117,897	\$ 65,964	\$ 1,838	\$ 185,699	\$ 167,023

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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:

	2018	2017
Balance, beginning of year	\$ 384,497	\$ 371,231
Contributions received during the year	46,395	39,739
Transfers from deferred contributions	242	-
Revenue from amortization of deferred capital contributions	(28,215)	(26,473)
Balance, end of year	\$ 402,919	\$ 384,497

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):

	2018	2017
Royal Bank of Canada		
5.38% term loan due 2024, unsecured	\$ 6,785	\$ 7,630
Province of British Columbia		
2.28% bond due 2023, unsecured	3,961	-
Province of British Columbia		
5.14% term loan due 2027, unsecured	-	3,066
British Columbia Immigrant Investment Fund		
2.48% term loan due 2023, unsecured	8,054	8,483
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	10,224	10,820
Long-term debt	\$ 49,824	\$ 50,799



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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:

	2018		
	Sinking Fund	Other	Total
2019	\$ 629	\$ 1,987	\$ 2,616
2020	629	2,082	2,711
2021	629	2,179	2,808
2022	629	2,283	2,912
2023	629	2,391	3,020
Thereafter	3,448	18,102	21,550
	\$ 6,593	\$ 29,024	\$ 35,617

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$8,674,000 (2017 – \$7,566,000) will provide for the retirement at maturity of \$20,800,000 of long-term debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

14. Tangible capital assets

Cost	Balance as at March 31, 2017	Additions	Disposals	Balance as at March 31, 2018
Land	\$ 23,134	\$ -	\$ (552)	\$ 22,582
Site improvements	40,176	1,951	(53)	42,074
Buildings	788,312	44,262	(7,428)	825,146
Equipment and furnishings	190,038	25,959	(30,849)	185,148
Information systems	18,441	-	-	18,441
Computer equipment	16,518	3,538	(4,585)	15,471
Library holdings	38,422	2,868	(4,094)	37,196
Total	\$ 1,115,041	\$ 78,578	\$ (47,561)	\$ 1,146,058

Accumulated amortization	Balance as at March 31, 2017	Disposals	Amortization	Balance as at March 31, 2018
Land	\$ -	\$ -	\$ -	\$ -
Site improvements	18,885	(48)	981	19,818
Buildings	226,116	(4,284)	17,209	239,041
Equipment and furnishings	108,518	(30,849)	19,343	97,012
Information systems	18,360	-	57	18,417
Computer equipment	10,853	(4,585)	3,844	10,112
Library holdings	21,339	(4,094)	3,575	20,820
Total	\$ 404,071	\$ (43,860)	\$ 45,009	\$ 405,220

Net book value	March 31, 2018	March 31, 2017
Land	\$ 22,582	\$ 23,134
Site improvements	22,256	21,291
Buildings	586,105	562,196
Equipment and furnishings	88,136	81,520
Information systems	24	81
Computer equipment	5,359	5,665
Library holdings	16,376	17,083
Total	\$ 740,838	\$ 710,970

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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:

	2018	2017
Equipment and furnishings	\$ 169	\$ 104

(a) Assets under construction

Assets under construction having a value of \$ 17,512,000 (2017 – \$5,187,000) 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 \$39,373,000 (2017 – \$47,097,000) related to fully amortized assets with a net book value of \$nil (2017 – \$nil). The de-recognition of capital assets from the sale of the Dunsmuir lodge property was \$8,188,000 related to assets with a net book value of \$4,487,000.

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

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2018 is \$299,268,000 (2017 – \$262,137,000).

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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	20.4%
AA	12.4%
A	7.0%
BBB	4.8%
BB and below	0.4%
Mortgages	14.4%
Cash and short-term	
R1 high	39.6%
R1 mid	0.2%
R1 low	0.8%
	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	+/-	5.0%
Infrastructure	+/-	17.7%

Benchmark for Investments		Net Impact on
DEX Universe Bond index	+/-	\$ 9,431
S&P/TSX Composite index	+/-	19,174
MSCI World Index	+/-	28,201
Canadian Consumer Price Index (Real Estate)	+/-	4,232
Canadian Consumer Price Index (Infrastructure)	+/-	8,068

UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(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, 2018, the modified duration of all fixed income in aggregate was 3.7 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.7%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.7%.

The entity's long-term debt is fixed rate debt; accordingly, changes in interest rates do not impact interest payments but may impact the fair value of such long-term debt.

(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.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

16. Accumulated surplus

Accumulated surplus is comprised of the following:

	2018	2017
Endowments	\$ 330,107	\$ 316,621
Invested in capital assets	306,996	292,622
Internally restricted	99,155	88,598
Unrestricted	31,171	21,913
Accumulated remeasurement gains	17,255	16,321
	\$ 784,684	\$ 736,075

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:

	2018	2017
Balance, beginning of year	\$ 316,621	\$ 306,472
Contributions received during the year	7,702	5,285
Invested income and donations capitalized	5,784	4,864
Balance, end of year	\$ 330,107	\$ 316,621

The balance shown does not include endowment principal with fair value of \$7,443,000 (2017 – \$7,459,000) and book value of \$4,820,000 (2017 – \$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
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

18. Contractual rights

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

19. 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:

	2019	2020	2021	2022	2023
Construction contracts	\$ 14,016	\$ -	\$ -	\$ -	\$ -
Operating leases	304	166	38	7	-
Total	\$ 14,320	\$ 166	\$ 38	\$ 7	\$ -

20. 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.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

21. Expenses by object

The following is a summary of expenses by object:

	2018	2017
Salaries and wages	\$ 300,548	\$ 292,277
Employee benefits	46,564	53,919
Travel	13,363	13,393
Supplies and services	73,894	78,084
Equipment rental and maintenance	8,570	6,642
Utilities	8,384	8,711
Scholarships, fellowships and bursaries	36,358	35,873
Cost of goods sold	12,430	13,017
Interest on long-term debt	2,480	2,371
Amortization of tangible capital assets	45,009	45,536
	\$ 547,600	\$ 549,823

22. 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 (2018 – \$1,707,000; 2017 – \$2,019,000).

23. Supplemental cash flow information

	2018	2017
Cash paid for interest	\$ 2,451	\$ 2,371

24. Related party transactions

The University is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount. The university accounts for its controlled entities, government business enterprises and government partnerships as outlined in Note 2 (b). During the year ended March 31, 2018, there have been no transactions between the university and its key management personnel or their close family members.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2018

(tabular figures in thousands of dollars)

25. 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:

	2018		
	FRF	PSAS	Difference
Liabilities			
Deferred capital contributions	\$ 402,919	\$ -	\$ 402,919
Accumulated surplus	784,684	1,187,603	(402,919)
Revenue			
Government grants and contracts	273,638	317,101	(43,463)
Donations, non-government grants and contracts	15,640	18,032	(2,392)
Amortization of deferred capital contributions	28,215	-	28,215
Annual operating surplus			
Annual operating surplus (after restricted endowment contributions)	\$ 47,675	\$ 65,315	\$ (17,640)
2017			
	FRF	PSAS	Difference
Liabilities			
Deferred capital contributions	\$ 384,497	\$ -	\$ 384,497
Accumulated surplus	736,075	1,120,572	(384,497)
Revenue			
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
Annual operating surplus			
Annual operating surplus (after restricted endowment contributions)	\$ 17,552	\$ 31,635	\$ (14,083)



Date: September 19, 2018

To: Senate

From: Senate Committee on Agenda and Governance

Re: **Revisions to the Terms of Reference for the Senate Committee on Curriculum**

At its meeting on September 21, 2018, the Senate Committee on Agenda and Governance reviewed and approved the attached revisions to the terms of reference for the Senate Committee on Curriculum.

Recommended Motion

That Senate approve the revisions to the terms of reference for the Senate Committee on Curriculum.

Respectfully submitted,

2018/2019 Senate Committee on Agenda and Governance

Jamie Cassels, Chair, President and Vice-Chancellor*

Catherine Krull, Vice-Chair, Faculty of Social Sciences*

Carrie Andersen, Acting University Secretary

Doug Baer, Faculty of Social Sciences

Chandra Beaveridge, Convocation Senator

Aaron Devor, Faculty of Social Sciences

David Eso, Student Senator*

Robin Hicks, Faculty of Science

Valerie Kuehne, Vice-President Academic and Provost

Annalee Lee, Faculty of Humanities*

Dean Seeman, Libraries*

Ada Saab, Secretary, Acting Associate University Secretary*

*members of the Nominations Sub-committee

/attachment





Date: 18 September 2018

To: Senate Committee on Agenda and Governance

From: Senate Committee on Curriculum

Re: **Update to the Terms of Reference for the Senate Committee on Curriculum**

As of May 2018, the Procedures on Curriculum Submissions defines the Division of Medical Sciences as a faculty for the purposes of curriculum submissions. Therefore the Senate Committee on Curriculum requests that the Terms of Reference for the Committee be updated to include an additional member, the Head of the Division of Medical Sciences Faculty Curriculum Committee. The Procedures on Curriculum Submissions is attached for reference.

Motion: That the Senate Committee on Agenda and Governance approve, and recommend that Senate approve, the revisions to the terms of reference for the Senate Committee on Curriculum.

Respectfully submitted,
2018/2019 Senate Committee on Curriculum

Tim Haskett, Faculty of Humanities, Chair
Eva Baboula, Faculty of Fine Arts
Laurie Barnas, Associate Registrar
Sara Beam, Chair, Senate Committee on Academic Standards
Rosaline Canessa, Faculty of Social Sciences
Steve Evans, Faculty of Graduate Studies
Gordon Fulton, Designate for Vice-President Academic & Provost
Andrea Giles, Co-operative Education & Career Services
Jordan Gilson, Student Senator, Senate Committee on Academic Standards
Chris Graham, Peter B. Gustavson School of Business
Robin Hicks, Faculty of Science
LillAnne Jackson, Faculty of Engineering
Sabrina Jackson, Acting Director, Graduate Admission and Records
Freya Kodar, Faculty of Law
Asia Longphee, UVic Calendar Editor
Gary MacGillvray, President's Nominee
Catherine McGregor, Faculty of Education
Ada Saab, Acting Associate University Secretary
Esther Sangster-Gormley, Faculty of Human and Social Development
Lisa Surridge, Faculty of Humanities
Wendy Taylor, Acting Registrar
James Wigginton (Secretary), Registrar Representative

**SENATE COMMITTEE ON CURRICULUM
TERMS OF REFERENCE**

The committee shall:

1. Review curriculum submissions recommended by the Faculties for consistency with University policies and strategic goals, to resolve outstanding issues and to approve curriculum submissions for recommendation to Senate.
 - a. For the purposes of the committee, 'curriculum' means all for-credit academic programs and courses offered by the University, including the descriptions and requirements of academic programs and courses, as described in the University Calendar;
2. Make recommendations concerning the *Policy on Calendar Submissions AC1120* and the associated *Procedures on Curriculum Submissions*.
3. Consult, as required, with other senate committees on non-curricular issues related to the University Calendar, and make recommendations to Senate if appropriate.
4. Make recommendations to Senate on the form and frequency in which the University Calendar is published.

Senate standing and ad hoc committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.

Composition

- 2 faculty members (both of whom shall be members of Senate but normally not chairs of their Faculty Curriculum Committees) who will serve as Chair and Vice-Chair of the committee (voting)
- Vice-President Academic and Provost or designate (*ex officio*, voting)
- President, or nominee (*ex officio*, voting)
- the Chairs (10) of Faculty Curriculum Committees (*ex officio*, voting)
- Dean, Faculty of Graduate Studies, or nominee (*ex officio*, voting)
- the Chair of Senate Committee on Academic Standards (*ex officio*, voting)
- 1 student member of Senate from the Committee on Academic Standards (*ex officio*, voting)
- the Associate University Secretary (*ex officio*, non-voting)
- the Registrar (*ex officio*, non-voting)
- the Associate Registrar (*ex officio*, non-voting)
- the Director, Graduate Admissions and Records (*ex officio*, non-voting)

Deleted: 9

- the Calendar Editor (*ex officio*, non-voting)
- the Director or designate, Co-operative Education and Career Services (*ex officio*, non-voting)

Total membership - up to ~~23~~ (up to ~~17~~ voting) depending on whether the Chair and/or Vice-Chair are also Chairs of their Faculty Curriculum Committees.

Deleted: 2

Deleted: 6

The secretary of the committee is the ~~Manager~~, Curriculum and Calendar, Office of the Registrar.

Deleted: Coordinator

Approved by Senate March 6, 1996
Revised May 6, 2011
Revised May 4, 2012
Revised June 4, 2013
Revised January 10, 2014



Procedures on Curriculum Submissions

Procedural Authority: Senate
Procedural Officer: Registrar

Effective Date: May 2018
Supersedes: May 2014
Last Editorial Change:

Parent Policy: [Policy on Calendar Submissions \(AC1120\)](#)

Purpose

- 1.00 The Curriculum Submission process must provide appropriate and timely review, consultation and approval to ensure new and revised curriculum is consistent with University policy, accurate, and understandable. In order to achieve these goals, the Procedures in this document must be followed in both process and form for all Curriculum Submissions.

Definitions

For the purposes of these procedures:

- 2.00 **Curriculum** means all for-credit academic programs and courses offered by the University, as described in the University Calendar.
- 3.00 **Curriculum Submission** includes the following proposed changes to curriculum: **program changes:** changes to the descriptions and requirements of academic programs (see ss. 45.00 and 47.00); and **course changes:** changes to individual courses, including new courses and course deletions (see s. 48.00).
- 4.00 **Unit** means the department, school, program, or Faculty responsible for offering a program or course.
- 5.00 **Faculty** means the Faculties and includes the Division of Medical Sciences.

Authority

Units

- 6.00 Units are responsible for preparing Curriculum Submissions and for submitting them to the appropriate committee for review.

Faculty Curriculum Committees

- 7.00 Each Faculty other than the Faculty of Graduate Studies will establish a Faculty Curriculum Committee, but may decide whether to have one committee responsible for undergraduate and graduate Curriculum Submissions or to have separate undergraduate and graduate committees.

- 7.01 Normally, Faculty Curriculum Committees will include faculty members representing each of the Units within the Faculty as voting members, and representatives from the Office of the Registrar (Undergraduate Records or Graduate Admissions and Records, as appropriate), the Faculty's advising office, and the Library as non-voting members.
- 8.00 Faculty Curriculum Committees have the responsibility to review Curriculum Submissions from Units, and the authority to approve Curriculum Submissions for recommendation to their Faculties.
- 8.01 Faculty Curriculum Committees may revise program and course descriptions to ensure they conform to these procedures and other University policies.
- 8.02 Faculty Curriculum Committees must not recommend for approval any Curriculum Submission until satisfied that appropriate consultations have taken place.

Faculties

- 9.00 Faculties have the responsibility to review Curriculum Submissions recommended by Faculty Curriculum Committees for consistency with Faculty and University policies and strategic goals; and the authority to approve Curriculum Submissions for recommendation to the Senate Committee on Curriculum.
- 10.00 Graduate Curriculum Submissions will be approved by both the line faculty and the Faculty of Graduate Studies.

Senate Committee on Curriculum

- 11.00 The Senate Committee on Curriculum has the responsibility to review Curriculum Submissions in accordance with its terms of reference, and the authority to approve Curriculum Submissions for recommendation to Senate.
- 11.01 The Senate Committee on Curriculum may request revisions to Curriculum Submissions by Faculties in order to comply with University policies, the University Calendar or editorial requirements set out in these procedures.
- 11.02 In cases where requested revisions require consultation between Faculties, the Senate Committee on Curriculum has the authority to approve, reject or modify Curriculum Submissions in cases where the Faculties cannot agree on revisions.

Senate Committee on Planning

- 12.00 Proposals involving the following program-related changes must be approved by the Senate Committee on Planning:
- New undergraduate and graduate programs and degrees, including minor programs and general degrees
 - New certificates, professional certificates and diplomas (undergraduate and graduate)
 - Double or dual degree programs (including programs involving existing degrees)

- Programs involving partnerships or agreements with other institutions
- Changes to a program degree or title
- Significant changes to program focus, content, structure or requirements (e.g., moving from a project-based to a course-based masters)
- Any other changes referred by the Senate Committee on Curriculum for the Senate Committee on Planning's decision

12.01 In cases of uncertainty the Associate Vice-President Academic Planning will determine which proposals require submission to the Senate Committee on Planning.

13.00 Curriculum Submissions accompanying proposals requiring approval by the Senate Committee on Planning may be submitted concurrent with, or subsequent to, these proposals. Approval of Curriculum Submissions for new or changed programs not yet approved by the Senate Committee on Planning is contingent upon approval of the proposal by the Senate Committee on Planning, Senate, the Board of Governors, and the Provincial Ministry, as required.

Other Senate Committees

14.00 Proposals and Curriculum Submissions submitted to the Senate Committee on Curriculum may also require approval by other Senate committees:

14.01 Changes to academic standards must be approved by the Senate Committee on Academic Standards.

14.02 Changes to regulations for admission, re-registration or transfer must be approved by the Senate Committee on Admission, Re-registration and Transfer.

14.03 In case of uncertainty about which Senate committee should review a proposed change, the University Secretary may provide direction.

14.04 Proposals requiring approval by other Senate committees will be referred to those committees as appropriate.

Senate

15.00 Senate has the authority to approve Curriculum Submissions, and normally does so upon recommendation of the Senate Committee on Curriculum.

Administrative Offices

16.00 The Office of the Registrar may make editorial and formatting changes to Curriculum Submissions, under the direction of the Senate Committee on Curriculum.

Processes For Curriculum Submissions

Curriculum Approval Cycles

17.00 Changes to Curriculum will be considered and approved by the Senate Committee on Curriculum and Senate three times per year, with approved Curriculum changes taking

effect in accordance with Section 35.00 of these procedures. The dates and time frames associated with Cycle 1, Cycle 2 and Cycle 3 are given in [Appendix A](#).

- 18.00 Units may choose to submit curriculum changes at any or all of the cycles. Proposed curriculum changes that miss the entry point for one cycle can be submitted into a subsequent cycle, and changes that require revision or further consultation may be resubmitted into a subsequent cycle.

Restrictions on Submissions to Curriculum Change Cycles

- 19.00 New courses and programs can be initiated for any of the three cycles. Other types of Curriculum changes may only be submitted during certain cycles:

- Changes to regulations regarding academic standing, progression, discipline, and deadlines must be submitted in Cycle 1 or Cycle 2, but not Cycle 3, to avoid changes in these regulations occurring in the middle of Winter Session.
- Changes in program titles must be introduced in Cycles 1 or 2 to avoid problems with transcripts.
- Changes to program admission requirements must be made in Cycles 1 or 2, with the exception of programs that have a January intake comparable to that in May and September.
- Units considering curriculum changes that involve many courses (e.g., global changes in departmental course abbreviations) should consult with the Office of the Registrar in order to ensure full consideration with respect to timetabling and room booking requirements.

- 19.01 In a case where a Curriculum Submission is approved by Senate but cannot be implemented on the date at which Curriculum Submissions for that cycle are normally implemented, the Curriculum Submission will be held by the Office of the Registrar until implementation is possible. The relevant Unit will be notified regarding the implementation date.

Preparation of Curriculum Submissions.

- 20.00 Units will prepare Curriculum Submissions in two files:

- One file containing program changes, using the appropriate forms and beginning with a summary page or pages listing changes using categories defined below, in the order in which the changes will appear in the University Calendar;
- One file containing course changes, using the appropriate forms and beginning with a summary page or pages listing changes using categories defined below, in the order in which the changes will appear in the University Calendar.

- 21.00 Templates for Program Change Forms, Course Change Forms, and summary forms for both types are available from the Office of the Registrar.

- 22.00 The Faculty of Graduate Studies is responsible for necessary changes to the FGS section of the Graduate Calendar arising from changes to curriculum.

Progression of Approvals

- 23.00 Curriculum Submissions normally originate at the Unit level.
- 24.00 Units must notify and consult with the University Libraries, Co-op and Career Services, and other potentially affected Units that may have an interest in, or be affected by a proposed curriculum change, as outlined in Sections 36.00 – 42.00, Consultation in Preparation of Submissions.
- 25.00 Units will submit Curriculum Submissions to their Faculty's Curriculum Committee(s) for approval and recommendation to the Faculty.
- 25.01 Faculty Curriculum Committee Chairs must make available to the Associate Registrar, the Manager Curriculum and Calendar, and as applicable the Director of Graduate Admissions and Records and the Faculty of Graduate Studies associate deans, the curriculum submissions at the same time they are made available to the Faculty Curriculum Committees and inform them of the Committee meeting dates.
- 25.02 Faculty Curriculum Committees must not recommend for approval any Curriculum Submission until satisfied that appropriate consultations have taken place.
- 26.00 After review by a Faculty Curriculum Committee, Curriculum Submissions will be forwarded to the Office of the Registrar, Curriculum and Calendar Office, to be made available online at least one week before the Faculty meeting at which the Curriculum Submissions will be approved, for review by other Units and relevant university officials including, but not limited to: Deans, Chairs of Faculty Curriculum Committees, other members of the Senate Committee on Curriculum, Associate Deans, Chairs of Departments, Directors of Schools and interdisciplinary academic programs, the Executive Director and program managers in Coop and Career Services, and the Associate University Librarian and subject librarians.
- 26.01 The Curriculum and Calendar Office will notify the Deans, members of the Senate Committee on Curriculum, and the Associate University Librarian that the Curriculum Submissions are available for review and of the date of the Faculty meeting at which the Curriculum Submissions are to be considered.
- 27.00 Graduate Curriculum Submissions will be submitted by the line-Faculty Curriculum Committee to both the line Faculty and the Faculty of Graduate Studies for approval.
- 27.01 The line-Faculty Curriculum Committee will submit its approved undergraduate and graduate curriculum submissions to the line Faculty for approval according to s. 26.00
- 27.02 The line-Faculty Curriculum Committee will submit its approved graduate curriculum submissions to the Faculty of Graduate Studies for approval by forwarding them to the Office of the Registrar, Curriculum and Calendar Office, to be made available online at least one week before the Faculty of Graduate Studies

Executive Committee meeting at which the Curriculum Submissions will be considered.

- 28.00 Curriculum Submissions approved by a Faculty must be submitted by the Faculty to the Office of the Registrar by the following dates: Cycle 1, third Friday in November; Cycle 2, third Friday in February; Cycle 3, third Friday in July.
- 29.00 After approval at the Faculty level, Curriculum Submissions are considered by the Senate Committee on Curriculum for review and recommendation to Senate according to the following schedule: Cycle 1, early December; Cycle 2, early March; Cycle 3, mid-August.
- 30.00 The Senate Committee on Curriculum may require revisions to Curriculum Submissions before recommending them to Senate for approval. All such revisions must be completed no later than the following dates: Cycle 1, the third Friday in December; Cycle 2, the third Friday in March; Cycle 3, the fourth Friday in August.

Cross-Faculty Interdisciplinary Program Curriculum Submissions

- 31.00 The Director of the Office of Interdisciplinary Academic Programs, in consultation with each interdisciplinary program overseen by that office, will identify one Faculty as the "lead Faculty" for Curriculum Submissions for that program.
- 32.00 Curriculum Submissions for cross-faculty interdisciplinary programs must be submitted to the lead Faculty's Curriculum Committee for review and recommendation to its Faculty for approval, and to the Chairs of the Faculty Curriculum Committees of the other participating Faculties.
- 33.00 The Chairs of Faculty Curriculum Committees other than that of the lead Faculty will determine whether proposed changes are of such a nature to require review and approval by that Faculty as well as by the lead Faculty.
- 34.00 Curriculum Submissions from cross-Faculty interdisciplinary programs must be submitted to the chairs of Faculty Curriculum Committees for all participating Faculties by the following dates: Cycle 1, September 15; Cycle 2, December 15; Cycle 3, March 30.

Effective Dates of Approved Curriculum Submissions

- 35.00 Upon Senate approval, Curriculum Submissions will be incorporated into the University Calendar as per the following timeline and will be considered effective on that date.
 - 35.01 Cycle 1 changes, submitted to the December meetings of the Senate Committee on Curriculum and approved at the February Senate meeting: normally published in February, effective May 1.
 - 35.02 Cycle 2 changes, submitted to the March meetings of the Senate Committee on Curriculum and approved at the May Senate Meeting: normally published in May, effective September 1.

- 35.03 Cycle 3 changes, submitted to the August meetings of the Senate Committee on Curriculum and approved at the October Senate meeting: normally published in November, effective January 1.

Consultation

Consultation in Preparation of Submissions

- 36.00 A Unit proposing a Curriculum Submission that other Units may have an interest in, or be affected by, must consult and notify those Units regarding the proposed Curriculum Submission prior to its submission to their Faculty Curriculum Committee.

- 36.01 The Unit proposing the change is responsible for:

- a. identifying other Units that need to be consulted;
- b. providing information about the proposed Curriculum Submission to the Chair, Director, or Dean responsible for those other Units; and
- c. providing evidence of consultation to the Faculty and the Senate Committee on Curriculum.

- 37.00 A Unit making a Curriculum Submission in any of the following categories must carry out consultation in accordance with these procedures:

- 37.01 Cross-listed courses (undergraduate-undergraduate; graduate-graduate): A Unit offering a course that is formally cross-listed in the University Calendar must consult with the other Unit(s) prior to the submission to its Faculty Curriculum Committee of any proposed changes to the course. This consultation must ensure that the University Calendar entries are identical (except for the order in which prerequisites, co-requisites and MX courses are listed); this requires concurrent curriculum submissions from all units involved.

- 37.02 Joint undergraduate-graduate courses (separate course numbers): A Unit offering a course that is formally a joint undergraduate-graduate offering within its own programs must ensure that the University Calendar entries are identical in title, though the descriptions may vary due to the distinction between the two levels of offering; this requires concurrent curriculum submissions from the Unit.

A Unit offering a course that is formally a joint undergraduate-graduate offering with another Unit in the University Calendar must consult with the other Unit prior to the submission to its Faculty Curriculum Committee of any proposed changes to the course. This consultation must ensure that the University Calendar entries are identical in title, though the descriptions may vary due to the distinction between the two levels of offering; this requires concurrent curriculum submission from all Units involved.

- 37.03 Courses used in other programs: A Unit offering a course listed as part of another Unit's program requirements must consult with the other Unit(s) prior to

the submission to their Faculty Curriculum Committee of any proposed changes to the course.

- 37.04 Courses on topics in which other Units offer courses: A Unit proposing a new course, or a substantial change in content of an existing course, in an area in which another Unit(s) offers courses must consult with the other Unit(s) prior to submission to its Faculty Curriculum Committee. The purpose of this consultation is to ensure Units are aware of others' offerings, to ensure respect for the disciplinary scope of different programs, to avoid unnecessary duplication, and to ensure courses are listed as "mutually exclusive" where the overlap in course content is substantial. A Unit proposing a new course or courses does not have automatic authority to offer a course in an area in which another Unit is already offering courses, nor does a Unit already offering courses in an area have automatic authority to prevent other Units from proposing a course or courses in that area. In all such cases, appropriate consultation is required (see also section 38.00).
- 37.05 Units should consult with other Units that have any other kind of interest in a proposed course or revisions to course content not included on the list in this section.
- 37.06 A Unit preparing graduate curriculum submissions is advised to consult with the Dean's Office in the Faculty of Graduate Studies before submitting its graduate Curriculum Submission to the Unit's Faculty Curriculum Committee, to ensure the same version is approved by both faculties.
- 38.00 Where a Unit has engaged in required consultation in a timely manner in accordance with these Procedures and has received no reply, the Senate Committee on Curriculum will assume that the consulted Unit(s) has no issue with the submission.
- 39.00 In the case in which consultation does not resolve an issue between Units in the same Faculty, the Faculty Curriculum Committee will decide whether or not a Curriculum Submission will be approved for recommendation to the Faculty.
- 40.00 In the case in which a Faculty approves a Curriculum Submission that includes an issue that has not been resolved between Units in different Faculties or between a Unit and the Faculty of Graduate Studies, the Senate Committee on Curriculum will seek advice and a recommendation from the Vice-President Academic and Provost before deciding whether or not to approve that Curriculum Submission for recommendation to Senate.
- 40.01 Units engaged in discussions regarding unresolved issues and the relevant Deans will meet with the Vice-President Academic and Provost, either upon agreement by the Deans or following direction from the Senate Committee on Curriculum. Units will also provide written documentation to the Vice-President Academic and Provost regarding the issue, which the Vice-President Academic and Provost will refer to in preparation of a recommendation to the Senate Committee on Curriculum.

- 40.02 All Curriculum Submissions associated with an unresolved issue will be deferred until a recommendation from the Vice-President Academic and Provost is presented to the Senate Committee on Curriculum.
- 41.00 Libraries: All course-change Curriculum Submissions must be reviewed by the library representative on a Faculty Curriculum Committee for an assessment of Library implications prior to the Faculty meeting at which the Curriculum Submissions are to be approved. Units are advised to consult with their library representatives prior to submitting changes to their Faculty Curriculum Committees, but evidence of this consultation is not required.
- 41.01 The library representative on a Faculty Curriculum Committee will communicate directly with any Unit proposing changes for which current holdings are inadequate. This information will be provided to the Faculty Curriculum Committee prior to its meeting at which the Curriculum Submissions are to be approved.
- 42.00 Co-operative Education Program and Career Services: Units must consult with Co-operative Education Program and Career Services on any program changes affecting co-op programs, and on any changes to courses in which Co-op and Career Services plays a role, before the Faculty meeting at which the changes are to be approved.
- 42.01 Co-operative Education Program and Career Services will consult with any academic Unit affected by changes it initiates to co-op programs (including work experience).

Rules for Preparation of Curriculum Submissions

General Rules

- 43.00 Program changes and Course changes must be separated into separate files using the appropriate forms. Each file will begin with a summary page or pages that list each change and the category of change it represents, using the categories defined in Sections 45.00 and 48.00. Individual changes should be organized in the order in which they would appear in a paper or pdf version of the University Calendar.
- 44.00 Curriculum change forms should show the existing entry on the left with a ~~stroke through~~ changes to be made; new entry on the right with changes underlined.

Program Changes

- 45.00 Program changes include:
- a. The creation, reinstatement, discontinuance, or change in name of a program or credential. A modification in program or credential that significantly changes that program or credential's focus, content, structure, or requirements. Any proposal in these categories must be submitted to the Senate Committee on Planning after Faculty approval, in accordance with deadlines established and published by that Committee.

- b. The suspension of admission to, re-admission to, or declaration in programs. Any proposal in this category must be submitted to the Associate Vice-President Academic Planning after Faculty approval (see s. 47.00).
- c. A change of the required courses for a program. Changes in this category must show evidence of consultation with the Associate Vice-President Academic Planning through the regular curriculum change consultation process.
- d. A change in a listing of specific eligible or elective courses that can be used to meet a program or credential requirement.
- e. A change in the description of a program or credential not involving any change in program or credential requirements.
- f. Other: Any change not included under Section 45.00 as determined by the Chair of the Faculty Curriculum Committee, the Chair of the Senate Committee on Curriculum, or the Chair of the Senate Committee on Planning to be program-related.

46.00 The format, wording, and scope of program-related Curriculum Submissions must be consistent with the University's academic program policies and guidelines.

Suspension of admission to, re-admission to, or declaration in Programs

47.00 The determination to suspend admission to, re-admission to, or declaration in, a program is made by the Dean and Faculty in consultation with the Associate Vice-President Academic Planning (AVPAP). It is effected by the submission of a program change form and must include evidence of consultation with the AVPAP. The suspension is effective as of the effective date of the Calendar Cycle in which the change is approved, and can be publicized as soon as Senate approves the submissions for that Cycle. Suspension of admission to or declaration in a program is intended as a temporary measure and does not necessarily lead to discontinuance. Within two years of the effective date of the suspension, the Faculty must decide either to remove the suspension, or to discontinue the program through submission to both the Senate Committee on Planning and the Senate Committee on Curriculum (see s. 45.00 (a)). The Curriculum and Calendar Unit in the Office of the Registrar will provide units and Faculties with notice of the curriculum change Cycle in which this submission must be made.

Course Changes

48.00 Course changes include:

- a. A new or reinstated course, or a change in a course code or number.
- b. A change in course title or description

- c. A change, addition, or deletion of a pre- or co-requisite or an enrolment restriction.
- d. Deletion of a course.
- e. Retention of a course that has not been offered for five years (See Section 49.00, Sunsetting of Courses).
- f. Other course changes including, but not limited to:
 - A change in a mutually-exclusive (MX) designation, sequence credit information, or a cross-listing;
 - A change in course unit value, division of a year-long course, or merging of two one-term courses;
 - A change in the number or distribution of course contact hours; and
 - A change in grading structure.

Sunsetting of Courses

49.00 Courses listed but not offered for five consecutive years normally will be deleted from the University Calendar. A unit wishing to retain a course not offered for five years must provide a clear rationale to support its retention and commit to offering the course within two academic years. The Senate Committee on Curriculum has the authority to delete such courses from the Calendar if it is not satisfied with the rationale to retain them, as presented by the Faculty.

49.01 The Office of the Registrar will circulate annually a list of all courses due for sunsetting to Curriculum Committee chairs, the University Library, and the University Secretary. Units must include these courses in their Curriculum Submissions in Cycle 1, stating whether each course should be deleted or retained and the rationale for doing so. Normally, retention requires a commitment to offer the course within two calendar years. The Senate Committee on Curriculum may delete courses in the Cycle 2 immediately following the Cycle 1 in which retention is due if a Faculty fails to present a submission for retention.

Course Codes and Numbering

Course Codes e.g. BIOL, ECON, GNDR.

50.00 Use no more than four letters for the course code, and normally reference the Unit or program offering the course. Use three numbers for the course number plus a letter as appropriate. The first number indicates the year level:

- 001 to 099 level for university upgrading and some other non-standard courses
- 100 to 400 level for undergraduate courses
- 500 and 600 level for graduate courses
- 700 level for education professional year courses
- 800 level for graduate level co-op work terms

51.00 The use of A & B is appropriate for splitting a course (for example 100 becoming 100A and 100B).

- 52.00 When multiple topics are offered using an alphabetical sequence associated with the course number (e.g. 490A-D) each individual topic should be listed separately. Multiple topics should not be offered under a “phantom” course number such as 490 which is not an actual course.

Course numbers

- 53.00 Numbers can normally never be reused unless the course code is changed. Re-using course numbers would result in a duplicate being recorded on the student’s academic record when no duplication exists.

Selecting new course numbers

- 54.00 A new course number must be selected for any new course. A new course number also should be selected when the changes to the content of an existing course are substantial enough that it is appropriate for a student to be able to get credit for both the original course and the revised course (i.e., that the original and revised course are not mutually exclusive). If the change in content is less substantial than this, the original course number should be retained.

- 5.00 The Curriculum and Calendar Office will post a report each year to ensure that new courses are never assigned numbers which have been used.

Former Course Numbers

- 56.00 Any time the number of an existing course is changed, the Calendar entry will include a note that the course was “Formerly [old course number]”. The term “Formerly [old course number]” remains in place as part of the Calendar entry for 10 years after the change in course number. Since students cannot at any time repeat courses for credit unless specifically stated in the Calendar entry, the old and new course numbers are mutually exclusive and the course entry must include a mutually exclusive statement that is retained even after the “Formerly [old course number]” is deleted after 10 years. NOTE: The 10-year time frame does not apply to prerequisites; a former course number should be referenced as a prerequisite only for as long as the department deems it as beneficial to the student and the department.

Course Title and Description

Course Title

- 57.00 Course titles must accurately and concisely describe the content of the course using formal language suitable for inclusion on official student transcripts. The number of characters in the title, including spaces, normally should not exceed 30, and in no case can exceed 65.

Titles with between 31 and 65 characters (inclusive) must be accompanied by a condensed version of no more than 30 characters for display in contexts that cannot accommodate more characters. Promotional terms should be avoided, as should language likely to infringe copyrights and vocabulary (colloquialisms and jargon) which may be temporally and culturally limited. Descriptions such as “(in English)” should be enclosed in parentheses and added after the title. Course titles should not include the

instructional method (e.g., face to face, online) or the schedule type (e.g., lecture, seminar).

Course Description

- 58.00 Course descriptions must accurately and concisely describe the content of the course. Descriptions are limited to a maximum of 75 words, and shorter entries are encouraged. Phrases should be used rather than sentences. The general aim of the course and the main topics to be considered should be indicated. Promotional language should be avoided.

Sequence Credit

- 59.00 Sequence credit is defined as credit that is given if the courses are taken in one order only (e.g., Course B may be taken after course A, but A may not be taken after credit has been received for B; whereas if credit were never possible for both A and B, then A and B are mutually exclusive). Where credit can only be given when courses are taken in a specific order (sequence), this must be stated specifically in the note for the affected course(s).

Maximum Credit

- 60.00 Students cannot repeat any course for credit unless specifically stated in the University Calendar. Courses designed to allow offerings with variable content that may be repeated for credit must always include the statement "in different topics". Normally where repetition for credit is allowed, a maximum number of units is provided. Once a student has reached any maximum credit limit (whether specifically designated, or by default one enrolment) the student's next registration in the course will appear on the record automatically as Duplicate, with no credit awarded.

Unit Value

- 61.00 Units may be assigned only in multiples of 0.5 except in the case of a 0.75 unit course. Courses that can be offered with variable units must list the range of possible units.

Contact Hours

- 62.00 Contact hours for courses offered in a conventional face-to-face format must be listed, including the number of hours per week for lecture, required laboratory sessions, and required tutorial sessions. Contact hours normally are not listed for online-only courses unless students are required to participate in regularly scheduled online sessions at specific times. In this context, "lecture" refers to any regularly scheduled classroom contact time with the main instructor (or instructors, in team-taught courses), not the pedagogical design of the course. Laboratory or tutorial sessions held within lecture sessions are not listed separately. Normally a one-term 1.5 unit course has three hours of lecture weekly. Contact hours per week are listed in the following format:

of lecture hours per week - # of laboratory hours per week (0 if none) - # of tutorial hours per week (0 if none)

Graduate course entries do not normally include contact hours.

Mutually-Exclusive (MX) Designation

- 63.00 Mutually-exclusive courses are courses for which there is sufficient overlap in content or core course concepts that students may not gain credit for more than one offering of the courses in question. An MX course note must be entered in each course description where a mutually-exclusive course association exists due to course content overlap, to identify clearly for students situations where course overlap will result in credit not being granted for the second course taken.
- 64.00 An MX course note is always applied when a course is renumbered to ensure a student cannot get credit for the same course under the previous and new course numbers. The existence of a 'Formerly' reference in the course heading does not replace the requirement for an MX Note. MX entries remain permanently even when the course is no longer offered. When a course is deleted, its Mutually Exclusive (MX) designations in other courses are never removed.
- 65.00 Cross-listed courses (undergraduate-undergraduate; graduate-graduate) must always have an MX note and indicate the companion course ('Also').

Joint undergraduate-graduate courses (separate course numbers) must provide an 'Also' and an MX note indication if the two courses are always offered together, and if not, then it must be noted in each that the course "May be offered as a joint undergraduate and graduate class," and must provide an MX note if students are always unable to take both courses for credit.

- 66.00 Faculty Curriculum Committees are responsible for determining when the MX designation should be applied to courses in cases where all the courses in question are offered by Units within that Faculty, subject to approval by the Senate Curriculum Committee and Senate.
- 67.00 The Senate Curriculum Committee is responsible for determining when the MX designation should be applied to courses in cases where the courses in question are offered by more than one Faculty, subject to approval by Senate.
- 68.00 If an MX refers to courses offered by more than one Unit (either within or across Faculties), the Units must coordinate their MX Calendar entries. Where mutually exclusive entries are added, changed, or deleted and a course from another Unit is referenced in the MX note, the other Unit(s) must be consulted to co-ordinate the change for the same session. The other Unit(s) must include the appropriate addition or change in their course description and curriculum submission.

Prerequisites, Corequisites, and Enrolment Restrictions

- 69.00 A **course prerequisite** is another course for which a student must have credit before being permitted to register in the course in question. A student registered in a prerequisite course for one term will be assumed to have met that prerequisite for a course in a later term of that session; if the student subsequently does not get credit for the prerequisite course, he or she will be deregistered from the course for which that course is a prerequisite.

- 69.01 A course may have more than one prerequisite. A prerequisite statement may also specify the grade or score a student must have achieved in the prerequisite course before being permitted to register in the course in question.
- 70.00 A **course co-requisite** is another course that must be taken in the same term as the course in question. A course may have more than one co-requisite.
- 71.00 Another course that must be taken either before, or in the same term as, the course in question will be listed as “prerequisite or co-requisite”.
- 72.00 An **enrolment restriction** is an element of a student’s program which determines whether a student will be permitted to register in a particular course. Any enrolment restriction to a course must be specified in the course note. Enrolment restrictions may be based on any or all of the following elements: Faculty, major, year of standing, degree, and/or program. Enrolment restrictions can be applied to all sections of a course or different restrictions can be applied to different sections.
- 72.01 The University of Victoria’s registration system does not permit Units to require a student to meet *either* an enrolment restriction *or* have credit for a prerequisite. Similarly, it is not possible to specify that a student meet *either* one type of enrolment restriction *or* another type of enrolment restriction.

Grading Method

- 73.00 Calendar entries for courses where the standard University percentage and letter grades are used do not need any reference to grading method.
- 74.00 Calendar entries for courses where a non-standard grading method is used must specify this using the appropriate combination of the following categories specified in the Calendar: INC, COM, N, F, INP.

**Appendix A
Curriculum Submission Timeline and Key System Dates**

	Action	Timeframe/Key Dates
Cycle 1	Unit level curriculum planning	Summer
	Engage in Consultation	Prior to consideration by Faculty Curriculum Committee
	Submit Cross-Faculty Interdisciplinary Program Curriculum Submissions to chair of Faculty Curriculum Committee	September 15
	Submit Curriculum Submissions to Faculty Curriculum Committee(s)	
	Faculty Curriculum Committee meeting(s)	At least two weeks before Faculty meeting at which submission will be approved
	Forward to the Curriculum and Calendar Office the graduate Curriculum Submissions recommended for approval, to be posted for approval by the Faculty of Graduate Studies Executive Committee	At least one week before Faculty of Graduate Studies Executive Committee meeting
	Forward to the Curriculum and Calendar Office all Curriculum Submissions recommended for approval, to be posted for approval by the line-Faculty and for university-wide review	At least one week before the line-Faculty meeting
	Curriculum Submissions and date of Faculty meeting posted online by OREG for information and review	At least one week before Faculty meeting
	Line Faculty and Faculty of Graduate Studies Approval	No later than second week of November
	Forward Final Docket of Curriculum Submissions, including changes approved at Faculty meeting, to OREG	Third Friday in November
	Senate Committee on Curriculum Meeting	Early December
	SCC-requested revisions completed and returned to OREG	Third Friday in December
Senate meeting	First Friday in February	

	Calendar proofs circulated for review	January
	Curriculum Submissions published in University Calendar	Published February, effective May 1
	Action	Timeframe/Key Dates
Cycle 2	Unit level curriculum planning	Fall
	Engage in Consultation	Prior to consideration by Faculty Curriculum Committee
	Submit Cross-Faculty Interdisciplinary Program curriculum Submissions to chair of Faculty Curriculum Committee	December 15
	Submit Curriculum Submissions to Faculty Curriculum Committee(s)	
	Faculty Curriculum Committee meeting(s)	At least two weeks before Faculty meeting at which submission will be approved
	Forward to the Curriculum and Calendar Office the graduate Curriculum Submissions recommended for approval, to be posted for approval by the Faculty of Graduate Studies Executive Committee	At least one week before Faculty of Graduate Studies Executive Committee meeting
	Forward to the Curriculum and Calendar Office all Curriculum Submissions recommended for approval, to be posted for approval by the line-Faculty and for university-wide review	At least one week before the line-Faculty meeting
	Curriculum Submissions and date of Faculty meeting posted online by OREG for information and review	At least one week before Faculty meeting
	Line Faculty and Faculty of Graduate Studies Approval	No later than second week of February
	Forward Final Docket of Curriculum Submissions, including changes approved at Faculty meeting, to OREG	Third Friday in February
	Senate Committee on Curriculum Meeting	Early March
SCC-requested revisions completed and returned to OREG	Third Friday in March	

	Senate meeting	First Friday in May
	Calendar proofs circulated for review	April
	Curriculum Submissions published in University Calendar	Published May, effective September 1
	Action	Timeframe/Key Dates
Cycle 3	Unit level curriculum planning	Spring
	Engage in Consultation	Prior to consideration by Faculty Curriculum Committee
	Submit Cross-Faculty Interdisciplinary Program curriculum Submissions to chair of Faculty Curriculum Committee	March 15
	Submit Curriculum Submissions to Faculty Curriculum Committee(s)	
	Faculty Curriculum Committee meeting(s)	At least two weeks before Faculty meeting at which submission will be approved
	Forward to the Curriculum and Calendar Office the graduate Curriculum Submissions recommended for approval, to be posted for approval by the Faculty of Graduate Studies Executive Committee	At least one week before Faculty of Graduate Studies Executive Committee meeting
	Forward to the Curriculum and Calendar Office all Curriculum Submissions recommended for approval, to be posted for approval by the line-Faculty and for university-wide review	At least one week before the line-Faculty meeting
	Curriculum Submissions and date of Faculty meeting posted online by OREG for information and review	At least one week before Faculty meeting
	Line Faculty and Faculty of Graduate Studies Approval	No later than second week of July
	Forward Final Docket of Curriculum Submissions, including changes approved at Faculty meeting, to OREG	Third Friday in July
Senate Committee on Curriculum Meeting	Mid-August	

SCC-requested revisions completed and returned to OREG	Fourth Friday in August
Senate meeting	First Friday in October
Calendar proofs circulated for review	October
Curriculum Submissions published in University Calendar	Published November, effective January 1



Date: September 19, 2018

To: Senate

From: Senate Committee on Agenda and Governance

Re: Appointments to the 2018/2019 Senate Standing Committees

The Senate Committee on Agenda and Governance nominations sub-committee met on September 21, 2018 to consider appointments to the 2018/19 Senate committees. These appointments are to fill vacancies on the Senate committees that were not filled at the May 4, 2018 meeting of Senate. The proposed new appointments are bolded in the attached document.

Recommended Motion

That Senate approve the appointments to the 2018/2019 Senate standing committees for the terms indicated in the attached document.

Respectfully submitted,

2018/2019 Senate Committee on Agenda and Governance

Jamie Cassels, Chair, President and Vice-Chancellor*

Catherine Krull, Vice-Chair, Faculty of Social Sciences*

Carrie Andersen, Acting University Secretary

Doug Baer, Faculty of Social Sciences

Chandra Beaveridge, Convocation Senator

Aaron Devor, Faculty of Social Sciences

David Eso, Student Senator*

Robin Hicks, Faculty of Science

Valerie Kuehne, Vice-President Academic and Provost

Annalee Lee, Faculty of Humanities*

Dean Seeman, Libraries*

Ada Saab, Secretary, Acting Associate University Secretary*

*members of the Nominations Sub-committee

/attachment



2018- 2019 Senate Committees

Senate Committee on Academic Standards

Name	Faculty or Department	Term
Sara Beam (S) (Chair)	Graduate Studies	2019 (2013)
Gillian Calder (S)	Law	2021 (2015)
Michael Nowlin (NS)	Humanities	2019 (2013)
Janni Aragon (S)	Social Sciences	2021 (2018)
Ken Thornicroft (NS)	Business	2020 (2017)
Richard Rush (NS)	Continuing Studies	2019 (2013)
Kathy Gaul (NS)	Education	2020 (2017)
Henning Struchtrup (S)	Engineering	2020 (2017)
Catherine Harding (NS)	Fine Arts	2020 (2017)
Esther Sangster-Gormley	Human & Social Development	2021 (2018)
Michele Martin (NS)	Medical Sciences	2021 (2015)
Neil Burford (S)	Science	2021 (2018)
Jordan Gllson (S)	Student Senator	2019 (2018)
Nathan Daisley (S)	Student Senator	2019 (2018)
Claire Wood (NS)	Student Representative (UVSS)	2019 (2018)
Jo Roy (NS)	Student Representative (GSS)	2019 (2018)
Robert Hancock (S)	Convocation Senator	2021 (2018)
Susan Lewis (S)	Vice-President Academic and Provost's designate	(ex officio)
Nancy Wright (NS)	President's nominee	(ex officio)
Andrea Giles (NS)	Acting Executive Director, Cooperative Education and Career Services	(ex officio)
Sabrina Jackson (NS)	Acting Director, Graduate Admissions and Records	(ex officio)
Wendy Taylor (NS)	Acting Registrar	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Ada Saab (Secretary)	Acting Associate University Secretary	

Senate Committee on Admission, Re-registration And Transfer

Name	Faculty or Department	Term
Sandra Hundza (S) (Chair)	Education	2020 (2017)
Garry Gray (S)	Social Sciences	2019 (2016)
Diana Varela (S)	Science	2020 (2014)
Stephen Tax (NS)	Business	2020 (2014)
TBD	Fine Arts	2021 (2018)
Scott Woodcock (NS)	Humanities	2019 (2016)
Adrienne Graham (S)	Student Senator	2019 (2018)
Cameron Leckenby (S)	Student Senator	2019 (2018)
Patrick Woo (NS)	Student Representative (UVSS)	2019 (2018)
Joel Lynn (NS)	Executive Director, Student Services (President's nominee)	(ex officio)
Cindy Holder (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Sue Butler (NS)	Director or equivalent of an Advising Centre	(ex officio)
Emma Mason (NS)	Representative from Counselling Services	(ex officio)
Wendy Taylor (NS)	Acting Registrar	(ex officio)
TBD	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 Appeals

Name	Faculty or Department	Term
Michelle Lawrence (Chair) (NS)	Law	2021 (2018)
Doug Baer (Vice-Chair) (S)	Social Sciences	2020 (2017)
Neil Burford (S)	Science	2021 (2018)
Dale Ganley (S)	Business	2019 (2017)
Jillian Roberts (NS)	Education	2020 (2017)
Poman So (NS)	Engineering	2019 (2016)
Stephen Ross (NS)	Humanities	2021 (2015)
Lynda Gagné (S)	HSD	2019 (2016)
Carolyn Butler-Palmer (S)	Fine Arts	2021 (2015)
Mauricio Garcia-Barrera (S)	Graduate Studies	2021 (2018)
Adair Ng (S)	Student Senator	2019 (2018)
TBD (S)	Student Senator	2019 (2018)
Yu Ten (Jason) Wu (S)	Student Senator	2019 (2018)
Maan Hani (NS)	Student Representative (GSS)	2019 (2018)
Ada Saab (Secretary)	Acting Associate University Secretary	

Senate Committee on Awards

Name	Faculty or Department	Term
Annalee Lepp (S) (Chair)	Humanities	2020 (2017)
Brock Smith (S)	Business	2021 (2018)
Linda Welling (S)	Social Sciences	2020 (2017)
Charlotte Schallié (NS)	Graduate Studies	2019 (2016)
Ciel Watt (NS)	Alumni Association	2020 (2017)
Helga Hallgrimsdottir (S)	Human and Social Development	2021 (2015)
Curtis Whittla (S)	Student Senator	2019 (2018)
Kelly Clark (NS)	Student Representative (GSS)	2019 (2018)
Marsha Runtz (NS)	Chair, Faculty of Graduate Studies Awards Committee	(ex officio)
Yvonne Rondeau (NS)	Scholarships Officer, Faculty of Graduate Studies	(ex officio)
Wendy Taylor (NS)	Acting Registrar	(ex officio)
Anne Cirillo (NS)	President's nominee	(ex officio)
Donja Roberts (NS)	Acting 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)
Sang Nam (NS)	Business	2020 (2017)
James Nahachewsky (NS)	Education	2019 (2016)
Poman So (NS)	Engineering	2021 (2015)
Carolyn Butler-Palmer (S)	Fine Arts	2021 (2015)
Esther Sangster-Gormley (NS)	HSD	2020 (2014)
Penny Bryden (NS)	Humanities	2021 (2015)
Mark Gillen (S)	Law	2021 (2018)
Mark Laidlaw (S)	Science	2020 (2017)
Kenneth Stewart (NS)	Social Sciences	2021 (2015)
Nikheel Premsagar (S)	Student Senator	2019 (2018)
TBD (NS)	Student Representative (UVSS)	2019 (2018)
TBD (NS)	Student Representative (GSS)	2019 (2018)
Christina Johnson (NS)	Student Representative from diploma or certificate program in Continuing Studies	2019 (2018)
Wendy Gedney (NS)	Alumni Association	2019 (2016)
Carolyn Russell (S)	Convocation Senator	2021 (2018)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's Nominee)	(ex officio)
Kirsten Kopp (Secretary)	Continuing Studies	

Senate Committee on Curriculum

Name	Faculty or Department	Term
Tim Haskett (Chair) (S)	Humanities	2020 (2011)
TBD (S) (Vice-Chair)	TBA	2021 (2018)
Chris Graham (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)
Lisa Surridge (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)
Jordan Gilson (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)	Calendar Editor	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Wendy Taylor (NS)	Acting Registrar	(ex officio)
Sabrina Jackson (NS)	Acting Director, Graduate Admissions and Records	(ex officio)
Laurie Barnas (NS)	Associate Registrar	(ex officio)
Ada Saab (NS)	Acting Associate University Secretary	(ex officio)
James Wigginton (Secretary)	Registrar Representative	

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
David Leach (Chair) (NS)	Fine Arts	2019 (2013)
Erica Woodin (S)	Social Sciences	2021 (2018)
Cedric Littlewood (NS)	Graduate Studies	2021 (2016)
Jason Colby (S)	Humanities	2021 (2018)
Dale Ganley (NS)	Business	2019 (2013)
Laura Vizina (NS)	Continuing Studies	2019 (2016)
Monica Prendergast (S)	Education	2020 (2017)
Michael McGuire (NS)	Engineering	2021 (2018)
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)
Isabella Lee (S)	Student Senator	2019 (2018)
TBD (S)	Student Senator	2019 (2018)
Kate Fairley (NS)	Student Representative (UVSS)	2019 (2018)
Juliette Blake Jacob (NS)	Student Representative (UVSS)	2019 (2018)
TBD (NS)	Student Representative (GSS)	2019 (2018)
Jennifer Whately (NS)	Alumni Association	2021 (2018)
Rebecca Raworth (NS)	Library, (FALC)	2019 (2016)
David Alexander (S)	Convocation Senator	2021 (2018)
Justin Harrison (NS)	University Librarian Designate	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Andrea Giles (NS)	Acting Executive Director, Cooperative Education and Career Services	(ex officio)
Laurene Sheilds (NS)	Executive Director, Learning and Teaching Support Innovation	(ex officio)
Mariel Miller (NS)	Technology Integrated Learning Centre	(ex officio)
Nancy Wright (NS)	Associate Vice-President Academic Planning (President's nominee)	(ex officio)
Ada Saab (Secretary)	Acting 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)
Richard Marcy (S)	HSD	2021 (2018)
Sylvia Pantaleo (NS)	Education	2020 (2017)
Miranda Angus (NS)	Continuing Studies	2019 (2013)
Peter Driessen (S)	Engineering	2021 (2018)
Kirk McNally (NS)	Fine Arts	2020 (2017)
Jamie Lawson (NS)	Social Sciences	2019 (2016)
Hao Zhang (NS)	Business	2020 (2017)
Robert Howell (NS)	Law	2020 (2016)
Leigh Anne Swayne (NS)	Medical Sciences	2019 (2013)
Louise Page (NS)	Science	2020 (2017)
Adair Ng (S)	Student Senator	2019 (2018)
Myles Maillet (NS)	Student Representative (GSS)	2019 (2018)
Paul Bramadat (NS)	Representative of Council of Centre Directors	2019 (2016)
Pia Russell (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2020 (2017)
Kim Nayyer (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
TBD	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 University Budget

Name	Faculty or Department	Term
Frank Van Veggel (NS) (Chair)	Science	2020 (2017)
Patrick Boyle (S)	Fine Arts	2021 (2018)
Helga Thorson (NS)	Humanities	2020 (2017)
Helen Kurki (S)	Social Sciences	2020 (2017)
Jen Baggs (NS)	Business	2021 (2018)
Jodi Streelasky (NS)	Education	2021 (2018)
Lynda Gagne (S)	HSD	2019 (2016)
Jack Ni (S)	Student Senator	2019 (2018)
Chandra Beaveridge (S)	Convocation Senator	2021 (2015)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ada Saab (Secretary)	Acting Associate University Secretary	



Date: September 19, 2018

To: Senate

From: Senate Committee on Admission, Re-registration and Transfer

Re: K-12 Curriculum Modernization Working Group Recommendations

At its meeting of July 13th, the Senate Committee on Admission, Re-registration and Transfer (SCART) considered a proposal dated June 12th from the K-12 Curriculum Modernization Working Group and the Office of the Registrar.

The goal of the Working Group was to engage academic leaders in the evaluation of the newly redesigned B.C. high school curriculum, particularly as it relates to UVic undergraduate admission and course prerequisite requirements. The new Literacy and Numeracy Assessments were also considered to determine if the results should be factored in the admission decision. The proposal includes two recommendations that arose from this review.

Members of Deans' Council were also provided with the opportunity to review and comment on the proposal at their June 20th meeting, in advance of SCART's approval of the proposal; no concerns were raised with the proposed.

SCART supported the attached proposal and voted to endorse the recommendations made by the K-12 Curriculum Modernization Working Group.

The proposal was then referred to the Senate Committee on Academic Standards (SCAS) for further consultation. SCAS considered the proposal at its meeting of September 17th, 2018 and expressed no academic standards concerns.

The Senate Committee on Admission, Reregistration & Transfer now submits the proposal to Senate:

Recommended Motion #1

That Senate approve effective September 2019, a minimum final grade of 67% for English Studies 12/English 12 First Peoples be required for admission to all Year 1 programs and be published in the May 2019 edition of the academic calendar.

Recommended Motion #2

That Senate approve a change to the 'Admission Requirements' introductory paragraph and 'Applicants from Secondary School: British Columbia/Yukon', effective September 2019 and be published in the May 2019 edition of the academic calendar as follows:



Admission Requirements

The standards outlined in this section are the minimum requirements for admission to the University. All students must be proficient in literacy and numeracy to be considered for admission. Individual programs may set higher standards for entry than the minimums stated here. ~~students should consult the individual faculty and department descriptions or Undergraduate Admissions for their regulations.~~

NOTE: Possession of the minimum admission requirements does not guarantee admission to any faculty, program or course at the University. In instances where the number of qualified applicants exceeds the number that can be accommodated, the admission cutoffs will be higher than the published minimum requirements.

Applicants from Secondary School

The academic qualifications from secondary school is completion of all high school graduation requirements with a competitive average. The admission average is calculated using all required grade 12 courses. Each faculty determines their cut-off and it changes on an annual basis due to limits on enrollment and the competitiveness of the selection process for certain programs. As determined by Senate, at no point will the cut-off be below 67% (73% for Bachelor of Engineering/Software Engineering/Recreation Health and Education, 80% for Business/ Kinesiology or 70% for Elementary Education).

1. British Columbia/Yukon ~~and other Canadian Provinces~~

The “Year 1 Admission Requirements: BC/Yukon Secondary School Graduate” table (page 34) shows the requirements for admission to Year 1 for each faculty. These are the minimum requirements for graduates of secondary schools in British Columbia.

BC students must have ~~written provincial examinations in any subject where it is mandatory~~ successfully completed all requirements for the in order to meet BC Graduation Program in which they graduated, including mandatory provincial exams. ~~requirements. In years where students could elect to write optional grade 12 provincial exams, the higher or the school mark or the blended grade (school mark and provincial exam result combined) will be used in the admission average calculation.~~

Respectfully submitted,
2018/2019 Senate Committee on Admission, Re-registration and Transfer
Sandra Hundza, Faculty of Education, Chair
Tricia Best, International Student Services
Sue Butler, Director, Advising Centre
Adrienne Graham, Student Senator
Garry Gray, Faculty of Social Sciences
Nicole Greengoe, Registrar
Cindy Holder, Associate Dean Academic Advising (Humanities, Science and Social Sciences)
Cameron Leckenby, Student Senator
Joel Lynn, President's nominee
David O'Brien, Representative from Counselling Services
Stephen Tax, Peter B. Gustavson School of Business
Diana Varela, Faculty of Science
Scott Woodcock, Faculty of Humanities
TBD, Faculty of Fine Arts
TBD, Faculty of UVSS representative
Laurie Barnas, (Secretary), Associate Registrar



**University
of Victoria**

Senate Committee on
Academic Standards

MEMO

Date: September 18, 2018

To: Sandra Hundza, Chair, Senate Committee on Admission, Re-registration and Transfer

Copy: Laurie Barnas, Secretary, Senate Committee on Admission, Re-registration and Transfer

From: Ada Saab 
Acting Associate University Secretary

Re: **K-12 Curriculum Modernizations Working Group
Recommendations**

At its meeting on September 17, 2018 the Senate Committee on Academic Standards considered a proposal to the Senate Committee on Admission, Re-registration and Transfer (SCART) regarding recommendations made by the K-12 Curriculum Modernizations Working Group. Committee members had no academic standards concerns.



MEMO

Date: June 12, 2018

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

From: K-12 Curriculum Modernization Working Group
Nicole Greengoe, Registrar
Laurie Barnas, Associate Registrar
Wendy Joyce, Director of Undergraduate Admissions

Re: **K-12 Curriculum Modernization Working Group Recommendations**

Background

In 2011/12, the BC Ministry of Education began the process of modernizing curriculum, assessment and the high school graduation program. The transition from the current 2004 Graduation Program to the new 2018 Graduation Program is well underway and the new Grade 10 curriculum will take effect in all BC schools on July 1, 2018, followed by the Grade 11 and 12 curriculum on July 1, 2019. Accordingly, the first cohort of students who will present at least some courses from the new curriculum will be applying to postsecondary institutions for September 2020 entry. In response, the Office of the Registrar collaborated with academic leaders across campus to undertake an evaluation of the [newly redesigned BC high school curriculum](#) as it relates to UVic undergraduate admission and course prerequisite requirements.

The evaluation of the K-12 curriculum was undertaken with a goal of supporting students' success and providing clear advice for applicants who plan to transition to postsecondary studies at UVic. Ideally, changes to the admission requirements or acceptable grade 11/12 course lists should be announced well in advance of high schools' next course selection period, which usually occurs in January/February each year. As such, it is critical that UVic be in ready to communicate any new information by early Fall 2018.

The K-12 Curriculum Modernization Working Group was composed of three subgroups, as follows:

1. English/Social Studies & Literacy Assessment
2. Math/Science & Numeracy Assessment
3. Approved Academic 12 courses

The Terms of Reference and membership of each working group is provided in Appendix 1.

The working group members were responsible for informing their respective faculties and academic units about the K-12 Curriculum Modernization Project and the new grade 11 and 12 curriculum. As part of these discussions, working group members gathered feedback from their colleagues so that they could provide advice and recommendations to the Registrar for mapping course equivalencies, as well as recommending the acceptance of new grade 11 and 12 courses. The academic oversight of these courses is particularly important as these courses form the evaluation criteria for an applicant to obtain admission to the university.

Additionally, the new [Literacy](#) and [Numeracy](#) Assessments were considered. These provincial graduation assessments are being introduced as part of the 2018 BC Graduation Program and, as the results will appear on the high school transcript, it was determined that the working groups should explore whether this information should be a factor in admission decisions.

At present, the academic calendar expresses the minimum requirement for admission from high school as English 12 and three additional “approved Grade 12 courses”; the three additional courses vary by faculty/program and may include a minimum grade in certain courses. The calendar also states a minimum required average for the four required courses, but each faculty/program has the flexibility to establish its own cutoff on an annual basis in response to the number of applications, enrolment capacity and competitiveness of selection. Current cutoff information is posted on the admission section of the UVic Future Students website and is usually much higher than the minimum published in the academic calendar.

While the required Grade 11 and Grade 12 courses for each faculty/program are outlined in the academic calendar in the chart entitled “Year 1 Admission Requirements: BC/Yukon Secondary School Graduate”, the list of approved courses that fulfill these requirements are published on the website. The complete list of approved grade11/12 courses is extensive and parallel lists are provided for every province and territory. Regularly maintaining this information on the website provides the flexibility to react to unexpected updates or minor additions to provincial curriculums as they occur and to provide timely information to prospective students and their counsellors. When appropriate, Undergraduate Admissions consults with faculties and/or academic units to ensure that the course meets the expected rigour and/or may serve as a prerequisite for a UVic course. Due to the implementation of a completely new K-12 curriculum and graduation program however, it was recognized that a more extensive review and engagement with academic colleagues across the institution was warranted.

Finally, it should be clarified that given the advanced timeline for undertaking this work and the internal governance requirements for updating the academic calendar, the scope was mostly limited to a review of the individual courses offered in the new high school curriculum. The efforts of the working groups have played a critical role in increasing the understanding of the high school curriculum changes as well as how these relate to the way the university manages undergraduate admission. It is recognized that further adjustments may occur from other university initiatives, originating either from a faculty/academic unit or from the development of the UVic Strategic Enrolment Management plan; however, this initial work establishes a refreshed and up-to-date understanding so that any further proposals will enhance and build upon the recent changes made to the BC Graduation Program.

Key Curriculum Changes in the newly redesigned BC Graduation program

It is important to emphasize that British Columbia is widely recognized for its excellent education system and that this initiative is intended to further enhance the quality of education and prepare students for a rapidly changing world. [A report published by the Council of Ministers of Education, Canada in 2015](#) states that Canadian students perform above average in science, reading and mathematics in both national and global *Programme for International Student Assessment* (PISA) rankings. In Canada, PISA is carried out through a partnership between Employment and Social Development Canada (ESDC) and the Council of Ministers of Education, Canada (CMEC).

Education must continue to adapt and adjust to respond to global shifts and student needs. The updated BC high school curriculum will provide the following benefits for students:

- more choice, providing broader disciplinary diversity to both student preference and emerging trends;
- increased hands-on and experiential learning leads to increased engagement;
- conceptual thinking and learning about “big ideas,” encouraging students to look beyond learning-specific content; and
- opportunities to develop core competencies needed for life-long learning.

Further to this, the [Ministry of Education](#) states that,

“the new Grades 10-12 curriculum in BC is intended to support both disciplinary and interdisciplinary learning, encourage locally-developed curriculum and enable a variety of learning environments. The key features include a focus on essential learning, literacy and numeracy foundations, and core competencies and are the basis of the new curriculum. The core competencies identified are the intellectual, personal and social skills that all students need to develop for success in life beyond school. BC’s new curriculum brings together two features that most educators agree are essential for 21st-century learning; a concept-based approach to learning, and a focus on the development of competencies (rather than content acquisition), to foster deeper, more transferable learning”.

A comparison of the graduation requirements for the 2004 Graduation Program and the 2018 Graduation Program is available in Appendix 2. Students graduating after June 30, 2018 will be following the new Graduation Program and are still required to obtain at least 80 credits in total (52 required course credits + 28 elective course credits). The total number of credits required to graduate will not change, but there will be differences in course structure and more course options will be available in each subject area. Highlights of the new Graduation Program and curriculum at the grade 11 and 12 level include:

Grade 11

- English 11 and English 11 First Peoples is replaced with a selection of English Language Arts and English First Peoples 11 options such as Literary Studies 11, Composition 11, New Media 11, Spoken Language 11, and Creative Writing 11. Communications 11 will be discontinued
- New and re-designed math courses will provide additional options, such as Computer Science 11 and History of Math 11
- Biology 11 is replaced by Life Science 11; minor changes to Chemistry 11 and Physics 11; additional science options include Science for Citizens 11 and Environmental Science 11
- More flexible list of courses to meet the Social Studies 11 graduation requirement
- An expanded suite of Grade 11 courses will be available in a number of subject areas

Grade 12

- English 12 is replaced by English Studies 12; English Studies 12 or English First Peoples 12 will be a graduation requirement for all students. Communications 12 will be discontinued
- English Studies 12 and English First Peoples 12 will not have a provincial exam; effective July 1st, 2019 English 12 will be discontinued and the provincial exams will be offered for the last time in June 2019
- English Literature 12 will become Literary Studies 12 and remain as an optional language arts course along with Composition 12, New Media 12, Spoken Language 12, and Creative Writing 12
- New and re-designed math courses will provide additional options, such as Geometry 12 and Statistics 12
- Biology 12 is replaced by Anatomy & Physiology 12; minor changes to Chemistry 12 and Physics 12; additional science options include Environmental Science 12 and Specialized Science 12
- New social studies courses include Comparative World Religions 12, Contemporary Indigenous Studies 12, Economics 12, Genocide Studies 12, Law Studies 12, Philosophy 12, Physical Geography 12, Social Justice 12 and Urban Studies 12
- An expanded suite of Grade 12 courses will be available in a number of subject areas

Literacy and Numeracy Assessments

The [Ministry of Education](#) states, “Two new provincial graduation assessments are being introduced to ensure alignment with the redesigned curriculum. The assessments provide system-level information (schools, districts, and the province) about student performance in literacy and numeracy, and communicate feedback to students regarding their proficiency in numeracy and literacy. A significant change is that the new assessments are not “tied” to a course, nor are scores blended with classroom courses; all courses are fully assessed in the classroom”.

Students are expected to develop and demonstrate proficiency in literacy and numeracy across all subjects and grade levels. The assessments are not specific to an advanced knowledge level and students only need to have completed the assessment (with no minimum performance level) before they may graduate.

- The new standardized [Graduation Numeracy Assessment \(GNA\)](#) was introduced in January 2018; required for all students graduating after June 30, 2018.
- The new standardized [Graduation Literacy Assessment \(GLA\)](#) will be introduced in January 2020; required for all students graduating after June 30, 2018 – students graduating in the 2018/19 school year will still take a Language Arts 12 course and the associated provincial exam to satisfy the graduation requirement for the new Graduation Program.
- Both assessments have common features:
 - graduation requirement for all students
 - stand-alone assessment (not tied to a specific course)
 - can be taken anytime during the graduation years (grades 10-12)
 - written once, but may be re-written up to two more times, if required
 - scored on a 4-level proficiency scale – “emerging” (1), “developing” (2), “proficient” (3), and “extending” (4)
 - results will appear on student transcripts with the best outcome (proficiency score) recorded on the final transcript

Discussion

The examination of the new BC high school curriculum has resulted in a refreshed understanding of the academic readiness that students bring as they apply to undergraduate studies. UVic faculty and staff were committed and highly engaged in the review. Their assistance in evaluating the curriculum and consulting with their colleagues to provide feedback back to the working groups and the Registrar was integral to this effort.

Course mapping and evaluation of the 2018 graduation program

The 2018 Graduation Program provides more course options to align with learner interests and there is a notable proportional increase in course offerings within discipline areas. This provides greater diversity in applicant academic experience and will have an impact on the admission decision as an increased number of courses will be considered as acceptable during the evaluation.

The updated curriculum includes a combination of new courses and direct replacement courses; courses were grouped and evaluated by the K-12 Working Groups, in three categories:

- Math & Science
- English & Social Studies and,
- Approved Academic 12 courses

The results of the course mapping evaluation are noted in Appendix 3. To summarize, English Studies 12 plus fourteen new Grade 12 courses were recommended as approved courses. One new Grade 12 course was identified as not meeting any approved course category for admission (in addition to two Grade 11 courses). Another recommendation was to move the former Geography 12 (re-designed as three new courses, Physical Geography 12, Human Geography 12 and Urban Studies 12) from the approved science 12 list to the approved academic 12 list.

In addition, the English/Social Studies & Literacy Assessment Working Group considered the adjusted structure and requirements of the 2018 Graduation Program with a focused interest on the changes in course offerings leading up to the completion of English Studies 12/English First Peoples 12. Students currently complete a Language Arts 11 plus English 12/English 12 First Peoples or Communications 12. While these courses meet the high school graduation requirement, UVic only accepts English 12/English 12 First Peoples for admission. The new graduation program allows for students to select from a variety of Language Arts 11 course options, but requires the completion of English Studies 12 or English First Peoples 12 (i.e. Communications 12 will no longer be offered).

Since additional Language Arts 11 courses will be offered that meet the graduation requirement, the working group wanted to ensure that each Language Arts 11 course option will prepare students appropriately for English Studies 12. This was of particular interest because English Studies 12/English First Peoples 12 will no longer require a provincial exam. The working group concluded that the Language Arts 11 course options provided variety and flexibility for diverse student interests yet each course maintained the same academic rigour in learning outcomes required to prepare students appropriately for English Studies 12/English First Peoples 12. It was also understood that the Ministry has designed the curriculum to support this flexibility and ensured that the structure of the program satisfied the desired high school graduation learning outcomes.

Elimination of the English 12 Provincial Exam & Recommendation for English Studies 12 Minimum Grade

One of the major changes discussed throughout the review of the newly redesigned curriculum was that the English 12 provincial examination would be eliminated effective July 1st, 2019. The English/Social Studies & Literacy Assessment Working Group sought to undertake an analysis of applicant data from previous years to determine the implications of exam results no longer being available, particularly as these results are currently factored into admission decisions; results of this analysis are noted in Appendix 4. The data included applicants with similar academic backgrounds (i.e. BC High School applicants) from September 2012 onward (after the implementation date of the Academic Writing Requirement). This establishes five years of data within the context of current admission requirements; the review considers the English 11 final grade, English 12 school grade, English 12 provincial exam grade and the English 12 final blended grade.

A review of this information provides a clear understanding of how the English 12 provincial exam has acted to decrease the final (i.e. blended) English 12 grade and, therefore, its impact on the admission average calculated; the distribution of grades was notably higher when the English 12 provincial exam was not factored into the English 12 final grade. A review of the English 12 school grade as compared to the English 12 provincial exam found that 78.6% of students' final grades were lower. This difference is even more substantial for the English as Additional Language (EAL) learners within the same cohort. The current admission offer condition of a passing grade on the English 12 provincial exam has countered potential grade inflation of a school grade alone, but will not be possible in the future with English Studies 12.

The working group also considered the revised structure of the 2018 Graduation Program in relation to the elimination of the English 12 provincial exam. Where previously postsecondary-bound (and likely academically stronger) students were streamed into English 12 and other (likely weaker) students were streamed into Communications 12, the new program requires that every student complete the same English Studies 12/English First Peoples 12 course. It is very possible that this change, together with the elimination of the provincial exam, will have an impact on grading patterns, with further grade inflation and/or a lessening of expectations being of concern. This concern, along with an external scan (Appendix 5) of other post-secondary institutions' minimum

grade requirement for English 12 informed the recommendation that the University of Victoria should establish a minimum required grade of 67% for English Studies 12/English First Peoples 12 as an admission requirement for entry to all Year 1 programs.

Representatives from the Academic Writing Requirement Program confirmed that their own analysis has shown that students are most likely to succeed in an AWR-designated course when they have previously achieved at least 67% on the English 12 provincial exam. While establishing the minimum 67% in English Studies 12 may appear to be a significant change, the analysis also suggests that students may not always pass the AWR-designated course. Establishing a higher requirement was considered; however, the committee felt that doing so could disadvantage students who have achieved significantly higher grades in all other subject areas and the working group was mindful that this admission requirement would apply to all Year 1 programs. It was also acknowledged that individual faculties/programs will still have the ability to set a cutoff for admission above this university minimum, when appropriate.

An additional impact of the elimination of the provincial exam is that the Academic Writing Requirement regulation will require further review and adjustment since students with a grade of at least 86% on the provincial exam (within the last three years) are currently considered to have met the AWR requirement. Members of the English/Social Studies & Literacy Assessment Working Group identified an urgent need for the regulation to be reviewed and updated immediately and subsequent admission and literary assessment data be tracked so that data-informed recommendations could be made in subsequent revisions.

Literacy/Numeracy Assessment

The working groups deliberated whether it is appropriate to consider these assessment results as part of the admission evaluation of an applicant. In some respects, a low score might be a 'red-flag' if the student is at the same time presenting an advanced grade in a high school English or Math course. However, the Ministry has conveyed that these assessments are not intended to be 'high-stakes' exams; students (and teachers) may not initially be prepared to have these assessment results considered as part of an admission evaluation. Additionally, the delayed implementation of the Literacy Assessment means that there is currently little information available to help understand what recommendation would be most appropriate for UVic, and there has been no benchmarking of this assessment against the current provincial exam.

As such, the working groups felt that it was premature to put forward a significant admission policy recommendation until further details are available. All three working groups discussed this topic at length and there was significant interest in pursuing an analysis of both the assessment result and any associated course grades to determine how to best establish admission requirements in the future. It was felt, however, that a general statement should be added to the UVic academic calendar indicating that all applicants are expected to possess an adequate level of literacy and numeracy proficiency in preparation for their participation in post-secondary level studies, until further details are available to make a more significant recommendation. There was recognition that statements related to the desired literacy and numeracy skills are similarly noted in the UVic Learning Outcomes. This statement would mirror the messaging provided in the K-12 education system and would ensure that applicants are aware that these competencies are applicable throughout high school and post-secondary studies. It was also noted that a general institutional statement would assist in responding to applicants and parents since the introduction of the assessments have generated a large number of inquiries. This is reflected in Recommended Motion #2.

Proposal

Course Mapping and Evaluation

The recommendations made by the three working groups relate to Grade 11 and 12 high school courses that are acceptable to meet specific English, math, science, and academic 12 admission requirements. There have been no recommendations made to adjust the courses used for calculating an admission average (i.e. the number and types of courses for each faculty/program's admission requirements remain consistent with the [Year 1 Admission Requirements](#)). The approved course lists are shown in Appendix 3.

The working group understood and agreed that it is redundant and unnecessary to re-state general Grade 11 courses such as "an approved Social Studies 11" in the admission requirements since these courses are already required by all students as a high school graduation requirement. Confirmation that high school graduation has been achieved will continue to be an admission requirement; a graduation check is provided by the Ministry of Education and verified by UVic when final grades are received in July each year.

As with any change, there is a requirement to ensure that the academic calendar and associated websites (uvic.ca/admission) and/or publications (i.e. Recruitment Viewbook) are updated to ensure that students have the most up-to-date information available to them. The planned updates will be made public in Fall 2018, in advance of high school course selection in early 2019.

Elimination of the English 12 Provincial Exam

The recommendation to establish a minimum final grade of 67% for English Studies 12/English First Peoples 12 requires the approval of Recommended Motion #1 below. The basis for this recommendation is a result of the analysis of our current context and the understanding that without the provincial exam, there will no longer be a standardized exam to counter the effects of grade inflation and/or variability between schools. Although this variability will likely persist, there was strong support for establishing a minimum grade that is consistent with most other institutions in the province and the adjustment would enhance potential success of students in their UVic studies. The English 12 provincial exam is currently worth 40% of the final blended grade and applicants to UVic must achieve a minimum passing grade of 50% to retain their admission offer.

Update to the Academic Writing Requirement

The current Academic Writing Requirement regulation allows students to satisfy the requirement with a score of at least 86% on the English 12 provincial exam. Since the English 12 provincial exam will not be offered after July 1st, 2019, this regulation will need to be updated to reflect that this exemption option no longer exists. However, since the regulation includes a similar exemption for applicants from other provinces based on their final school grade, it will be important that the regulation be updated to ensure consistency. The recommendation is that a separate working group be established to undertake a review and revision of the Academic Writing Requirement to be put forth for consideration by both the Senate Committee on Admission, Reregistration and Transfer and the Senate Committee on Academic Standards. Until this work is undertaken, it should be noted that inconsistencies in exemptions currently provided by the regulation between BC and out-of-province applicants will persist and that some AWR courses (i.e. ENGL135, 145, 146) may experience increased demand. It is recommended that the updated regulation be made to the May 2020 academic calendar to coincide with the elimination of the English 12 provincial exam.

Literacy/Numeracy Assessment

Given the limited details available, the recommendation is to track and pursue an analysis of both the assessment results and any associated school grades, as well as key UVic benchmarks (AWR success plus success in Math and Science courses) to determine how to best establish admission requirements once more information is known. Further consideration will need to occur in approximately 2-3 years if a specific minimum Literacy and Numeracy score is desired.

It should also be conveyed to applicants that the University of Victoria values literacy and numeracy and there is an expectation that entering students are adequately prepared. The recommendation is to reference this expectation in a general statement within the opening paragraph of the admission section of the academic calendar so that it is understood that these values are consistently upheld within secondary and postsecondary education environments.

Recommended Motion #1

That the Senate Committee on Admission, Reregistration & Transfer approve and recommend to Senate that effective September 2019, a minimum final grade of 67% for English Studies 12/English 12 First Peoples be required for admission to all Year 1 programs, to be published in the May 2019 edition of the academic calendar.

Recommended Motion #2

That the Senate Committee on Admission, Reregistration & Transfer approve and recommend to Senate a change to the 'Admission Requirements' introductory paragraph and 'Applicants from Secondary School: British Columbia/Yukon', effective September 2019 and published in the May 2019 edition of the academic calendar as follows:

Admission Requirements

The standards outlined in this section are the minimum requirements for admission to the University. All students must be proficient in literacy and numeracy to be considered for admission. Individual programs may set higher standards for entry than the minimums stated here. ~~students should consult the individual faculty and department descriptions or Undergraduate Admissions for their regulations.~~

NOTE: Possession of the minimum admission requirements does not guarantee admission to any faculty, program or course at the University. In instances where the number of qualified applicants exceeds the number that can be accommodated, the admission cutoffs will be higher than the published minimum requirements.

Applicants from Secondary School

The academic qualifications from secondary school is completion of all high school graduation requirements with a competitive average. The admission average is calculated using all required grade 12 courses. Each faculty determines their cut-off and it changes on an annual basis due to limits on enrollment and the competitiveness of the selection process for certain programs. As determined by Senate, at no point will the cut-off be below 67% (73% for Bachelor of Engineering/Software Engineering, 80% for Business or 70% for Elementary Education).

1. British Columbia/Yukon ~~and other Canadian Provinces~~

The "Year 1 Admission Requirements: BC/Yukon Secondary School Graduate" table (page 34) shows the requirements for admission to Year 1 for each faculty. These are the minimum requirements for graduates of secondary schools in British Columbia.

BC students must have ~~written provincial examinations in any subject where it is mandatory~~ successfully completed all requirements for the in order to meet BC Graduation Program in which they graduated, including mandatory provincial exams. ~~requirements. In years where students could elect to write optional grade 12 provincial exams, the higher of the school mark or the blended grade (school mark and provincial exam result combined) will be used in the admission average calculation.~~



K-12 Curriculum Modernization Working Group

Mandate

The role of the K-12 Curriculum Modernization Working Group is to undertake an evaluation of the newly redesigned B.C. high school curriculum as it relates to UVic admission and course prerequisite requirements. The most recent update provided by the Ministry of Education indicates that all B.C. high schools will be implementing the new Grade 11 and 12 curriculum in 2019/20. Accordingly, the first cohort of students who will present at least some courses from the new curriculum will be applying for September 2020 entry.

The Office of the Registrar will collaborate with academic leaders across campus to ensure that the impact of any changes to the high school curriculum is considered for both admission requirements and as prerequisites for some UVic courses. This will be done with the goal of supporting students' success and providing clear advice for applicants who wish to transition to post-secondary studies at UVic.

The K-12 Curriculum Modernization Working Group will be composed of three subgroups, as follows:

1. English/Social Studies & Literacy Assessment
2. Math/Science & Numeracy Assessment
3. Approved Academic 12 courses

Each group will encourage communication and participation amongst the respective faculties, schools and departments, and will foster and protect the overall admission and academic standards of the university.

The working group will provide advice and recommendations to the Registrar on mapping course equivalencies, as well as new courses to be considered as acceptable grade 11 and 12 courses. Additionally, the working group will consider the new Literacy and Numeracy Assessments and whether the results should be factored into an admissions decision.

Proposed changes to admission and course prerequisite requirements will be submitted to Senate committees (i.e. SCART, SCAS, SCC) for approval as appropriate and made publically available as soon as possible; the efforts of the Working Group will be captured and included as evidence of consultation to support any proposed changes.

Operating Principles

In both evaluating the revised curriculum and in making recommendations to the Registrar and Senate, the members of the Working Group will employ the following operating principles:

- Be leaders in collaboration and consultation with academic leaders.
- Support student transition and success
- Use research and assessment to inform and influence decision-making.
- Be effective stewards of institutional resources.
- Support institutional commitment to increasing access for qualified students from under-represented groups

Regular updates and a report of the final recommendations made by the K-12 Curriculum Modernization Working Group will be shared and provided to President Jaimie Cassels, Dr. Valerie Kuehne, Vice-President Academic and Provost, Nancy Wright, AVP Academic Planning, Dean's Council, Associate Dean's Forum, the University Secretaries office, Student Recruitment and other departments on campus, as required.

Responsibilities

The K-12 Curriculum Modernization Working Group will review the revised B.C. high school curriculum and make recommendations, provide advice and guidance, and work collaboratively on proposals that affect admission requirements and any prerequisites for UVic courses.

To achieve this, the K-12 Curriculum Modernization Working Group will:

- Actively participate in Working Group meetings and engage in a consultation process with respective academic colleagues.
- Inform itself of the work of the Office of the Registrar with respect to admission requirements and policies
- Provide advice and make recommendations on the development of proposals to address any gaps in academic requirements as they pertain to admission.
- Take ownership to disseminate key messages and activities to all staff in their respective teams.

Considerations for other forums (i.e. Not in scope)

Given the advanced timeframe for undertaking the evaluation of the newly redesigned B.C. high school curriculum and the internal governance requirements to have updates made to the academic calendar, the following will be considered outside the scope of responsibility for the Working Group:

- Number of required grade 12 courses for all programs (currently 4).
- Program-specific grade 11 and 12 course requirements
- How an admission average is calculated.
- Minimum average allowed for admission (e.g., increasing the Tri-faculty minimum from 67% to a higher percentage).
- Admission cutoffs and retains (determined annually based on enrollment management needs)
- Any other changes that may be considered outside of the immediate need to ensure B.C. high school equivalents are considered.

It is recognized that these items may warrant an additional proposal, however these would require the relevant faculty/program to prepare a proposal for consideration at the appropriate Senate committees (i.e. SCART, SCAS, SCC).

K-12 Curriculum Modernization Working Group Consultation and Communication Responsibilities

Each subgroup will encourage communication and participation amongst the respective faculties, schools and departments, and will foster and protect the overall admission and academic standards of the university.

Working Group Meeting Schedules

Meetings of the K-12 Curriculum Modernization Working subgroups will occur once a month, from January 2018 to April 2018, with a larger group meeting occurring at the start, mid-point and end of this timeframe. It is expected that each Working subgroup schedule additional discussion and consultation meetings throughout this time-period, as required.

Meeting agendas, information, and actions items will be provided at least 48 hours in advance of all meetings and will be available on the Office of the Registrar Campus Community Connect site.

Assessment of Effectiveness

The effectiveness of K-12 Curriculum Modernization Working Group will be determined by their ability to consult, evaluate and establish (in a timely manner, that coincides with Senate approvals and the January 2019 calendar publication) the institution’s approach for considering the revised B.C. high school curriculum and how it may affect admission and course prerequisite requirements.

K-12 Curriculum Modernization Working Group Composition		
English/Social Studies & Literacy Assessment Subgroup	Math/Science & Numeracy Assessment Subgroup	Approved Academic 12 courses Subgroup
Eva Baboula, Art History & Visual Studies	Shannon Fargey, Geography	Brian Thom, Anthropology
Adam Con, Music	LillAnne Jackson, Computer Science	Eva Baboula, Art History & Visual Studies
James Nahachewsky, Education	Jane Butterfield, Mathematics & Statistics	Adrienne Boyarin, English
Chris Shelton, Child & Youth Care	Mark Laidlaw, Physics & Astronomy	Kathy Sanford, Education (EDCI) (Tim Hopper as back-up if required)
Lisa Surridge, English	Jen Baggs, Business & Economics	Mary Elizabeth Leighton, English
Erin Kelly, English (AWR)	Kathy Sanford, Education (EDCI) (Tim Hopper as back-up if required)	Sara Beam, History
John Lutz, History	Alex MH Kuo, Health & Information Science	Simon Deverau, History
John Archibald, Linguistics	LeAnne Golinsky, Engineering Academic Advising	Jill Walshaw, History
Michael Nowlin, English	Sue Butler, Computer Science Academic Advising	
Rosaline Canessa, Geography		

Certificate of Graduation Overview – Graduation Program Requirements

The B.C. Certificate of Graduation or "Dogwood Diploma" is awarded to students who successfully complete the provincial graduation requirements.

- Students entering Grade 10 or 11 in 2017/18 or later are on the 2018 Graduation Program.
- Students graduating in 2017/18 are in the 2004 Graduation Program.

In addition, students on the 2018 Graduation Program must also complete the two new Graduation Assessments:

- Numeracy Assessment will be introduced in 2018 with full provincial implementation in June and August 2018
- Literacy Assessment will be introduced in January 2020 (students graduating in the 2018/19 school year will take a Language Arts 12 course and associated provincial exam to satisfy this graduation requirement for the 2018 Graduation Program).

2004 Graduation Program		2018 Graduation Program	
Subject Area	Minimum Credits	Subject Area	Minimum Credits
Planning 10	4	Career Life Education Career Life Connection + Capstone	4 credits each = 8 credits
a Language Arts 10	4	Two Language Arts 10 options	2 credits each = 4 credits
a Language Arts 11	4	a Language Arts 11 option	4
a Language Arts 12	4	English Studies 12	4
a Mathematics 10	4	a Mathematics 10	4
a Mathematics 11 or 12	4	a Mathematics 11 or 12	4
a Fine Arts and/or Applied Skills 10, 11 or 12	4	a Fine Arts and/or Applied Skills 10, 11 or 12	4
Social Studies 10	4	Social Studies	4
a Social Studies 11 or 12	4	a Social Studies 11 or 12	4
Science 10	4	Science 10	4
a Science 11 or 12	4	a Science 11 or 12	4
Physical Education 10	4	Physical and Health Education	4
TOTAL	48	TOTAL	52
ELECTIVE CREDITS		ELECTIVE CREDITS	
Must earn at least 28 elective credits from Grade 10-12 courses	28	Must earn at least 28 elective credits from Grade 10-12 courses	28
GRADUATION TRANSITIONS		LITERACY & NUMERACY ASSESSMENTS	
Must earn 4 credits for Graduation Transitions	4	No credit value	
OVERALL TOTAL	80 credits	OVERALL TOTAL	80 credits

Course Mapping and Evaluation Summary

Math, Science & Academic 12 courses:

2004 Graduation Program	2018 Graduation Program	Working Group Recommendation	Note
One 4-credit course from grade 11 or 12	One 4-credit course from grade 11 or 12		
Grade 11 (Acceptable Ministry Courses)			
Apprenticeship & Workplace Math 11*	Apprenticeship & Workplace Math 11	Not accepted	Status quo
Foundations of Math 11	Foundations of Math 11	Accept as math 11	(for all faculties, except SC & ENGR)
Pre-Calculus 11	Pre-Calculus 11	Accept as math 11	(for all faculties, including SC and ENGR)
N/A	Computer Science 11	Not accepted as math 11	
N/A	History of Math 11	Not accepted as math 11	
Biology 11	Life Sciences 11	Accept as science 11	
Chemistry 11	Chemistry 11	Accept as science 11	
Earth Science 11	Earth Science 11	Accept as science 11	
Applications of Physics 11*	Applications of Physics 11*	N/A	Evaluation not required
Physics 11	Physics 11	Accept as science 11	
Science & Technology 11*	Science & Technology 11*	N/A	Evaluation not required
Sustainable Resources 11*	Environmental Science 11	Accept as science 11	
N/A	Science for Citizens 11	Not accepted as science 11	
Grade 12 (Acceptable Ministry Courses)			
Apprenticeship & Workplace Math 12*	Apprenticeship & Workplace Math 12	Not accepted as math 12	Status quo
Calculus 12	Calculus 12	Accept as academic 12	
Foundations of Math 12	Foundations of Math 12	Accept as academic/math 12	(Math 12 admission requirement for HINF only)
Pre-Calculus 12	Pre-calculus 12	Accept as academic/math 12	(Math 12 admission for BU, CSC, EN, HINF and SC)
N/A	Geometry 12	Accept as academic 12	
N/A	Statistics 12	Accept as academic 12	
Biology 12	Anatomy & Physiology 12	Accept as academic/science 12	
N/A	Computer Science 12	Accept as academic 12	To be reconsidered in 5(?) years
Chemistry 12	Chemistry 12	Accept as academic/science 12	
Applications of Physics 12*	Applications of Physics 12	N/A	Evaluation not required
Physics 12	Physics 12	Accept as academic/science 12	
	Statistics 12	Accept as academic 12	
Sustainable Resources	Environmental Science 12	Accept as academic/science 12	
N/A	Specialized Science 12	Not accepted as academic 12	

*Not currently accepted for admission to UVic

+combines with Applications of Physics 11 as an acceptable Science 11

English, Social Studies & Academic 12 courses:

2004 Graduation Program	2018 Graduation Program	Working Group Recommendation	Note
One 4-credit course from grade 11 or 12	One 4-credit course from grade 11 or 12		
Grade 11 (Acceptable Ministry Courses)			
Communications 11	Communications 11	N/A	Not previously accepted for admission to UVic
English 11	English 11	N/A	
English First Peoples 11	English First Peoples 11	N/A	
N/A	Composition 11	Accept as English 11*	
N/A	Creative Writing 11	Accept as English 11*	
N/A	EFP: Literary Studies & New Media 11	Accept as English 11*	
N/A	EFP: Literary Studies & Spoken Language 11	Accept as English 11*	
N/A	EFP: Literary Studies & Writing 11	Accept as English 11*	
N/A	Literary Studies 11	Accept as English 11*	
N/A	New Media 11	Accept as English 11*	
N/A	Spoken Language 11	Accept as English 11*	
N/A	Explorations in Social Studies 11	Accept as social studies 11*	
N/A	Francophone History 11	Accept as social studies 11*	
Social Studies 11	Social Studies 11		
Grade 12 (Acceptable Ministry Courses)			
Communications 12	Communications 12	N/A	Not previously accepted for admission to UVic
English Studies 12	English Studies 12	Accept as English 12 and recommend minimum final grade of 67%	See <i>Recommendations</i>
English 12 First Peoples	English 12 First Peoples	Accept as English 12 and recommend minimum final grade of 67%	See <i>Recommendations</i>
English Literature 12	Literary Studies 12	Accept as academic 12	
Writing 12	Composition 12	Accept as academic 12	
Writing 12	Creative Writing 12	Accept as academic 12	
N/A	New Media 12	Accept as academic 12	
N/A	Spoken Language 12	Accept as academic 12	
History 12	20 th Century World History 12	Accept as academic 12	Also Social Studies 11*
History 12	Asian Studies 12	Accept as academic 12	Also Social Studies 11*
BC First Nations Studies 12	BC First Peoples 12	Accept as academic 12	Also Social Studies 11*
Comparative Civilizations 12	Comparative World Religions 12	Accept as academic 12	Also Social Studies 11*
Comparative Civilizations 12	Comparative Cultures 12	Accept as academic 12	Also Social Studies 11*
BC First Nations Studies 12	Contemporary Indigenous Studies 12	Accept as academic 12	Also Social Studies 11*
Economics 12	Economics 12	Accept as academic 12	Evaluation not required; Also Social Studies 11*
History 12	Genocide Studies 12	Accept as academic 12	Also Social Studies 11*
Law 12	Law Studies	Accept as academic 12	Also Social Studies 11*
N/A	Philosophy 12	Accept as academic 12	Also Social Studies 11*
Geography 12	Human Geography 12	Accept as academic 12	Also Social Studies 11*
Geography 12	Physical Geography 12	Accept as academic 12	Also Social Studies 11*
N/A	Urban Studies 12	Accept as academic 12	Also Social Studies 11*

Civics 11	Political Studies 12	Accept as academic 12	Also Social Studies 11*
American Sign Language 12	American Sign Language 12	Accept as academic 12	Evaluation not required
Arabic 12	Arabic 12	Accept as academic 12	Evaluation not required
Croatian 12	Croatian 12	Accept as academic 12	Evaluation not required
Francais Langue Premiere 12	Francais Langue Premiere 12	Accept as academic 12	Evaluation not required
Francais Langue Seconde-Immersion 12	Francais Langue Seconde-Immersion 12	Accept as academic 12	Evaluation not required
French 12	French 12	Accept as academic 12	Evaluation not required
Geology 12	Geology 12	Accept as academic 12	Evaluation not required
German 12	German 12	Accept as academic 12	Evaluation not required
Gitxsanimx – Gitxsanimax 12	Gitxsanimx – Gitxsanimax 12	Accept as academic 12	Evaluation not required
Halq'emeylem 12	Halq'emeylem 12	Accept as academic 12	Evaluation not required
Hul'q'umi'num 12	Hul'q'umi'num 12	Accept as academic 12	Evaluation not required
ICT: Applied Digital Communications 12	ICT: Applied Digital Communications 12	N/A	Evaluation not required
Italian 12	Italian 12	Accept as academic 12	Evaluation not required
Japanese 12	Japanese 12	Accept as academic 12	Evaluation not required
Korean 12	Korean 12	Accept as academic 12	Evaluation not required
Kwak'wala 12	Kwak'wala 12	Accept as academic 12	Evaluation not required
Liqwala/Kwakwala 12	Liqwala/Kwakwala 12	Accept as academic 12	Evaluation not required
Mandarin Chinese 12	Mandarin Chinese 12	Accept as academic 12	Evaluation not required
Nsilxcen (Okanagan) 12	Nsilxcen (Okanagan) 12	Accept as academic 12	Evaluation not required
Nte?kepmxcin 12	Nte?kepmxcin 12	Accept as academic 12	Evaluation not required
Nuu-chah-nulth 12	Nuu-chah-nulth 12	Accept as academic 12	Evaluation not required
Punjabi 12	Punjabi 12	Accept as academic 12	Evaluation not required
Russian 12	Russian 12	Accept as academic 12	Evaluation not required
Secwepemctsin 12	Secwepemctsin 12	Accept as academic 12	Evaluation not required
Sencoten 12	Sencoten 12	Accept as academic 12	Evaluation not required
Shashishalhem 12	Shashishalhem 12	Accept as academic 12	Evaluation not required
Sim'algaxhl Nisga'a 12	Sim'algaxhl Nisga'a 12	Accept as academic 12	Evaluation not required
Sm'algyax 12	Sm'algyax 12	Accept as academic 12	Evaluation not required
Social Justice 12	Social Justice 12	Accept as academic 12	Evaluation not required
Spanish 12	Spanish 12	Accept as academic 12	Evaluation not required
Tsek'ene 12	Tsek'ene 12	Accept as academic 12	Evaluation not required
Upper St'at'imcets 12	Upper St'at'imcets 12	Accept as academic 12	Evaluation not required
Xaayda Kil/Xaad Kil 12	Xaayda Kil/Xaad Kil 12	Accept as academic 12	Evaluation not required
Yukon First Nations Studies 12	N/A	N/A	Evaluation not required

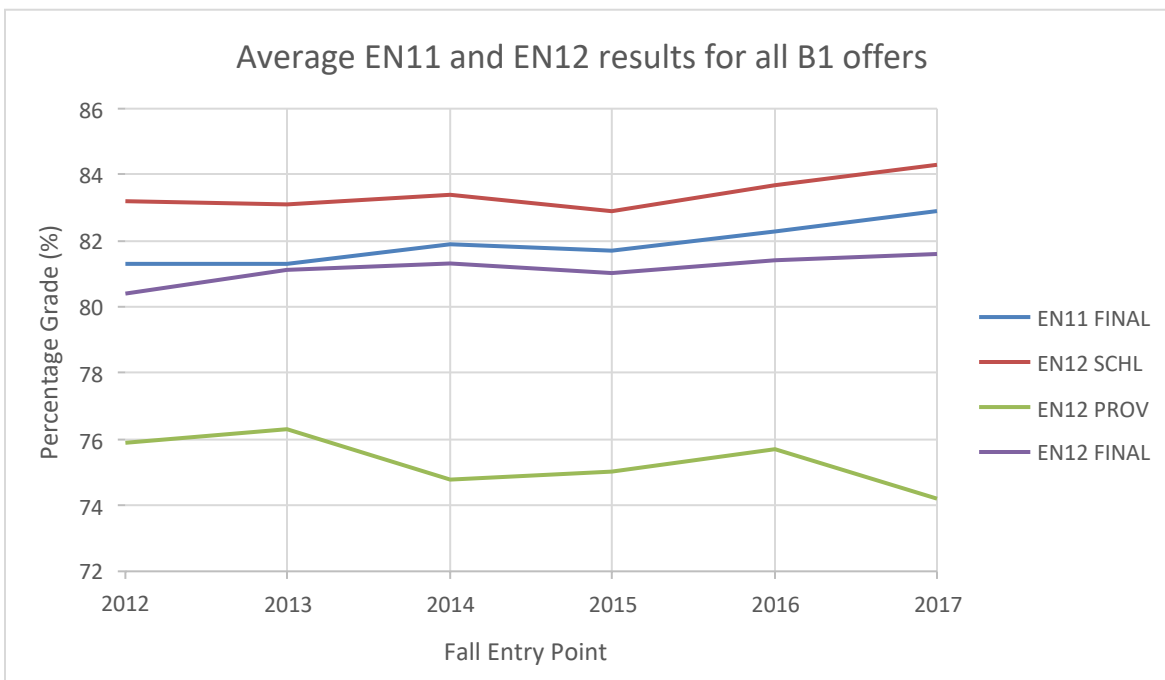
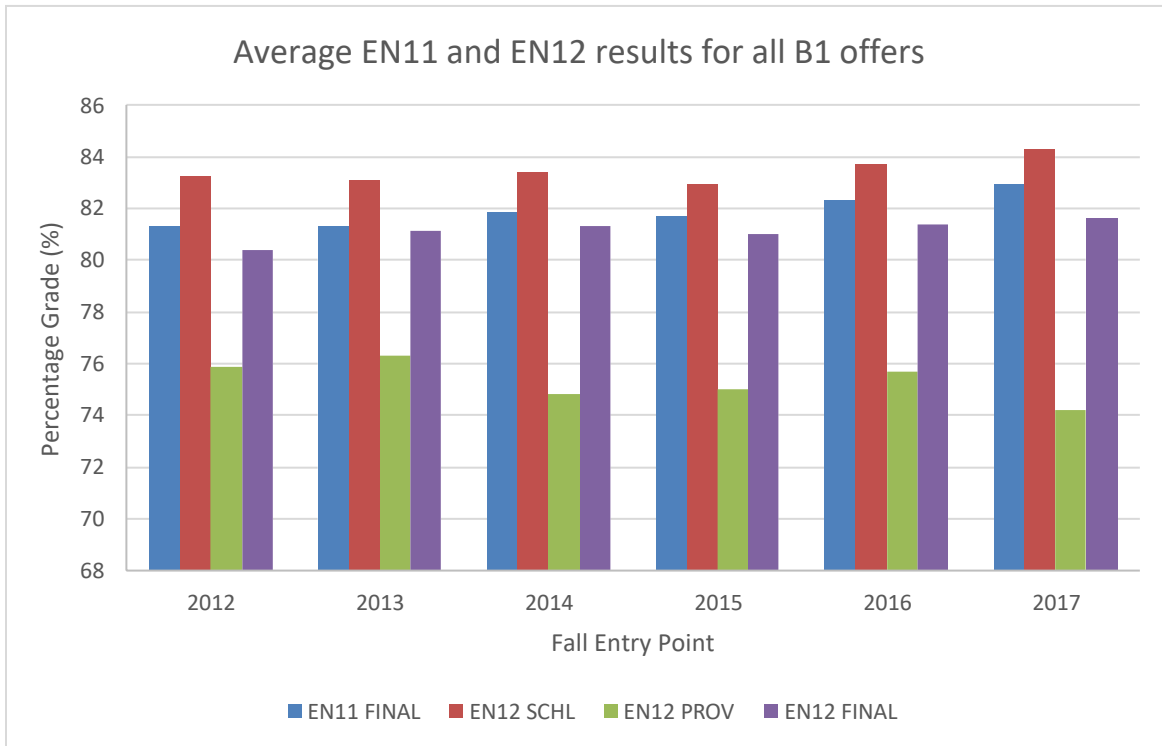
* high school graduation requirement only

Key:

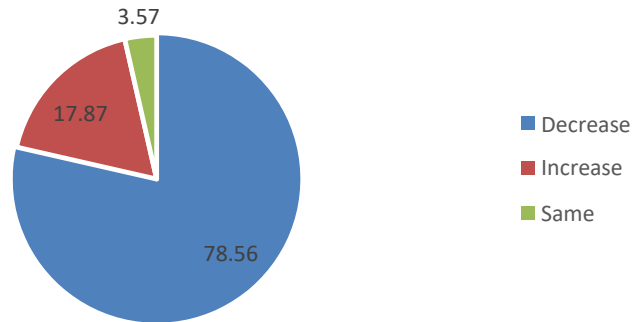
- Direct Replacement Course
- Discontinued Course
- New Course

Note: AP or IB courses may be used in place of above courses.

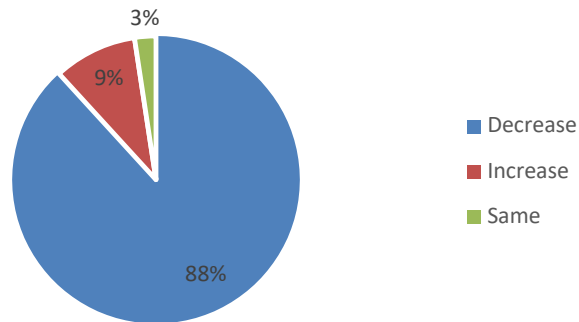
English 11 and English 12 Results for Current BC High School Students Receiving an Admission Offer – 201209 to 201709



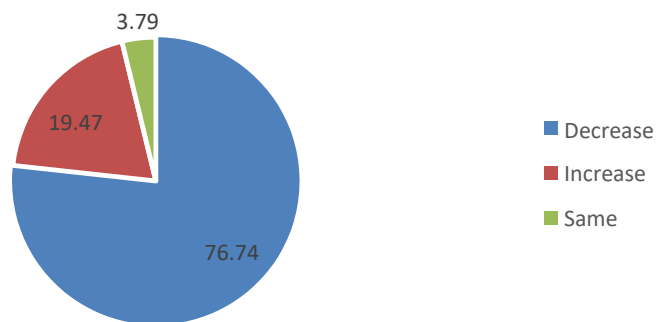
Change in School Mark to Provincial Exam
 Results for All B1 Students with an
 Admission Offer 20129-201709 (n=28307)

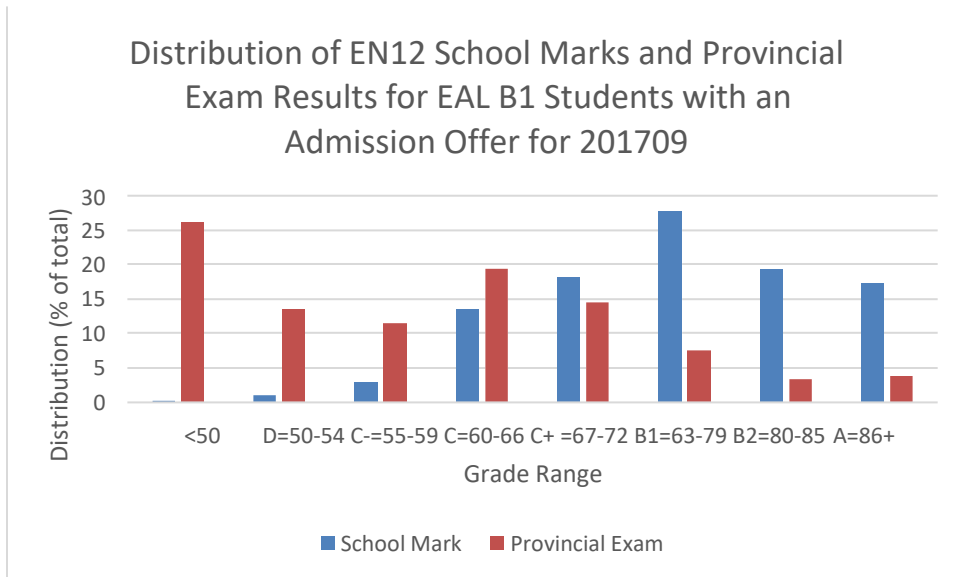
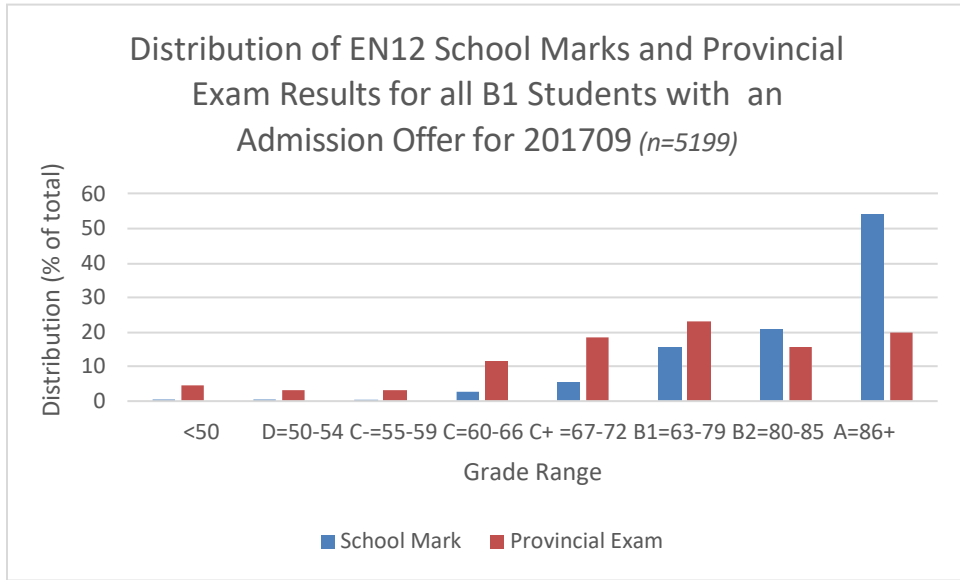


Change in School Mark to Provincial Exam
 Results for EAL B1 Students with an
 Admission Offer 201209-201709 (n=4494)



Change in School Mark to Provincial Exam
 Results for non-EAL B1 Students with an
 Admission Offer 201209-201709 (n=23763)





Minimum grade for English 12 at other post-secondary institutions in British Columbia - examples

University of British Columbia	Fall 2018: Minimum final grade of 70% in either English 11 or English 12 (or equivalent) including provincial examination. Fall 2019: “strong grades in key courses such as senior-level English” (see Revised Admission Model)
Simon Fraser University	Fall 2018: English 12 with a minimum final blended grade of 60%. Fall 2019: English 12 with a minimum final blended grade of 70%. Fall 2020: English Studies 12 with a minimum final grade of 70%.
British Columbia Institute of Technology	Varies by program; a minimum of 67% or 70% is required for some programs.
Camosun College	C+ (67%) in English 12
Emily Carr University	English 12 (a minimum grade of 60% or ‘C’ is required)
Kwantlen Polytechnic University	Completion of BC English 12 or English Literature 12 or English First Peoples 12 with a minimum grade of C+
Thompson Rivers University	73% in English 12 in most programs
Trinity Western University	A minimum of 60% or better is expected on the provincial examination portion of English 12.
University of Northern B.C.	English 12 or English First Peoples 12 (67% or 70% minimum) varies by program.
University of the Fraser Valley	A minimum of C+ in English 12 (or equivalent)
Vancouver Island University	A minimum “C” grade in either English 12 or English 12 First Peoples

Rev. Fall 2018



Date: September 18, 2018
To: Senate
From: Senate Committee on Academic Standards
Re: **Revisions to the Posthumous Degree Guidelines**

At its meeting on September 18, 2018, the Senate Committee on Academic Standards reviewed and approved the attached revisions to the Posthumous Degree Guidelines.

Recommended Motion

That Senate approve the revisions to the Posthumous Degree Guidelines.

Respectfully submitted,

2018/2019 Senate Committee on Academic Standards

Sara Beam, Faculty of Graduate Studies (Chair)

Janni Aragon, Faculty of Social Sciences

Laurie Barnas, Associate Registrar

Neil Burford, Faculty of Science

Gillian Calder, Faculty of Law

Nathan Daisley, Student Senator

Kathy Gaul, Faculty of Education

Jordan Gilson, Student Senator

Robert Hancock, Convocation Senator

Catherine Harding, Faculty of Fine Arts

Cindy Holder, Associate Dean, Academic Advising

(Humanities, Science and Social Sciences)

Sabrina Jackson, Acting Director, Graduate Admissions and Records

Susan Lewis, VPAC designate

Michele Martin, Division of Medical Sciences

Norah McRae, Executive Director Coop & Career Services

Michael Nowlin, Faculty of Humanities

Jo Roy, GSS representative

Richard Rush, Division of Continuing Studies

Esther Sangster-Gormley, Faculty of Human and Social Development

Henning Struchtrup, Faculty of Engineering

Wendy Taylor, Acting Registrar

Ken Thornicroft, Peter B. Gustavson School of Business

Claire Wood, UVSS representative

Nancy Wright, AVP Academic Planning

Ada Saab (Secretary), Acting Associate University Secretary

POSTHUMOUS DEGREE GUIDELINES

- 1.00 The Senate will grant a posthumous degree for a student who has died after completing all degree requirements but before the degree has been conferred.
- 2.00 The Senate may grant a posthumous degree for a student who has died before completing all degree requirements if:
- a) the faculty and the department/program/school recommend the granting of the degree; and
 - b) the family of the student is in favour of the granting of the degree.*
- 2.01 The Senate will normally grant posthumous undergraduate degrees only if:
- a) the student has completed two-thirds of the degree requirements and was in good academic standing; and
 - b) the student was engaged in studies in the last 12-months and has met the residency requirements of the program.
- 2.02 The Senate will normally grant posthumous graduate degrees only if the student has made substantial or otherwise acceptable progress towards completion of graduate studies and was in good academic standing.

* ~~Normally, The Office of the Registrar is responsible for communication with the family and should be the university's sole contact in this regard. the university should refrain from contacting the family should not be contacted~~ regarding ~~thea~~ posthumous degree until after Senate has reviewed the request to grant the degree. The Registrar is responsible for communication with the family and should be the university's sole contact in this regard.

POSTHUMOUS DEGREE GUIDELINES

- 1.00 The Senate will grant a posthumous degree for a student who has died after completing all degree requirements but before the degree has been conferred.
- 2.00 The Senate may grant a posthumous degree for a student who has died before completing all degree requirements if:
 - a) the faculty and the department/program/school recommend the granting of the degree; and
 - b) the family of the student is in favour of the granting of the degree.*
- 2.01 The Senate will normally grant posthumous undergraduate degrees only if:
 - a) the student has completed two-thirds of the degree requirements and was in good academic standing; and
 - b) the student was engaged in studies in the last 12-months and has met the residency requirements of the program.
- 2.02 The Senate will normally grant posthumous graduate degrees only if the student has made substantial or otherwise acceptable progress towards completion of graduate studies and was in good academic standing.

***The Office of the Registrar is responsible for communication with the family and should be the university's sole contact in this regard. The family should not be contacted regarding the posthumous degree until after Senate has reviewed the request to grant the degree.**



Date: 18 September 2018
To: Senate
From: Senate Committee on Awards
Re: Awards Recommended to Senate for Approval

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~~

BRIAN WILLIAMS MEMORIAL SCHOLARSHIP AWARD* (REVISED-UG)

- ~~Available to applicants from Canadian secondary schools only.~~
- ~~This scholarship **does not** require application.~~
- ~~Recipients of this award will be nominated by Athletics and Recreational Services in January after completion of one term of study and participation in the Varsity Rugby program at UVic.~~

One or more awards ~~of at least \$500~~ are given awarded to Canadian secondary school students entering first year who will be involved in the Men's Varsity Rugby program. ~~The scholarship will be awarded upon completion of one term of study at UVic. Eligible students must meet all U SPORTS eligibility requirements and be Canadian citizens. Award recipients will be selected on the basis of drive, power, positive attitude, commitment and performance criteria set by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.~~ These ~~scholarships~~ awards have been funded by the Velox-Valhallians Sport Club and the University of Victoria rugby players.

UVIC BOOKSTORE SCHOLARSHIP IN WRITING (REVISED-UG)

~~Three~~ Two scholarships of \$1,000 each are awarded to academically outstanding undergraduate students in the Department of Writing.

M. A. MICKLEWRIGHT AWARD* (REVISED-GS)

An annual award is given out every other year ~~of \$50 will be granted~~ to the full-time graduate student with the highest grade point average and who has completed all their course requirements at the end of his or her first year of graduate study in the Department

of Geography. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the Department of Geography.

UNITED EMPIRE LOYALISTS' ASSOC. (VICTORIA BRANCH) ALVIN HUFFMAN, UE SCHOLARSHIP IN CANADIAN HISTORY (REVISED-UG)

A scholarship of \$500 ~~\$250~~ is awarded to an outstanding student of Canadian History in a senior level course.

~~ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS~~ BRITISH COLUMBIA ACHIEVEMENT AWARD (REVISED-UG)

~~The Association of Professional Engineers and Geoscientists~~ British Columbia offers Achievement Awards ~~plaques~~ to members of the graduating class of the Faculty of Engineering who show great promise in each of ~~the six a Bachelor of Engineering or a Bachelor of Software Engineering~~ undergraduate degree programs. One or more ~~awards~~ ~~plaques will~~ may be awarded given in each of the degree programs.

~~ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS~~ BRITISH COLUMBIA GOLD MEDAL AWARD (REVISED-UG)

~~The Association of Professional Engineers and Geoscientists~~ British Columbia offers a ~~mounted~~ gold medal certificate to the undergraduate student in a Bachelor of Engineering or a Bachelor of Software Engineering degree with the highest graduating average.

WESTSHORE SOROPTIMIST AWARD (NEW-UG)

An award of \$1,000 will be given to a woman undergraduate student who has worked to overcome a significant challenge(s) in their life and has demonstrated financial need. Preference will be given to a single parent. Students must submit a one-page summary outlining the challenge(s) they have faced in their path to post-secondary education. The essay must include how they approached the challenge(s), how they overcame the challenge(s), and what they have learned from it.

MAY YUEN MEMORIAL SCHOLARSHIP* (REVISED-GS)

~~One or more A~~ scholarships are ~~of at least \$500~~ is awarded to ~~a graduate students who is in a m~~ Master's or PhD program ~~and~~ whose research is related to China or overseas Chinese people. Selection will be made by the Graduate Awards Committee upon the recommendation of the Department of Pacific and Asian Studies.

ANGUS & ANNIE MACKAY BURSARY* (REVISED-UG)

One or more bursaries are awarded to students ~~entering second, third or fourth year~~ in the Department of Mathematics and Statistics. Preference is given to students with physical disabilities.

TRUDY MARTIN MEMORIAL AWARD-BURSARY* (REVISED-UG)

One or more A bursaries is are awarded to a undergraduate students ~~entering fourth year~~ of the majoring program in Writing in the Department of Writing. Preference is given to students entering fourth year. This award is made in memory of Trudy Martin, Manager of the UVic Bookstore from 1970 to 1998.

IAN H. PERRIGO MEMORIAL BURSARY* (REVISED-UG)

One or more bursaries are awarded to ~~awards are given to~~ second year students in the Department of Computer Science.

ETHEL N. LOHBRUNNER BURSARY* (REVISED-UG/GS)

One or more bursaries are awarded to undergraduate or graduate students pursuing a graduate degree in Environmental Studies with preference given to students whose research is in the study of threatened or endangered species of birds or mammals of British Columbia and their related eco-systems. ~~Preference will be given to a Canadian citizen. Selection of the recipients will be made by Student Financial Aid Services upon recommendation of the School of Environmental Studies.~~

DAVID H. TURPIN NATIONAL ENTRANCE SCHOLARSHIP* (REVISED-UG)

One scholarship ~~to a maximum~~ of \$20,000, ~~(payable at \$5,000 per year for up to four years)~~, is awarded to an academically outstanding student entering an undergraduate program from a secondary school in Canada or an international student completing a Canadian secondary school diploma. The scholarship recipient is selected on the basis of academic excellence, community service, school involvement and leadership.

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 grade point average of 7.50/9.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of a student's full time study until the completion of a first degree or for a maximum of three years, whichever is the shorter period. A student whose grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for 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 grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op or work

experience work term or academic units for more than one ~~or more~~ terms may forfeit their scholarship.

DAVID STRONG ENTRANCE SCHOLARSHIP (REVISED-UG)

A scholarship is awarded to an academically outstanding undergraduate student entering the University of Victoria from a Canadian ~~S~~secondary ~~S~~school.

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 grade point average of 7.50/9.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of a student's full time study until the completion of a first degree or for a maximum of three years, whichever is the shorter period. A student whose grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for 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 grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op, ~~or~~ work experience work term, ~~or~~ academic units for more than one ~~or more~~ terms may forfeit their scholarship.

ELSA ELEONORA FAGERBERG & CLARA MARIA FAGERBERG ENTRANCE SCHOLARSHIP* (REVISED-UG)

~~One or more A-scholarships, to a maximum of \$20,000 12,000 (payable at \$3,000 per year, for up to over four 4-years), are is~~ awarded to academically outstanding undergraduate students entering the University of Victoria ~~entering undergraduate programs from~~ Canadian secondary schools, colleges and universities. ~~in Canada.~~ The selection of recipients is based on academic excellence, breadth of interest, and leadership qualities.

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 grade point average of 7.50/9.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of a student's full time study (12 or more units) until the completion of a first degree or for a maximum of three years, whichever is the shorter period. A student whose grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for 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 grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op, ~~or~~ work experience work-term, nor academic units for more than one ~~or more~~ terms may forfeit their scholarship.

NATIONAL ENTRANCE SCHOLARSHIP* (REVISED-UG)

One or more \$scholarships to a maximum of \$20,000, (payable at \$5,000 per year for up to four years), are awarded to academically outstanding students entering undergraduate programs from secondary schools in Canada.

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 grade point average of 7.50/9.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of a student's full time study until the completion of a first degree or for a maximum of three years, whichever is the shorter period. A student whose grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for 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 grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op, ~~or~~ work experience work-term, nor academic units for more than one ~~or more~~ terms may forfeit their scholarship.

UVIC EXCELLENCE SCHOLARSHIP (REVISED-UG)

The University of Victoria awards scholarships of \$26,000, payable at \$6,500 per year; and scholarships of \$20,000, payable at \$5,000 per year; ~~scholarships of \$16,000, payable at \$4,000 per year,~~ to academically outstanding students entering undergraduate programs from secondary schools in Canada.

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 grade point average of 7.50/9.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of a student's full time study until the completion of a first degree or for a maximum of three years, whichever is the shorter period. A student whose grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for 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 grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op, ~~or~~ work experience work-term, nor academic units for more than one ~~or more~~ terms may forfeit their scholarship.

ELSA ELEONORA FAGERBERG & CLARA MARIA FAGERBERG ENTRANCE-BURSARY* (REVISED-UG)

~~One or more b~~Bursaries are awarded to undergraduate students entering undergraduate programs from secondary schools in Canada. To receive bursary renewals, recipients must submit a bursary application and continue to demonstrate financial need.

MARGARET T. CLINCH BURSARY* (REVISED-UG)

Bursaries ~~in the sum of tuition for two academic terms~~ are awarded to students entering the University of Victoria ~~from British Columbia secondary schools or colleges.~~ One half of the bursaries are to be allocated to students entering from Greater Victoria School District #61, Sooke School District #62, Saanich School District #63, or from Camosun College and the other half to students living outside of Greater Victoria. ~~from other areas in British Columbia.~~

MARGARET T. CLINCH BURSARY IN BUSINESS ADMINISTRATION* (REVISED-UG)

One or more bursaries of up to one-half the cost of tuition are awarded to women female students ~~entering third or fourth year of in~~ the Bachelor of Commerce program, with preference to students entering third or fourth year who have an interest an area of concentration in Entrepreneurship or Small and General Business Management.

WALKER WOOD FOUNDATION SCHOLARSHIP IN SOCIAL SCIENCES (NEW-UG)

One scholarship of \$16,000, payable at \$4,000 over four years, will be awarded to an academically outstanding Canadian citizen entering an undergraduate degree program in the Faculty of Social Sciences who has demonstrated financial need. Preference will be given to students who are entering directly from a secondary school and who have demonstrated involvement with extra-curricular activities including, but not limited to, community participation, leadership, music or drama. Applicants must be BC residents (defined as having lived at an address in BC at least one year prior to application deadline).

Applicants must submit the following:

1. A cover letter (maximum 500 words) describing:
 - How and why the applicant got involved in extra-curricular/leadership activity
 - What the applicant learned from this involvement
2. A letter of support from a supervisor, teacher, or leader who can comment on the extra-curricular activity. This letter should include the length of time and capacity in which the referee has known the applicant and cannot be from a relative or family member.

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 grade point average of 7.50/9.00 or higher on the best 12 units. 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 three years, whichever is the

shorter period. A student whose grade point average falls below 7.50/9.0 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 grade point average of 7.50/9.0 or higher in the two terms. Any student who takes neither a co-op, work experience/work term, nor academic units for more than one term may forfeit their scholarship.

ISLAND COMMUNITY HOME SUPPORT SERVICES BURSARY* (REVISED-UG)

One or more ~~Two~~ bursaries are awarded to students registered in the BSN program with the School of Nursing, with preference given to students who are currently working in geriatrics and intend to pursue a career in geriatrics.

DONALD & EVELYN MUNRO SCHOLARSHIP* (REVISED-UG)

Scholarships of equal value are available to students entering UVic from one of each of the following schools: Belmont Secondary, Claremont Secondary, Esquimalt High School Community, Lambrick Park Secondary, Mount Douglas Sr. Secondary, Parkland Secondary, Reynolds Secondary, Royal Bay Secondary, Spectrum Community, St. Andrew's Regional, St. Margaret's, Stelly's Secondary, St. Michael's University School, École Victor-Brodeur and South Island Distance Education School ~~SIDES~~.

HENRIETTE ANN SCHMIDT SCHOLARSHIP (REVISED-UG/GS)

One or more scholarships are awarded to academically outstanding undergraduate or graduate students in the Department of Art History & Visual Studies specializing in Indigenous arts with preference to students studying Pre-Columbian art. ~~Applications may be obtained from the Department of Art History & Visual Studies, and must be submitted by October 31.~~ In the event that there are insufficient candidates who meet the criteria above, scholarships will be awarded to other academically outstanding undergraduate or graduate students in the Department of Art History & Visual Studies. Selection of the recipient(s) will be made by the Senate Committee on Awards or the Graduate Awards Committee upon the recommendation of the Department of Art History & Visual Studies.

PHYSICS RED SCHOLARSHIP* (REVISED-UG)

Two scholarships are awarded to academically outstanding students in the ~~Department of~~ Physics program. One scholarship is awarded to a student entering third year and one scholarship is awarded to a student entering fourth year who had the best standing in their laboratory course(s).

KATHLEEN M. HOYTE AND CHERYL A. BARNARD MEMORIAL BURSARY* (REVISED-UG)

~~One or more~~ A bursary ~~ies are~~ is awarded to a final year student in the Faculty of Education who has ~~ve~~ demonstrated an aptitude in teaching primary students.

VNHS BEV GLOVER MEMORIAL SCHOLARSHIP (REVISED-UG)

A scholarship of \$~~1,000~~~~650~~ is awarded to an academically outstanding undergraduate student entering third or fourth year in a ~~m~~Major or ~~h~~Honours program in Biology who is specializing in the area of species or habitat conservation.

VNHS ALICE M. HAY SCHOLARSHIP (REVISED-GS)

An award of \$~~650~~1,000 is given to a graduate student in ~~b~~Biology who is specializing in the area of species and/or habitat conservation. Selection will be made by the Graduate ~~Admissions and Awards~~ Committee upon the recommendation of the Department of Biology.

ANA AND PETER LOWENS SCHOLARSHIP IN VICTORIAN LITERATURE* (NEW-GS)

A scholarship of at least \$1,000 is awarded to an academically outstanding graduate student conducting research in nineteenth-century studies, with preference given to students whose research focuses on the Victorian era and includes use of materials in the University of Victoria Libraries' Special Collections. Selection of the recipient will be made by the Graduate Awards Committee on the recommendation of the Department of English.

NELSON FAMILY BURSARY* (REVISED-UG)

One or more bursaries are awarded to undergraduate international students from sub-Saharan Africa. Preference will be given to students in the Faculty of Human and Social Development. ~~Preference will be given to students from Africa, India, Central America and South America.~~

ADELINE JULIENNE DELOUME MEMORIAL SCHOLARSHIP* (REVISED-UG)

~~One or more~~ Two scholarships of \$300 each are awarded to academically outstanding undergraduate students in the Department of French. One scholarship will be awarded to ~~the a~~ first year ~~female woman student~~ and one scholarship will be awarded to the a first year male man student attaining the highest grades in French ~~in first year university and who intending to continue studies in French at the University of Victoria.~~ Additional ~~awards~~ scholarships will be presented to students in the Major and Honours programs up to a total of \$2500.

SHERRY LOVINE SAGRIS MEMORIAL BURSARY IN ART EDUCATION (REVISED-UG)

The bursary is awarded to a student ~~in entering their third or fourth year of the~~ Post-Degree Program in Secondary Art Education. Bachelor of Education Secondary Program with art as a teaching focus. ~~If no student can be found to meet this criteria, an entering first or second year student may be selected.~~

HAKAI-RAINCOAST BURSARY (REVISED-UG)

One or more bursaries ~~totalling \$1,000~~ are awarded to Indigenous undergraduate entrance or transfer students in the Department of Geography. If there ~~are~~ is no eligible candidates, the bursaryies will be awarded to ~~an~~ an Indigenous undergraduate entrance or transfer students in the Faculty of Social Sciences.

JOHN F. REEVES MEMORIAL AWARD* (REVISED-UG)

An award is offered to the student in the Chemistry Coop Program who, during a work term, is judged to have made the most outstanding contribution to the student's employer in the field of Chemistry. The recipient of the award should clearly have demonstrated some distinction in their ~~his~~ work term performance. Candidates must be nominated for the award by their employer and the nominations will be assessed by a committee composed of ~~two representatives of employers participating in the Chemistry Coop Program chosen by the Chemistry Department and two~~ three members of the Chemistry Department. Students are not required to return to UVic in the next Winter Session in full-time studies to receive the award. Selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the ~~committee.~~ Department of Chemistry.

DAVID RITCHIE ~~INTERNATIONAL STUDY ABROAD BUSINESS~~ GRANT* (REVISED-UG/GS)

~~One or more~~ Up to two grants will be awarded annually to ~~either one~~ undergraduate students to spend one or two semesters at the University of Victoria in the Peter B. Gustavson School of Business or ~~one~~ students to complete the MBA or MGB program at the University of Victoria. Grant applicants must be a recipient of the Horatio Alger ~~National~~ Scholarship and in good standing with the committee and approved by the UVic Peter B. Gustavson School of Business.

CERTIFICATE OF OUTSTANDING ACADEMIC DISTINCTION IN ~~THE~~ FACULTY OF HUMAN AND SOCIAL DEVELOPMENT* (REVISED-UG)

A certificate of distinction and a prize of at least up to \$1,000 is awarded to the student with the highest graduating grade point average in the Faculty of Human and Social Development registered for the BA, BCYC, BSc, BSN or BSW degree.

URBANECOLOGY.CA SCHOLARSHIP (REVISED-UG)

A scholarship of \$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. Students registered in fewer than 12.0 units are eligible for this scholarship.

DANA R. KINGSTONE SCHOLARSHIP IN ECONOMICS (REVISED-UG)

A scholarship of \$~~750~~ 500 is awarded to an academically outstanding ~~3rd~~ third or ~~4th~~ fourth year undergraduate student who shows promise or potential in financial economics and is registered in the B.A. or B.Sc. in Economics with ~~Major or Honours in~~ the Finance Option, or in the B.Sc. in Financial Mathematics & Economics.

RONALD S. NAIRNE MEMORIAL AWARD* (REVISED-UG)

~~The Ronald S. Nairne Memorial Award is~~ An awarded of at least \$500 is given to a student in the Faculty of Law who has attained academic standing in the year and whose contributions to the curriculum or extracurricular activities of the Faculty of Law, which have been based on their ~~his or her~~ career experience prior to enrolling in the Faculty, have enhanced the quality of life and the academic experience of both students and faculty members.

VICKY HUSBAND SCHOLARSHIP* (REVISED-UG)

A scholarship is awarded to a student in a major/minor program in the School of Environmental Studies ~~and~~ who has a record of outstanding contributions to the volunteer sector of environmental work. Students must apply through the School of Environmental Studies by April 30.

VAL FARIS MEMORIAL SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to ~~female~~ academically outstanding undergraduate women who are mature students (23 years or older) ~~students~~ continuing in the Department of Visual Arts.

STEPHEN CANNING MEMORIAL SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to students who have achieved academic excellence and are entering ~~third~~ 3rd or ~~fourth~~ 4th year of a declared major in Environmental Studies, or in Writing, or to students in the Restoration of Natural Systems Diploma program. A letter of application must be submitted by April 30 to the School of Environmental Studies illustrating a record of service and commitment to nature as well as a passion for communicating these interests and values.

TOLMIE-WOOD SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to academically outstanding undergraduate Indigenous students in the Faculty of Human and Social Development. At least one scholarship will be a minimum of \$1,000. Students must complete the online application which is available April 1 to

May 31 each year, and submit a letter outlining their contributions to their community and/or involvement with Indigenous art including music.

WOODS TRUST SCHOLARSHIP* (REVISED-UG)

~~A number of~~ One or more scholarships are awarded to ~~promising academically outstanding undergraduate students at the University of Victoria who intend to pursue studies as undergraduates at the University or as postgraduate students at other universities, or educational institutions, or at any industrial or commercial concern who are engaged in the field of e~~ Electrical Engineering, Software Engineering, Computer Science, or in any allied field in the physical sciences (Physics, Astronomy, Chemistry and Earth Sciences). Postgraduate students who intend to study at other universities or colleges are eligible for this scholarship.

UVIC FOUNDATION SCHOLARSHIP* (REVISED-UG)

One or more scholarships of at least \$2500 are awarded to academically outstanding undergraduate students entering the University of Victoria from secondary schools in Canada.

MIRANDA WARD PHYSICS SCHOLARSHIP AWARD* (REVISED-UG)

One or more ~~awards scholarships~~ are ~~awarded given~~ to students in the Physics Cooperative Education program who have a minimum 4.5/9.0 sessional GPA.

ALL MY RELATIONS AWARD (NEW-UG)

One or more awards are given to Indigenous, Métis or Inuit undergraduate students in the Faculty of Human and Social Development entering the final year of their undergraduate program who demonstrate meaningful contributions to the well-being and resurgence of Indigenous Peoples during their academic program. These contributions may occur during community service with a particular First Nation or with Indigenous, Métis or Inuit peoples in an urban setting, or during fieldwork, co-op, practica, community-engaged research, or other experiential learning.

Applicants must provide a letter outlining a) their reasons for taking their chosen HSD program, and b) their connections with and contributions to the well-being and resurgence of Indigenous Peoples during the course of their academic program. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Human and Social Development.

T. S. MCPHERSON ENTRANCE SCHOLARSHIP* (REVISED-UG)

~~Up to ten~~ One or more scholarships of a minimum of \$4500 per year, for up to five years, are awarded to students of exceptional promise entering the University of Victoria directly from British Columbia secondary schools, colleges, and universities; normally two of the ten scholarships are reserved for college or university students. Selection is based on academic excellence, breadth of interest and leadership qualities.

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 grade point average of 7.50/9.00 or higher on the best 12 units. 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 grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work-term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op, or work experience work-term, or academic units for ~~one or~~ more than one terms may forfeit their scholarship.

JOHN LOCKE MALKIN ENTRANCE SCHOLARSHIP* (REVISED-UG)

One or more scholarships of a minimum of ~~Up to six awards of \$4,000 per year, for up to five years,~~ are awarded to students of exceptional academic promise entering the University of Victoria from Canadian secondary schools or BC colleges and universities. Selection is based on academic excellence, breadth of interest and leadership qualities.

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 grade point average of 7.50/9.00 or higher on the best 12 units. 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 grade point average falls below 7.50/9.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a grade point average of 7.50/9.00 or higher in the two terms. Any student who takes neither a co-op, or work experience work term, or academic units for ~~one or~~ more than one terms may forfeit their scholarship.

W. GORDON FIELDS MEMORIAL FELLOWSHIP* (REVISED-GS)

One or more awards are given ~~Awarded in memory of a former head of the biology department. An additional grant of \$1200 may be awarded to a graduate students in Marine Biology who already holds a major fellowship and who has shown an aptitude for teaching. If no candidates are is-eligible for a fellowship or NSERC scholarship, one or more scholarships of at least valued between \$500 and \$1000 are may be awarded.~~

TERRY AND MYRNA DANIELS SCHOLARSHIP IN MUSIC* (NEW-UG)

A scholarship is awarded to an academically outstanding undergraduate student entering third year in the School of Music.

BENTLEY NICHVOLODOFF MEMORIAL BOOK PRIZE* (REVISED-UG)

A book prize is awarded to the student with the highest aggregate grade in Theatre ~~210-246~~ and Theatre ~~211-347~~.

VIPIRG SCHOLARSHIPS (REVISED-UG)

Two scholarships of \$1,000 each are awarded to one entering and one continuing 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.

JENNIFER DAVISON UNDERGRADUATE SCHOLARSHIP IN RUSSIAN STUDIES (REVISED-UG)

A scholarship of \$1,000 is awarded to an academically outstanding student in Russian ~~s~~Studies. Students must submit a description of their active participation in a university or club promoting Russian culture.

CLIO BOOK PRIZE IN THEATRE HISTORY* (REVISED-UG)

A book prize is awarded to a third or fourth year undergraduate student with an ~~who achieves the highest aggregate GPA-A average in the two of the 300 or 400 level courses in required second year Theatre h~~History ~~courses~~. Selection of the recipient is made by the Senate Committee on Awards upon the recommendation of the Department of Theatre.

OAK BAY AND SAANICH CENTENNIAL SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to students entering the University of Victoria from public and private secondary schools in the municipalities of Oak Bay and Saanich and who do significant volunteer work in the community. Students from the following schools are eligible: Oak Bay High School, Mount Douglas Secondary, Lambrick Park Secondary, Reynolds Secondary, Spectrum Community School, Claremont Secondary School, St. Michael's School, Pacific Christian School, St. Andrew's Regional High School, St. Margaret's School, Discovery School plus students from the South Island Distance Education School (SIDES) who are full-time students living in the Municipalities of Saanich or Oak Bay.

ALLEN P. JAMES SCHOLARSHIP* (REVISED-UG)

Two scholarships, one in the Department of Biology and one in the Department of Biochemistry and Microbiology, are awarded to ~~4th year~~ academically outstanding undergraduate students

entering fourth year who have a declared major in a program offered in those departments. Applicants are required to submit a 300-500 word statement that describes their interest in pursuing basic science research either through graduate studies and/or a career in research. Students must have demonstrated financial need. Applicants must apply through the Student Awards and Financial Aid online in-course scholarship application accessible each year between April 1 and May 31.

SAANICH EMPLOYEES BENEFIT ASSOCIATION AWARD (REVISED-UG/GS)

One or more awards of \$1,000 each are given to full or part-time entering or continuing undergraduate or graduate students who are members or dependants of members of the Saanich Employees Benefit Association (SEBA) and have demonstrated financial need. In the case of a graduate nominee, the Graduate Awards Committee will make selection of the recipient.

MAUREEN DE BURGH MEMORIAL SCHOLARSHIP* (REVISED-GS)

One or more scholarships are An annual awarded of up to \$500 to a graduate students of high academic standing working in the field of marine biology. Selection of the recipients will ~~The award is to be made by the Graduate Awards Committee upon~~ on the recommendation of the Department of Biology ~~to the Faculty of Graduate Studies Awards Committee.~~

WILLIAM WOWCHUK MEMORIAL GRADUATE SCHOLARSHIP* (REVISED-GS)

One or more A scholarships are of \$500 is awarded to either a PhD or MSc level outstanding students in the Department of Biology whose thesis work is in the area of cell biology. Selection of the recipients is will be made by the Graduate Awards Committee ~~based on~~ upon the recommendation of the Department of Biology.

DOROTHY AND ERNEST AYTON MEMORIAL SCHOLARSHIP* (REVISED-UG)

Scholarships of \$500 each are awarded to students who are entering in first or second or third year and who are continuing to take courses in Hispanic and Italian Studies.

ÁTOL,ÁNW: A SEASON OF JUST AND FAIR TREATMENT AWARD* (NEW-UG/GS)

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

community or leadership involvement. Selection of the recipients will be made by the Senate Committee on Awards for undergraduate students and the Graduate Awards Committee for graduate students upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE).

CAPSTONE AWARD* (NEW-UG)

One or more awards of at least \$2,000 each are given to undergraduate students who have fourth-year standing and are in either the Major: Combined Computer Science and Mathematics or the Honours: Combined Computer Science and Mathematics program, and who are registered in Math 498 Individual Project and Seminar (or the equivalent mathematics course should this course be superseded with another).

As per the requirements for Math 498, the student must have an agreement from a faculty member from the Department of Mathematics and Statistics that they will work with the student on a research project during the upcoming Winter Session.

A student who currently holds another research award is not eligible for this award. This Capstone Award will not be given to the same individual more than once. If multiple students qualify for this award, overall grades will determine the recipients.

Selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Mathematics.

COMBINED COMPUTER SCIENCE AND MATHEMATICS SCHOLARSHIP* (NEW-UG)

One or more scholarships of at least \$2,000 each are awarded to academically outstanding undergraduate students entering their third year of studies in either the Major: Combined Computer Science and Mathematics or the Honours: Combined Computer Science and Mathematics program who have the highest GPA in their program. In the event of a tie, preference will be given to a student pursuing the co-op option. This scholarship will not be given to the same individual more than once.

DEAN OF SCIENCE ENTRANCE SCHOLARSHIP FOR INDIGENOUS STUDENTS* (NEW-UG)

One or more scholarships are awarded to academically outstanding Indigenous undergraduate students entering the Faculty of Science directly from a Canadian secondary school.

DREW WOLFE-FRASER MEMORIAL SCHOLARSHIP (NEW-UG)

A scholarship is awarded to an academically outstanding student entering the Faculty of Engineering from either Princess Margaret Secondary School (Penticton) or Penticton Secondary School.

MATTHEW PRENTICE ~~BURSARY~~ SCHOLARSHIP* (REVISED-UG)

One or more ~~scholarships~~ bursaries are awarded to academically outstanding students entering or continuing in the Bachelor of Music Program, and whose performance area is brass, piano or voice. Preference will be given to students with demonstrated financial need. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

MAX WALKER SCHOLARSHIP IN GEOGRAPHY* (NEW-UG)

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

NIMROD HUNGARIAN MOBILITY AWARD* (REVISED-UG/GS)

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

OAK BAY HIGH NICK MATHERS & DYLAN JONES MEMORIAL AWARD* (NEW-UG)

Two awards of equal value shall be given to student athletes who compete on either the women's or men's Vikes Varsity Rugby teams. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria set by the Director of Athletics and Recreation in consultation with the Varsity Head Coaches and the Associate Director, Sport. Preference will be given to students who are graduates of Oak Bay High School.

OPENING NIGHT SCHOLARSHIP* (REVISED-UG)

A scholarship is awarded to a ~~second year~~ theatre student entering third year with a high academic standing in first and second year theatre courses, who has distinguished ~~her/himself~~ themselves in a departmental production(s) and who is continuing in the Theatre program. Selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Theatre.

PHILLIPS, HAGER & NORTH GRADUATE BURSARY (REVISED-GS)

~~A bursary of~~ Up to two bursaries, totaling \$2,000, the gift of Phillips, Hager and North Investment Management, may be awarded to a graduate student in Economics. The bursary will be based firstly on the financial circumstances of those eligible and secondly on their academic standing. ~~The total amount may be divided into two awards.~~

VNHS SAMUEL SIMCO GRADUATE BURSARY (REVISED-GS)

One or more bursaries, ~~Awards of \$650~~, established by the Victoria Natural History Society from funds bequeathed for this purpose by the late Mr. Samuel Simco, are awarded to ~~one~~ graduate students pursuing graduate studies in Biology and ~~who is~~ specializing in the area of species and/or habitat conservation. Selection will be made by the Senate Committee on Awards, Student Financial Aid Services upon the recommendation of the Department of Biology.

VNHS SAMUEL SIMCO UNDERGRADUATE BURSARY (REVISED-UG)

One or more bursaries, ~~Awards of \$650~~, established by the Victoria Natural History Society from funds bequeathed for this purpose by the late Mr. Samuel Simco, are awarded to ~~one~~ undergraduate students pursuing undergraduate studies in Biology and ~~who is~~ specializing in the area of species and/or habitat conservation. Selection will be made by the Senate Committee on Awards, Student Financial Aid Services upon the recommendation of the Department of Biology.

OLTHUIS KLEER TOWNSHEND INDIGENOUS LAW SCHOLAR AWARD (NEW-UG)

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

GOLDSTREAM HATCHERY EDUCATION BURSARY (NEW-UG)

One or more bursaries are awarded to undergraduate students in the Department of Biology.

WILSON S.C. LAI SCHOLARSHIP (NEW-UG)

Five scholarships of \$15,000, payable at \$5,000 per year for three years, will be awarded to academically outstanding undergraduate students entering the University of Victoria from a Canadian secondary school, college or university, and who have demonstrated financial need. Selection will be based on academic excellence, breadth of interest, and leadership qualities.

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 grade point average of 7.5/9.00 or higher on the best 12 units. The scholarship is automatically renewed for each year of the student's full time study for a maximum of two years. A student whose grade point average falls below 7.5/9.0 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 grade point average of 7.5 or higher in the two terms. Any student who takes either a co-op, work experience work-term, or academic units for more than one term may forfeit their scholarship.

LEE HAYES SCHOLARSHIP AWARD* (REVISED-UG)

An award scholarship is awarded given to an undergraduate student in the Peter B. Gustavson School of Business who demonstrates good work habits and organizational skills and has a GPA lower than 7.0. Applicants must submit a 1000-word letter (maximum 1,000 words) to the Peter B. Gustavson School of Business by April 30 detailing their commitment to their educational and career goals. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business. The essay must be submitted to the School of Business by April 30.

HENRY & MARIAN THIEL INTERNATIONAL BUSINESS BURSARY AWARD* (REVISED-UG)

An award-bursary will be given awarded to a Canadian academically outstanding-undergraduate student entering fourth 4th year in the Bachelor of Commerce program who has completed the Bachelor of Commerce core and who is specializing in International Business.

MT + CO. LEONARD GEORGE MEMORIAL INDIGENOUS LAW SCHOLAR AWARD (NEW-UG)

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

RATCLIFF & COMPANY INDIGENOUS LAW SCHOLAR AWARD (NEW-UG)

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

UNION CLUB SCHOLARSHIP (REVISED-UG)

~~The~~ A scholarship of \$5,000 is awarded to an academically outstanding Canadian citizen or permanent resident entering an undergraduate degree program directly from a public or private Greater Victoria secondary school who has demonstrated exceptional leadership and volunteerism with a non-profit organization in Greater Victoria. Preference will be given to students with demonstrated financial need. Applicants must be BC residents (defined as having lived at an address in BC at least one year prior to application deadline.)

Applicants must submit the following:

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

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

One award is given to a graduating undergraduate student or a group of graduating undergraduate students in the Faculty of Engineering who demonstrate exceptional innovative ability via their graduating project (~~such as the BME/CENG/ELEC/SENG 499 Design Project~~) or an extracurricular student team. In the case where multiple students work on the same project, the award will be split evenly among all team members. The recipient(s) must have successfully completed all graduation requirements by April 30 of the year in which the award is being given before receiving the award. Part-time students (a minimum of 6.0 units) are eligible for this award.

PETER ZACHARY GRADUATE SCHOLARSHIP IN UKRAINIAN STUDIES* (NEW-GS)

One or more awards are given to academically outstanding graduate students in the Slavic Studies stream in the Department of Germanic and Slavic Studies whose research focuses on the Ukrainian language or culture. Approval of the recipients will be made by the Graduate Awards

Committee on the recommendation of the Department of Germanic and Slavic Studies. Part-time students are eligible for this award.

WOODWARD & COMPANY INDIGENOUS LAW SCHOLAR AWARD (NEW-UG)

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

PETER L. SMITH SCHOLARSHIP IN GREEK & ROMAN STUDIES* (REVISED-UG)

One or more scholarships are awarded to undergraduate students ~~who have completed first or second year~~ with an outstanding record in courses offered by the Department of Greek and Roman Studies; and who have registered for further courses in that department.

This scholarship is established in recognition of Peter L. Smith who, for 38 years, was a renowned and devoted teacher of Classics at Victoria College and later at the University of Victoria.

Respectfully submitted,
2018/2019 Senate Committee on Awards
Annalee Lepp, Faculty of Humanities, Chair
Anne Cirillo, President's Nominee
Wendy Taylor, Acting Registrar
Helga Hallgrimsdottir, Faculty of Human and Social Development
Donja Roberts, Acting Director, Student Awards and Financial Aid
Yvonne Rondeau, Scholarships Officer, Faculty of Graduate Studies
Marsha Runtz, Chair, Faculty of Graduate Studies Awards Committee
Charlotte Schallie, Faculty of Graduate Studies
Brock Smith, Peter B. Gustavson School of Business
Ciel Watt, Alumni Association
Linda Welling, Social Sciences
Curtis Whittla, Student Senator
Kelly Clark, GSS Representative
Lauren Hume (Secretary), Student Awards and Financial Aid



Date: August 15, 2018
To: Members of Senate
From: Senate Committee on Continuing Studies
Re: **2017/2018 Annual Report**

We submit for consideration the Annual Report for the period September 2017 to June 2018.

During the 2017/18 academic year, six regular meetings were held to discuss programmatic and operational matters of the Division:

- October 12, 2017
- November 23, 2017
- January 17, 2018
- February 14, 2018
- April 18, 2018
- May 16, 2018

Committee Membership

Dr. Jo-Anne Clarke, Dean (*ex-officio*)
 Prof. Robert Howell, *Faculty of Law*
 Dr. Poman So, *Faculty of Engineering*
 Dr. Penny Bryden, (*Faculty of Humanities*)
 Dr. James Nahachewsky, *Faculty of Education*
 Ms. Chandra Beaveridge, *Convocation Representative*
 Ms. Christina Johnston, *Student Representative – DCS*
 Dr. Esther Sangster-Gormley, *Faculty of Human and Social Development*
 Mr. Dheeraj Alamchandi, *UVSS Representative*

Dr. Nancy Wright (*ex-officio*)
 Dr. Sanghoon Nam, *Faculty of Business*
 Dr. Kenneth Stewart, *Faculty of Social Sciences*
 Ms. Wendy Gedney, *Alumni Assoc. Representative*
 Ms. Olga Gould, *Student Representative – GSS*
 Mr. Carl Haynes, *Student Senator Rep – UVSS*
 Dr. Mark Laidlaw, *Faculty of Science*
 Dr. Carolyn Butler-Palmer, *Faculty of Art History and Visual Studies*

Review Schedule of Diploma and Certificate Programs

As required by the Terms of Reference, the Senate Committee on Continuing Studies (SCCS) reviews existing certificate and diploma programs at least every three years. This year, the SCCS reviewed six diploma/certificate programs offered through the Division of Continuing Studies.

The programs reviewed were:

- a) Computer Based Information Systems Certificate
- b) Adult and Continuing Education Certificate
- c) Humanities Diploma
- d) Indigenous Fine Arts Certificate
- e) Teaching English as a Foreign Language PSC
- f) Intercultural Education and Training Diploma

The SCCS approved ongoing delivery for four programs and approved the suspension of two.

a) Computer Based Information Systems Certificate (Special Review) – October 12, 2018

The program is no longer attracting enough enrolments to make it economically viable. There is still a market for information technology programs and Continuing Studies staff will focus their energy on new programs that better meet training needs of this rapidly changing industry.

The committee approved the suspension of the program allowing existing students 3 years to complete the program.

b) Adult and Continuing Education Certificate – November 23, 2017

The CACE consortium was dissolved in 2014. Following the dissolution DCS gained students from other universities no longer offering the program. The Advisory Committee is active and developing a new brand. There is currently a discussion underway to have this non-credit program recognized for transfer

The committee approved the continued delivery of the Adult and Continuing Education Certificate for another 3 years.

c) Humanities Diploma – January 17, 2018

There was a discussion surrounding the reasons why this particular program is no longer viable. With the changing landscape over the past three years it is no longer relevant. There is a challenge getting professors to teach HUM100 and act in the Faculty Advisor role. Course enrollments are often very low (as low as six students) which makes the class challenging to teach

The committee approved the intake to the Humanities Diploma be suspended.

d) Indigenous Fine Arts Certificate – February 14, 2018

The partnership between the University of Victoria and The En'owkin School of Writing and Arts has been in existence for over 27 years. The En'owkin Centre is known for its excellence in arts, language and culture. Classes are held at the En'owkin Centre, allowing students to study in their home community.

The committee approved the continued delivery of the Indigenous Fine Arts Certificate for the next three years.

e) Teaching English as a Foreign Language Professional Specialization Certificate – April 18, 2018

There is currently only one partner, Osaka Kyoiku University, sending students to this program. The Division is increasing marketing and Osaka Kyoiku is also assisting with promotion amongst its partners. There have been significant increases in residence and food costs by the University affecting the program.

The committee approved the continued delivery of the Teaching English as a Foreign Language PSC for the next three years.

f) Intercultural Education and Training Diploma – May 16, 2018

The academic home of the diploma has been with the Faculty of Education for many years, and is now moving to the Faculty of Humanities. The division is finding strong alignment with the international, private and public sectors as these soft skills are highly needed. The Advisory Committee is looking at adjusting the

title as it sometimes creates misunderstanding because it is not just education concept. It was recommended that Ms. Muir present to the Learning Outcomes Project that will begin in the 2018-19 academic year.

The committee approved the continued delivery of the Intercultural Education & Training Diploma for another three-year term.

4. Review Schedule of Program-Like Offerings

This year the committee began reviewing program-like offerings in the Division. These programs do not require formal approval from SCCS but members provide valuable feedback and input. This year five program-like offerings were reviewed:

- 1) American Sign Language (October 12, 2017)
- 2) Travel Study (January 17, 2018)
- 3) World Languages including French Language Conversation Classes (February 14, 2018)
- 4) International Education (April 18, 2018)
- 5) Wound management (April 18, 2018)

5. New Program Initiatives

Letter of Intent: Professional Specialization Certificate in Visitor Engagement

Ms. Tania Muir shared a Letter of Intent for a Professional Specialization Certificate in Visitor Engagement. There is no new course content, but the credential falls into alignment with what is happening in the sector. This is a micro-credential with practical purpose that can be easily achieved.

Sincere thanks to all the committee members for their lively discussion, engagement and participation on this committee last year.

Respectfully submitted,

2018/2019 Senate Committee on Continuing Studies

Jo-Anne Clarke, Chair, Dean, Division of Continuing Studies

Penny Bryden, Faculty of Humanities

Carolyn Butler-Palmer, Faculty of Fine Arts

Wendy Gedney, Alumni Association

Mark Gillen, Faculty of Law

Christina Johnson, Student Rep. from diploma or certificate program in Continuing Studies

Mark Laidlaw, Faculty of Science

James Nahachewsky, Faculty of Education

Sang Nam, Peter B. Gustavson School of Business

Nikheel Premsagar, Student Senator

Carolyn Russell, Convocation Senator

Esther Sangster-Gormley, Faculty of Human and Social Development

Poman So, Faculty of Engineering

Kenneth Stewart, Faculty of Social Sciences

Nancy Wright, Assoc VP Academic Planning (President's Nominee)

Kirsten Kopp (Secretary), Division of Continuing Studies



Date: 17 September 2018

To: Senate

From: Senate Committee on Curriculum

Re: **2018-2019 Calendar Cycle 3 Curriculum Submissions and Annual Report**

2018-2019 Calendar 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 '2018 - 2019 Senate Meeting Agendas and Materials' then select the folder 'Curriculum Changes effective January 1, 2019'.

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

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 2017-18 Work of the Committee: 2018-2019 Calendar Cycles 1, 2, 3

Curriculum Submissions

The Committee assessed 1,296 submissions over the three Cycles (817, 432, 47), down 4.6% from last year.

Calendar-wide improvements, standardizations and revisions

The Committee supported and approved a number of projects identified by the Curriculum & Calendar Office that were needed to stabilize the consistency and clarity of the Calendar:

- cleanup of course Formerly notes remaining more than ten years after a course number change;
- cleanup of inconsistencies between course Hours set in the Calendar and the hours scheduled in Banner;
- cleanup of course Prerequisites that include one or more deleted courses.

Curriculum change workflow software

The Committee has supported the Office of the Registrar and the Curriculum & Calendar Office over several years to secure a vendor to supply task-specific software to improve the curriculum change process. Final approvals were obtained this Summer and the implementation process is now under way.



Revisions to Policy AC1120

The Committee developed a series of changes needed to the governing Policy, which were brought to Senate in February 2018, approved and implemented. The *Guide for Curriculum and Calendar Changes* was updated to reflect these changes.

Respectfully submitted,

2018-2019 Senate Committee on Curriculum

Tim Haskett, Faculty of Humanities, Chair
Eva Baboula, Faculty of Fine Arts
Laurie Barnas, Associate Registrar
Sara Beam, Chair, Senate Committee on Academic Standards
Rosaline Canessa, Faculty of Social Sciences
Steve Evans or Cedric Littlewood, Faculty of Graduate Studies
Gordon Fulton, Designate for Vice-President Academic & Provost
Andrea Giles, Co-operative Education & Career Services
Jordan Gilson, Student Senator, Senate Committee on Academic Standards
Wendy Taylor, Acting Registrar
Robin Hicks, Faculty of Science
LillAnne Jackson, Faculty of Engineering
Freya Kodar, Faculty of Law
Asia Longphee, UVic Calendar Editor
Gary MacGillvray, President's Nominee
Catherine McGregor, Faculty of Education
Sabrina Jackson, Director, Graduate Admission and Records
Esther Sangster-Gormley, Faculty of Human and Social Development
Lisa SurrIDGE, Faculty of Humanities
Chris Graham, Peter B. Gustavson School of Business
Ada Saab, Acting Associate University Secretary
James Wigginton (Secretary), Registrar Representative

2017-2018 Senate Committee on Curriculum

Tim Haskett, Faculty of Humanities, Chair
Eva Baboula, Faculty of Fine Arts
Laurie Barnas, Associate Registrar
Sara Beam, Chair, Senate Committee on Academic Standards
Rosaline Canessa, Faculty of Social Sciences
Cedric Littlewood, Faculty of Graduate Studies
Gordon Fulton, Designate for Vice-President Academic & Provost
Andrea Giles, Co-operative Education & Career Services
Kate Fry, Student Senator, Senate Committee on Academic Standards
Wendy Taylor, Acting Registrar
Robin Hicks, Faculty of Science
LillAnne Jackson, Faculty of Engineering
Freya Kodar, Faculty of Law
Asia Longphee, UVic Calendar Editor
Gary MacGillvray, President's Nominee
Catherine McGregor, Faculty of Education
Sabrina Jackson, Director, Graduate Admission and Records
Esther Sangster-Gormley, Faculty of Human and Social Development
Lisa SurrIDGE, Faculty of Humanities
David McCutcheon, Peter B. Gustavson School of Business
Carrie Andersen, Associate University Secretary
James Wigginton (Secretary), Registrar Representative



University
of Victoria

Dr. Nancy Wright
Associate Vice-President Academic Planning
PO Box 1700 STN CSC
Victoria British Columbia V8W 2Y2 Canada
Tel (250) 721-7012 Fax (250) 721-7216
E-mail: avpap@uvic.ca Web: <http://www.uvic.ca/vpac>

MEMO

Date: September 19, 2018

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

Re: **2018/19 Annual Report on the 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 2017/18	Scheduled to Initiate a Review in 2018/19	Scheduled to Initiate a Review in 2019/20
Department of English	Department of Geography	Department of Indigenous Education
Department of Germanic and Slavic Studies	Department of Writing	Department of Linguistics
Department of Art History and Visual Arts	School of Exercise Science, Physical and Health Education	Department of Psychology
School of Music	Department of Chemistry	Medieval Studies Program
School of Child and Youth Care	School of Earth and Ocean Sciences	Department of Anthropology
Department of Mathematics and Statistics	Department of Educational Psychology and Leadership	
	School of Public Health & Social Policy	
	Department of Computer Science	
	Department of Physics and Astronomy	
	Department of Economics	
	Department of Psychology (unaccredited graduate programs)	
	School of Nursing (MN and PhD in Nursing programs)	
	Department of Sociology	

Committee Membership:

Dr. Nancy Wright, Chair
Ms. Ashlee Kirby
Dr. Abdul Roudsari
Dr. Ann Stahl
Dr. David Castle
Dr. Robin Hicks
Dr. Ralf St. Clair

Ms. Nicole Greengoe
Dr. Mauricio Garcia-Barrera
Ms. Ada Saab
Dr. Dan Russek
Ms. Andrea Giles
Ms. Gillian Calder
Dr. Patrick Nahirney

Dr. Sang Nam
Dr. Victoria Wyatt
Dr. Rishi Gupta
Dr. Graham McDonough
Dr. Jo-Anne Clarke
Dr. Merwan Engineer
Dr. Valerie Kuehne



Memorandum

To: Members of the University of Victoria Senate

From: Dr. D. Capson, Dean, Faculty of Graduate Studies

A handwritten signature in blue ink, appearing to be "DC", located to the right of the "From:" line.

Re: Revisions to Membership of the Faculty of Graduate Studies

Date: September 19, 2018

I have attached two documents for your consideration:

1. Membership in the Faculty of Graduate Studies (dated September 19, 2018)
2. Appendices to accompany Membership in FGS proposal.

I would be grateful for your consideration of approval of the revised Membership policy of the Faculty of Graduate Studies as described above, in the Oct 5, 2018 meeting of the Senate. I would be pleased to move the following:

“That the Senate approve the conditions and procedures for appointment of Emeritus Professors as Adjunct Professors in the Faculty of Graduate Studies given in Section 5.0 of this document, and Sections 1.1, 1.2, 1.3; Section 2; and Sections 4.1, 4.2, 4.3 of the proposed revised Membership in the Faculty of Graduate Studies policy attached as Appendix A”.



University
of Victoria

Faculty of Graduate Studies

Membership in the Faculty of Graduate Studies

September 19, 2018

1.0 Introduction to the Revised Membership Policy of the Faculty of Graduate Studies

In the fall of 2017 the Faculty of Graduate Studies (FGS) sought to update its membership policy, which had not been reviewed since the previous policy was approved at FGS Council in September 2005. The proposed revisions recognize the introduction of a faculty teaching stream and ensure that all members of FGS would be bound by university policies, including those involved in graduate education and supervision.

Under the University Act, the membership policy for any faculty must be approved at Senate. Although none of the previous membership policy from 2005 received Senate approval, the Faculty is now seeking Senate approval for those sections (marked with an asterisk in Appendix A) of the policy related to membership in the Faculty:

- *Sections 1.1-1.3 defining conditions of membership.*
- *All of Section 2 defining categories of membership.*
- *Sections 4.1-4.3 defining who may nominate an individual for membership.*

Approval for the remaining sections is not being sought either because these sections reflect requirements in other legal or policy documents, or because they involve operational matters that have been approved by the Faculty of Graduate Studies. For the convenience of Senators, those sections to be considered by the Senate have been marked with asterisks.

The 2005 policy is attached as Appendix B, the original Senate motions and policy on FGS membership from 1987 as Appendix C, and the 1991 Senate motions modifying the policy as Appendix D. The policy was approved at the Graduate Executive Committee on December 4, 2017 and the Faculty of Graduate Studies Council on December 7, 2017.

2.0 Rationale:

The updates to the policy have been informed by the following considerations:

- The last 13 years have seen the introduction of a faculty teaching stream (Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor), as well as an increase in the number of off-campus individuals participating in supervisory committees. Provisions have been made in the proposed policy to accommodate these individuals.
- While the Faculty recognizes the excellent work supervising graduate students being carried out by its members, in order to bind supervisors to policy it has been determined that an employment or appointment relationship must be established. As such, a requirement has been introduced (Section 1.2 in Appendix A) for those wishing to supervise or co-supervise graduate students, to hold a formal academic appointment at the University of Victoria.
 - This will not affect any Regular faculty members at the University of Victoria.
 - In some instances in the Associate category (e.g. Emeritus Professors, faculty from other institutions, or other appropriately qualified personnel) an Adjunct appointment will be required.

3.0 From the 2005 policy: While not formally ratified by Senate, the Faculty of Graduate Studies has been operating under the 2005 policy for almost 13 years and proposes to retain the following general categories and conditions of membership:

- Regular Membership in the Faculty of Graduate Studies remains restricted to tenured or tenure track University of Victoria faculty. This is consistent with the 1987 and 2005 policies.
- Once appointed, Regular Members shall generally hold their appointments for the duration of their academic appointment to the University. This is consistent with the 2005 policy, though not with 1987 policy which had specified 6-year terms.
- Associate Members shall be appointed for terms to coincide with their academic appointment, and shall generally be required to hold co-supervisory privileges unless both recommended for primary supervisory privileges by their home academic unit and approved for primary supervisory privileges by the Dean of Graduate Studies. This has generally been practiced since 2005, and henceforward the revised Membership guidelines will be applied uniformly to all Associate members.
- Leaders from the community and scholars from other institutions who wish to sit as members of supervisory committees in the Faculty of Graduate Studies at the University of Victoria can be nominated for and can receive membership in the Faculty for this purpose.

4.0 Proposed changes in response to new requirements:

As a result of the requirement for individuals who wish to supervise graduate students to hold a formal position at the University:

- Associate Membership will be restricted to Regular members who seek supervisory privileges in an Academic unit outside their home Academic unit, and individuals who hold a formal academic appointment at the University of Victoria that is not tenured or tenure-track (Assistant Teaching Professor, Associate Teaching Professor, Limited Term, or Adjunct Professor).
- Emeritus Professors and Regular members who retire or resign their appointment with the University of Victoria who wish to complete their supervisory duties will be required to seek and maintain an academic appointment (*e.g.* Adjunct) to be eligible for Associate Membership. Emeritus members have the option of seeking an Adjunct appointment in their home departments and/or faculties, or of seeking an Adjunct appointment status directly in the Faculty of Graduate Studies.
- As Emeritus status does not represent a formal appointment to the University it cannot in itself support the privilege to supervise or co-supervise graduate students. Further, as Emeritus members of the University will be eligible for Associate or Affiliate membership in FGS, according to whether or not they hold an Adjunct appointment or equivalent, the Emeritus category of membership in FGS will serve no purpose and will be dropped.
- Introduction of a new Affiliate category for members without an academic appointment at the University of Victoria who wish to serve on supervisory committees. This will replace the existing 'one-off' memberships, as well as allow for term appointments for Affiliate members likely to be called upon to serve on more than one committee. Affiliate members may not supervise or co-supervise graduate students.

5.0 Response to the Senate meeting of April 2018

When the Faculty of Graduate Studies brought the relevant sections of its revised membership proposal to Senate for approval in April 2018, a key provision was the requirement for scholars wishing to supervise or co-supervise graduate students to hold an academic

appointment with the University of Victoria. Such an appointment binds supervisors contractually to follow University policies, including those involved in graduate education and supervision. This represented no change for Regular faculty members and current Adjunct faculty members; however, the revised policy would require all existing and future supervisors without such an appointment with the University of Victoria to apply for an Adjunct appointment.

As Emeritus status does not in itself create a contractual relationship with the University or support the privilege to supervise or co-supervise graduate students, any Emeritus faculty member who wished to continue to supervise graduate students would be required by the revised policy to seek an Adjunct appointment in their home department. Concern was raised by some Senators that the potentially lengthy and uncertain process of seeking an Adjunct appointment in their home department would present unnecessary and detrimental obstacles to the continuation of existing supervisory relationships.

In recognition of the Senators' concerns, the Dean of the Faculty of Graduate Studies carried out a review of past practices and respectfully draws to the attention of the Senators to the following existing solution:

In the Faculty Membership Guidelines approved by this body in October 1987 (included as Appendix C), Section 1.21 states in part:

Emeritus faculty with ongoing research commitments may be appointed as adjunct faculty members [to the Faculty of Graduate Studies].

This authority remains in effect. **Therefore**, the continuation of successful and productive supervisory relationships being essential to the education, training and mentorship of graduate students, the Dean of Graduate Studies is prepared to utilize **this existing authority to make an Adjunct appointment to the Faculty of Graduate Studies to a person** who:

- i. is currently an Emeritus Professor or will become an Emeritus Professor within one year;**
- ii. is or was a Regular or Associate member of the Faculty of Graduate Studies;**
- iii. has an active research program;**
- iv. has an appropriate record of graduate student supervision and a current and ongoing commitment to the **primary or co-supervision** of one or more graduate students; and**
- v. does not hold and has not applied for an Adjunct appointment in their home Department or Faculty.**

An Adjunct appointment in the Faculty of Graduate Studies shall be for a term of not more than 5 years as necessary to allow completion of those graduate students under supervision, **is renewable under the same conditions**, and will not be unreasonably withheld. Upon attainment of an Adjunct **appointment**, the member shall be appointed under the revised Membership guidelines attached as Appendix A as an Associate Member of the Faculty of Graduate Studies with co-supervisory privileges, unless the Academic unit has recommended full supervisory privileges and the Dean of Graduate Studies approves.

Suggested motion:

"That the Senate approve the conditions and procedures for appointment of Emeritus Professors as Adjunct Professors in the Faculty of Graduate Studies given in Section 5.0 of this document, and Sections 1.1, 1.2, 1.3; Section 2; and Sections 4.1, 4.2, 4.3 of the proposed revised Membership in the Faculty of Graduate Studies policy attached as Appendix A".



University
of Victoria

Appendix A:

Faculty of Graduate Studies

Membership in the Faculty of Graduate Studies

Ratified by the Graduate Executive Committee, December 4, 2017
Ratified by the Faculty of Graduate Studies Council, December 7, 2017

Membership in the Faculty of Graduate Studies is required before an individual may supervise graduate students or serve on graduate student supervisory committees.

1. Conditions of Membership

- * 1.1. All members of the Faculty of Graduate Studies must observe the policies and procedures of the University of Victoria that are relevant to the work they carry out under their membership (such as, but not limited to, supervision of graduate students, service on graduate student supervisory committees, and teaching graduate courses).
- * 1.2. All members of the Faculty of Graduate Studies who supervise or co-supervise students must hold a current academic appointment with the University of Victoria.
- * 1.3. All members must display interest in, commitment to, and capabilities for the supervision of graduate students.
- 1.4. Regular and Associate members may serve as 'inside' members for supervisory committees within their Academic Unit, and as 'outside' members for supervisory committees in Academic Units in which they do not hold an appointment in FGS. Affiliate members may serve as 'inside' or 'outside' members of a supervisory committee.

2. Categories of Membership - *Nomination for membership in the Faculty of Graduate Studies is normally made by the Head of the Academic Unit to the Dean of Graduate Studies, according to procedures in section 4, in one of three categories:*

- * 2.1. **Regular membership** is restricted to tenured and tenure track faculty members appointed at the University of Victoria. Membership will normally be granted for the length of the member's academic appointment and with all supervisory privileges within their home Academic Units.
- * 2.2. **Associate membership** is restricted to non-tenured or non-tenure-track teaching faculty, adjunct and limited term faculty, and sessional instructors appointed at the University of Victoria who wish to serve on supervisory committees or to supervise graduate students. Membership will normally be granted for the length of the member's academic appointment to a maximum of 5 years, renewable as appropriate, and with only those privileges that the Academic Unit recommends and the Dean of Graduate Studies approves. *Associate members are normally restricted to co-supervision with a Regular member (see 4.6).*
 - Any faculty members, including Regular members of the Faculty of Graduate Studies, who wish to supervise students outside their home Academic Unit must apply for Associate membership through the outside unit.
 - Regular members who have resigned their position at the University of Victoria (including Emeritus professors) who wish to continue to supervise or co-supervise graduate students must secure and maintain an Adjunct appointment to qualify for Associate membership.
- * 2.3. **Affiliate membership** is intended for appropriately qualified individuals who do not hold academic appointments at the University of Victoria but wish to serve as an outside member on supervisory committees. Membership will normally be granted upon request of the Academic Unit, either for the duration of study of a particular student or, in the case where the individual may be asked to serve on several student committees, for a maximum of 5 years, renewable as appropriate, and with only those privileges that the unit recommends

and the Dean of Graduate Studies approves. Affiliate members may not supervise or co-supervise graduate students.

Regular Members who have resigned their position at the University of Victoria (including Emeritus professors) who wish to continue to serve on supervisory committees are eligible for Affiliate status.

3. Voting Rights in Faculty of Graduate Studies Council Meetings and Membership on the FGS Graduate Executive Committee

- 3.1. All Regular members of the Faculty of Graduate Studies are entitled to attend Faculty of Graduate Studies Council meetings and to take part in debate.
- 3.2. Only Graduate Advisors or equivalent, *ex officio* members with voting rights, and appointed/elected student representatives may vote at the Faculty of Graduate Studies Council.
- 3.3. Only Regular members of the Faculty of Graduate Studies shall be eligible for membership on the Graduate Executive Committee of the Faculty of Graduate Studies. The Chair of the Graduate Students' Society is a member *ex officio*.

4. Procedures for Appointment/Reappointment

- ×4.1. Appointment to membership in the Faculty of Graduate Studies is made by the Dean of Graduate Studies or their designate after due consideration. While such appointments will not unreasonably be withheld, the Dean of Graduate Studies may decline to appoint an individual where there is not sufficient evidence that the nominee meets the criteria for membership commensurate with the requested category of membership, as defined in section 2.
- ×4.2. Normally, nomination for membership is made by the Head of the Academic Unit in which the nominee desires an appointment.
- ×4.3. Nomination for membership of the Head of an Academic Unit is made by the Dean of the nominee's faculty, including the case where the Dean is the Head of the Academic Unit.
 - 4.4. A *Recommendation for Membership* form is available from the Faculty of Graduate Studies website which must be completed and forwarded to the Office of the Faculty of Graduate Studies together with the nominee's current CV.
 - 4.5. The nominator is responsible for ensuring that the nominee meets all criteria in section 2. In the case where the candidate does not meet the Academic Unit's normal expectations for research or graduate supervision, the Head of the Academic Unit shall justify the nomination in writing.
 - 4.6. The nomination form shall indicate any existing or recommended restriction on the length of term or supervisory responsibilities (including for the appointment of Regular members). Any restriction on nominees for Regular membership shall be justified in writing.

Nominees for Associate membership who wish to supervise graduate students will normally be restricted to co-supervision with a Regular member as co-supervisor, with any exceptions desired by the Academic Unit justified in writing.
 - 4.7. Affiliate members must accept the terms and conditions of Affiliate membership that accompanies the letter of appointment from the Faculty of Graduate Studies.

5. Appeals

- 5.1. The decision of the Head of an Academic Unit not to nominate an individual for an appointment described in subsection 2.3 (Affiliate) is final and may not be appealed.
- 5.2. Where an individual is a member of a faculty that is composed of schools or departments and the decision of a department or school is not to nominate an individual who desires an appointment described in subsections 2.1 or 2.2, that individual may appeal to the Dean of the discipline faculty.

- 5.3. Where it is the decision of the faculty Dean not to nominate an individual who desires an appointment described in subsections 2.1, 2.2 or 2.3, that individual may appeal to the Dean of Graduate Studies.
- 5.4. While the decision of the Dean of Graduate Studies is normally final, the nominator may submit further information for reconsideration by the Dean of Graduate Studies.
- 5.5. If, after reconsideration, the decision of the Dean of Graduate Studies is unchanged, the nominator may request the Dean form an appeal committee consisting of three Regular members of the Faculty of Graduate Studies, where one member is appointed by the Dean of Graduate Studies, one by the appellant, and one mutually agreed upon by the first two appointees. The committee shall consider only those written materials submitted with the nomination and will make a recommendation within 15 working days, indicating majority and minority opinions as applicable, to the Dean of Graduate Studies, whose decision upon due consideration of the recommendation(s) will be final.

6. Adjudication of Complaints to the Faculty of Graduate Studies

- 6.1. The Faculty of Graduate Studies promotes the involvement of academic units in determining best practices and resolution of complaints regarding the administration of graduate education, and the teaching, advising and supervision of graduate students at the University of Victoria. Concerns and complaints regarding a member in relation to their practice in teaching, advising or supervising may be brought forward to the Office of the Dean of the Faculty of Graduate Studies.
- 6.2. Complaints involving discrimination, harassment or sexual violence shall be referred to the Office of Equity and Human Rights under the relevant policy.
- 6.3. Where an informal complaint is made, the Dean or an Associate Dean in the Faculty of Graduate Studies may work to resolve the matter on agreement of the parties involved.
- 6.4. Where a formal complaint of conduct which could be the subject of disciplinary proceedings is made in respect of a person who is subject to a University of Victoria collective agreement, that collective agreement shall determine the procedures for investigation and adjudication of any complaint and for the imposition of resulting discipline which may include, but is not limited to, suspension or termination of membership in the Faculty of Graduate Studies.
- 6.5. Where a formal complaint of conduct which could be the subject of disciplinary proceedings is made in respect of a person who is not subject to a University of Victoria collective agreement, the following procedure shall apply:
 - 6.5.a Three persons shall be elected by and from the Graduate Executive Committee to form an adjudication panel. None of those elected may be from the home Faculty of the Complainant or Respondent.
 - 6.5.b The Dean of Graduate Studies shall appoint a chair of the panel from among its members.
 - 6.5.c The panel shall investigate the complaint and will make a recommendation within 15 working days indicating majority and minority opinions as applicable. The recommendation may include remediation, restorative strategies, restricted or suspended membership or dismissal from membership in the Faculty of Graduate Studies, to the Dean of Graduate Studies who will make a final determination.
 - 6.5.d The adjudication panel may also make recommendations pertaining to the Dean of the Faculty where the Respondent is appointed, who will make a final determination respecting those recommendations.



University
of Victoria

Appendix B: Faculty of Graduate Studies

Membership in the Faculty of Graduate Studies

The Office of the Faculty of Graduate Studies promotes and fosters the highest quality of graduate education at the University of Victoria. Membership in the Faculty is required in order to supervise graduate students, serve on graduate student supervisory committees, and teach graduate courses. There are three categories of membership:

- Regular membership for tenured and tenure track faculty members who typically are granted memberships for the length of their academic appointments, and,
- Associate membership for others who wish to serve on supervisory committees or teach graduate students, for whom membership is granted for fixed terms.
- Emeritus membership for retired University of Victoria faculty who have appointments as Emeritus Professors and who wish to serve on supervisory committees or teach graduate students, for whom membership is granted for fixed terms.

The conditions, rights, and procedures for appointment and appeal are specified in this document.

1.0 Conditions for Membership

- 1.1 Regular members require an academic appointment and Associate members may have an academic appointment at the University of Victoria.
- 1.2 A demonstrated commitment to scholarship, professional achievement, and where appropriate, credentials or artistic achievement commensurate with the current rank of academic appointment.
- 1.3 An expressed interest in, commitment to, and capabilities for the teaching and supervision of graduate students.

2.0 Categories of Membership

- 2.1 Regular Members. Faculty members with tenured and tenure-track appointments.
- 2.2 Associate Members. Normally, Associate Members are employed outside the University. In addition, qualified performance instructors, senior instructors, adjunct professors and artists in residence may be appointed.
- 2.3 Emeritus Professors may be appointed upon the recommendation of the academic unit.

3.0 Voting Rights in Faculty Meetings and Standing Committee Membership

- 3.1 Only regular members of the Faculty of Graduate Studies and the President or designate of the Graduate Student Society shall have voting rights at Faculty of Graduate Studies meetings. All members have the right to attend and speak.
- 3.2 Only regular members of the Faculty of Graduate Studies shall be eligible for membership on the Executive Committee or the Graduate Admissions and Awards Committee of the Faculty of Graduate Studies.

4.0 Term

- 4.1 For newly appointed tenure track assistant, associate or full professors the term of membership in the Faculty of Graduate Studies shall be until the end of their academic appointment to the University of Victoria.
- 4.2 Newly appointed tenure track professors are encouraged to take advantage of educational opportunities and materials offered through the Office of the Faculty of Graduate Studies and through the Learning and Teaching Centre.
- 4.3 Associate membership in the Faculty of Graduate Studies shall be for the length of their academic appointment to a maximum of five years (with option to renew).
- 4.4 Emeritus membership in the Faculty of Graduate Studies shall be for a maximum of five years (with the option to renew).

5.0 Procedures for Appointment/Reappointment

- 5.1 In all cases, a nomination for membership must come from the head of the academic unit in which the person holds an appointment (see 5.3).
- 5.2 Unless otherwise specified (see 5.6) the heads of the academic unit nominating the candidates are responsible for vetting the candidate's c.v., ensuring that the criteria, or equivalents, in 1.0 are met, and for submitting the nomination to the Office of the Faculty of Graduate Studies.
- 5.3 A Recommendation for Membership form is provided by the Office of the Faculty of Graduate Studies and must be signed by the head of the academic unit. This form together with the candidate's updated c.v. is forwarded to the Office of the Faculty of Graduate Studies. If the candidate does not meet the academic unit's normal expectations for research, graduate supervision and graduate teaching, the head of the academic unit shall justify the nomination in writing (with reference to restriction as in 6.1).
- 5.4 For the first three years of the appointment to membership to the Faculty of Graduate Studies, administrative mentoring regarding student supervisory committees is available through the academic unit's Graduate Advisor and the Office of the Faculty of Graduate Studies. In the unusual circumstance of an associate member heading a supervisory committee, a co-supervisor will be appointed by the academic unit.
- 5.5 For all nominations the head of the academic unit justifies the nomination in writing.

- 5.6 If a Chair or Director is being nominated, the Dean of the nominee's faculty forwards the nomination in 5.2.
- 5.7 Nominations for membership are reviewed by the Office of the Faculty of Graduate Studies.
- 5.8 Academic units may request that the Office of the Faculty of Graduate Studies vet candidates' c.v's for regular members and make the decision for appointment.

6.0 Restrictions

- 6.1 In the case of nominations for regular members, the recommendation from the head of the academic unit may include restrictions on the length of term or supervisory responsibilities. Such restrictions are to be justified and submitted in writing.
- 6.2 Normally associate members are restricted to co-supervision with a regular member acting as co-supervisor. Exceptions may be granted by the Dean of the Faculty of Graduate Studies upon recommendation by the academic unit. The recommendation from the head of the academic unit may include further restrictions on length of term (less than five years) or supervisory responsibilities.
- 6.3 The head of the academic unit may wish to assign an administrative co-supervisor to assist Emeritus members who are not regularly on campus. The recommendation may include further restrictions on length of term (less than five years) or supervisory responsibilities.

7.0 Appointments

- 7.1 The appointment of membership is made by the Dean of the Faculty of Graduate Studies.

8.0 Appeals

- 8.1 Where a person is a member of a faculty that is composed of schools or departments and the decision of a department or school is not to nominate a person who holds an appointment described in 2.0, that person may appeal to the Dean of the faculty in which the person holds an appointment. A decision of the Dean not to nominate the person is final.
- 8.2 If the decision of the Dean of the Faculty of Graduate Studies is not to accept the nominee of the department/school/faculty Dean, the department/school/faculty Dean will be informed within 14 working days.
- 8.3 The Chair/Director/Dean may submit further information for reconsideration of the case.
- 8.4 If after reconsideration of the case the decision of 8.2 remains, the academic unit may request the Dean of the Faculty of Graduate Studies to form an appeal committee consisting of three members of the Faculty of Graduate

Studies. The committee will consist of an appointee of the Dean of the Faculty of Graduate Studies, an appointee of the appellant and a person who is mutually agreed upon by the first two appointees. The committee reports to the Dean of the Faculty of Graduate Studies whose decision is final.

- 8.5 Where a person is a member of a faculty that does not have schools or departments and the decision of the faculty Dean is not to nominate a person who holds an appointment described in 2.0, that person may appeal to the Dean of the Faculty of Graduate Studies. A decision of the Dean of the Faculty of Graduate Studies to appoint the person is final.
- 8.6 If a regular or associate member is denied membership or leaves for an appointment at another university while teaching a graduate course or involved in supervision, the member may be permitted to complete these assignments by requesting a nomination for an associate membership restricted to that purpose.

9.0 Faculty Review Committee

The Office of the Faculty of Graduate Studies promotes the involvement of academic units in determining best practices and resolution of complaint issues regarding the administration of graduate education, and the teaching and supervision of graduate students at the University of Victoria. Concerns and complaints may be brought forward by students, faculty, supervisors, graduate advisors, academic unit chairs, and from the Office of the Dean of the Faculty of Graduate Studies.

- 9.1 A Faculty Review Committee composed of one representative from all faculties, will review and adjudicate matters of concern regarding the teaching and supervision of graduate students.
- 9.2 The Associate Dean will put concerns in writing to the Dean of the Faculty of Graduate Studies.
- 9.3 The Dean will strike a subcommittee of at least five members of the Faculty Review Committee to hear the complaint and recommend educational remediation, restorative strategies, restricted membership or dismissal from membership in the Faculty of Graduate Studies.
- 9.5 The recommendations of the Faculty Review Committee are advisory and will be acted upon at the discretion of the Dean of the Faculty of Graduate Studies.

Faculty of Graduate Studies

Recommendations to the Senate

1. Membership in the Faculty of Graduate Studies

At a regular meeting held on 2 October 1987, the Faculty of Graduate Studies adopted the following motion:

That the Faculty of Graduate Studies approve and recommend to the Senate the revised regulations governing membership in the Faculty.

The regulations are described in the enclosure. It was noted for the record that the revised regulations were approved on the assumption that the ex officio membership of certain university officers that were approved by the Senate in the past would continue. It was also noted for the record that those who currently hold membership in the Faculty of Graduate Studies would hold their membership and voting rights until the date of termination of their current appointments.

2. Calendar Submissions

At the same meeting, the Faculty adopted the following motion:

That the Faculty of Graduate Studies approve and recommend to Senate the Calendar submissions proposed by the Departments of English, Electrical and Computer Engineering, History, and Psychology.

The submissions are described in the enclosure.

3. New Award

Further, the Faculty adopted the following motion:

That the Faculty of Graduate Studies approve and recommend to Senate the Maureen De Burgh Memorial Scholarship.

The description of the award is as follows:

THE MAUREEN DE BURGH MEMORIAL SCHOLARSHIP - An Annual award of up to \$500 to a graduate student of high academic standing who is working in the field of Marine Biology.

4. Revised Regulations Governing Supervisory and Examining Committees

Finally, the Faculty adopted the following motion:

That the revised regulations governing supervisory and examining committees be approved and recommended to Senate.

The revised regulations are enclosed.

RF
R. Ferry, Secretary
Faculty of Graduate Studies

RF:sd
Encls.
cc Dean A. McAuley

MEMBERSHIP IN THE FACULTY OF GRADUATE STUDIES

1.0 Categories of Members

Note

1.1 Faculty Members

1.11 Ongoing Appointments

All full-time faculty members in departments which offer graduate degrees may be considered for appointment to the Faculty in accordance with the criteria and procedures outlined below.

No change from current procedure.

1.12 Term Appointments

1.121 Full-time faculty members from departments which do not offer regular graduate programs may be appointed for a designated time period.

Removes the limit of two from such Departments.

1.122 New faculty members will normally be appointed to this category.

1.123 In special circumstances, faculty members may be offered a term appointment to provide the opportunity for ongoing work to be completed.

1.2 Adjunct Faculty Members

1.21 Emeritus faculty, with ongoing research commitments, may be appointed as adjunct faculty members. Persons who participate in the graduate program may be appointed in the same category. These include visiting faculty, part-time faculty, qualified professionals from outside institutions (e.g., research facilities, government departments), etc. Adjunct appointees will be non-voting members. Adjunct faculty members may serve as thesis/dissertation co-supervisors.

This implies changing the title from "members of the faculty" which is confusing.

1.22 The Dean may grant temporary adjunct status to individuals required to teach a graduate course on a casual basis.

<u>2.0 Term of Appointment and Reappointment</u>	<u>Note</u>
2.1 Ongoing appointments and reappointments will be for six years.	
2.2 Term appointments will be made from one to three years.	
2.3 Adjunct appointments will be made for a period of four months to not longer than three years.	
2.4 The date of termination will be 31 December for appointments of one year or more.	
 <u>3.0 Criteria for Membership</u>	
Faculty memberships shall satisfy both of the following criteria:	
3.1 A demonstrated continuing commitment to scholarship, professional or (where appropriate) artistic achievement. A doctoral degree will normally be required.	A more inclusive description.
3.2 An expressed interest in and a commitment to the teaching of and supervision of graduate students.	No change.
 <u>4.0 Procedures for Appointment and Reappointment</u>	
4.1 Recommendations for appointment and reappointment will be submitted to the Dean's office by the department chairmen three months prior to the desired date of appointment or reappointment. These must be accompanied by a current vita.	No substantive change.
4.2 The vita will be reviewed by the Associate Dean who will summarize the contributions as:	Outlining requirements more specifically.
4.21 Scholarly contributions including refereed publications, other writing, professional and artistic contributions (where appropriate).	

4.0 Procedures for Appointment and Reappointment (cont'd)

Note

4.22 Contributions to graduate studies including the teaching of courses, supervision, and examination of students.

4.3 The material will be reviewed by the Executive Committee which will make recommendations to the Faculty for appointment to one of the categories of membership.

4.4 The recommendations will be approved at a regular Faculty meeting.

No substantive change

5.0 Appeal Procedure for Non-appointment

5.1 If the decision is not to appoint, the Dean shall advise the department of the reasons within seven days of the Executive Committee meeting at which the decision was made.

Specifying appeal procedures--not included in the current policy.

5.2 The department chairman may submit further information to the Committee for reconsideration of the case.

5.3 If this first appeal is rejected, the department may request the Dean to form a review committee consisting of three members of the Faculty of Graduate Studies. This committee will consist of a nominee of the department concerned and two nominees of the Dean, one of whom will be from an undergraduate Faculty different from that of the member under review. The committee will report to the Dean, who will advise the department of its decision which will be final.

5.4 If a member is denied reappointment while currently teaching a graduate course or involved in supervision, he or she will be permitted to complete these assignments under the Adjunct Faculty Members regulations (see 1.22 and 2.3).

No change from current practice.

PAGE 26
MEMBERSHIP IN THE FACULTIES

Motions passed by the Senate

6 November 1974

That, in the context of the *Universities Act*, 1974, a FACULTY MEMBER be defined as a person who is classified as "faculty" and designated as "regular", "full-time" by the Board of Governors on his appointment notice, and who has for four months or longer served full-time at the rank of either lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate. This excludes visiting and sessional appointees.

5 February 1975

That the members of Senate elected under Section 35(2)(g) of the *Universities Act*, 1974, shall be elected by and from the faculty members as defined by the Senate from time to time.

(Section 35(2)(g) is as follows: "A number of faculty members equal to twice the number provided in clauses (a) to (f), to consist of two members of each faculty elected by the members of that faculty . . . ")

That a Faculty shall consist of the Dean and the faculty members as defined by the Senate from time to time.

That Senate may appoint other persons as members of faculty on the recommendation of the Faculty concerned under Section 37(k) of the *Universities Act*, 1974. Such members of faculty may (a) participate in the meetings of the Faculty as non-voting Members, or (b) participate in the meetings of the Faculty as voting Members, as determined by the Senate, under Section 40(c) and Section 41 of the *Universities Act*, 1974.

5 March 1986

that the recommendation of the Faculty of Graduate Studies, that the Faculty of Graduate Studies may appoint persons holding visiting or adjunct appointments as members of the Faculty with the right to participate and vote at Faculty meetings, be approved.

(Inserted by the Agenda Committee)

Membership in the Faculties – Faculty of Graduate Studies

Graduate Studies

4 Nov. 1987

1.0 Categories of Members

1.1 Faculty Members

1.11 Ongoing Appointments

All full-time faculty members in the department which offer graduate degrees may be considered for appointment to the Faculty in accordance with the criteria and procedure outlined below.

1.12 Term Appointments

1.121 Full-time faculty members from departments which do not offer regular graduate programs may be appointed for a designated time period.

1.122 New faculty members will normally be appointed to this category.

1.2 Adjunct Faculty Members

1.21 Emeritus faculty, with ongoing research commitments, may be appointed as adjunct faculty members. Persons who participate in the graduate program may be appointed in the same category. These include visiting faculty, part-time faculty, qualified professionals from outside institutions (e.g., research facilities, government departments, etc.) Adjunct appointees will be non-voting members. Adjunct faculty members may serve as thesis/dissertation co-supervisors.

1.22 The Dean may grant temporary adjunct status to individuals required to teach a graduate course on a casual basis.

1.23 In special circumstances, faculty members may be offered a term appointment to provide the opportunity for ongoing work to be completed.

2.0 Term of Appointment and Reappointment

2.1 Ongoing appointments and reappointments will be for six years.

2.2 Term appointments will be made from one to three years.

2.3 Adjunct appointments will be made for a period of four months to not longer than three years.

2.4 The date of termination will be 31 December for appointments of one year or more.

3.0 Criteria for Membership

Faculty memberships shall satisfy both of the following criteria:

- 3.1** A demonstrated continuing commitment to scholarship, professional or (where appropriate) artistic achievement. A doctoral degree will normally be required.
- 3.2** An expressed interest in and a commitment to the teaching of and supervision of graduate students.

Appendix D

(2) Curriculum Change - ELEC 544

MOTION (A. McAuley - S. Dost)

"that the Senate approve the new course ELEC 544, effective the 1991-92 academic year, and recommend it to the Board of Governors for its approval."

Dean McAuley said this was a course which would be offered in the fall or next spring.

The MOTION was put and CARRIED.

(3) Centre for Forest Biology

MOTION (A. McAuley - A.T. Matheson)

"that the Senate approve the 1991-92 Calendar entry covering the Centre for Forest Biology."

Dean McAuley reminded Senate that it had already given approval for the Centre; this was approval for the Calendar entry.

Dr. Scully drew attention to a typographical error which was subsequently rectified.

The MOTION was put and CARRIED.

(4) Membership in the Faculty of Graduate Studies

MOTION (A. McAuley - A. Matheson)

"that the Senate approve the proposed amendments to Membership in the Faculty of Graduate Studies."

Dean McAuley said that the proposed amendments modified the adjunct faculty member category, and enfranchised part time faculty; both had been approved by the Faculty.

The MOTION was put and CARRIED.

d. Human and Social Development

(1) Calendar entry for the Certificate Program in Aboriginal Self Governments

MOTION (J.C. McDavid - S.E. Scully)

"that the Senate approve the 1991-92 Calendar entry for the Certificate Program in Aboriginal Self Governments."

Acting Dean McDavid reminded Senate that it had approved the Program in March 1990; this was the Calendar entry. The original submission

Suggested Amendments to Attached Document

MEMBERSHIP IN THE FACULTY OF GRADUATE STUDIES

1.1 Faculty Members

1.11 Ongoing Appointments

All full-time and part-time regular faculty members.

1.12 Term Appointments

1.121 Full-time and part-time regular faculty members from departments which do not offer regular graduate programs may be appointed for two consecutive three-year appointments prior to consideration for an ongoing appointments.

1.222 In special circumstances, faculty members may be offered a term appointment to provide an opportunity for ongoing supervisory work to be concluded.

1.13 New Appointments

1.2 Adjunct Faculty Members

Adjunct appointees may serve as co-supervisors, members of supervisory committees, and external examiners. They will be non-voting members. They may come from any of the following groups.

1.21 Emeritus faculty with ongoing research involvement.

1.22 Visiting faculty.

1.23 Part-time faculty without regular ongoing appointments.

1.24 Qualified professionals from outside institutions, eg. research facilities, government departments, etc.

1.25 Other University personnel may be granted temporary adjunct status by the Dean to teach a graduate course on a casual basis.

MEMBERSHIP IN THE FACULTY OF GRADUATE STUDIES

(Approved by Senate 4 November 1987)

1.0 Categories of Members

1.1 Faculty Members

1.11 Ongoing Appointments

All full-time faculty members in the departments which offer graduate degrees may be considered for appointment to the Faculty in accordance with the criteria and procedures outlined below.

1.12 Term Appointments

1.121 Full-time faculty members from departments which do not offer regular graduate programs may be appointed for a designated time period.

1.122 New faculty members will normally be appointed to this category.

1.123 In special circumstances, faculty members may be offered a term appointment to provide the opportunity for ongoing work to be completed.

1.2 Adjunct Faculty Members

1.21 Emeritus faculty, with ongoing research commitments, may be appointed as adjunct faculty members. Persons who participate in the graduate program may be appointed in the same category. These include visiting faculty, part-time faculty, qualified professionals from outside institutions (e.g., research facilities, government departments), etc. Adjunct appointees will be non-voting members. Adjunct faculty members may serve as thesis/dissertation co-supervisors.

1.22 The Dean may grant temporary adjunct status to individuals required to teach a graduate course on a casual basis.

2.0 Term of Appointment and Reappointment

2.1 Ongoing appointments and reappointments will be for six years.

2.2 Term appointments will be made from one to three years.

2.3 Adjunct appointments will be made for a period of four months to not longer than three years.

2.4 The date of termination will be 31 December for appointments of one year or more.

3.0 Criteria for Membership

Faculty memberships shall satisfy both of the following criteria:

- 3.1 A demonstrated continuing commitment to scholarship, professional or (where appropriate) artistic achievement. A doctoral degree will normally be required.
- 3.2 An expressed interest in and a commitment to the teaching of and supervision of graduate students.

4.0 Procedures for Appointment and Reappointment

4.1 Recommendations for appointment and reappointment will be submitted to the Dean's office by the department chairmen three months prior to the desired date of appointment or reappointment. These must be accompanied by a current vita.

4.2 The vita will be reviewed by the Associate Dean who will summarize the contributions as:

4.21 Scholarly contributions including refereed publications, other writing, professional and artistic contributions (where appropriate).

4.22 Contributions to graduate studies, including the teaching of courses, supervision, and examination of students.

4.3 The material will be reviewed by the Executive Committee which will make recommendations to the Faculty for appointment to one of the categories of membership.

4.4 The recommendations will be approved at a regular Faculty meeting.

5.0 Appeal Procedure for Non-appointment

5.1 If the decision is not to appoint, the Dean shall advise the department of the reasons within seven days of the Executive Committee meeting at which the decision was made.

5.2 The department chairman may submit further information to the Committee for reconsideration of the case.

5.3 If this first appeal is rejected, the department may request the Dean to form a review committee consisting of three members of the Faculty of Graduate Studies. This committee will consist of a nominee of the department concerned, a nominee of the Dean, and a person who is mutually agreed upon by the department and the Dean and who is from an undergraduate Faculty different from that of the member under review. The committee will report to the Dean, who will advise the department of its decision which will be final.

5.4 If a member is denied reappointment while currently teaching a graduate course or involved in supervision, the member will be permitted to complete these assignments under the Adjunct Faculty Members regulations (see 1.22 and 2.3).



University
of Victoria

University
Secretary

MEMO

Date: September 19, 2018
To: Members of Senate
From: Carrie Andersen
Acting University Secretary
Re: **Academic Year Important Dates**

Attached for Senate's approval is a revised Academic Year Important Dates Calendar for the period January 2020 through April 2020. 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 2020 through April 2020 for submission to the online academic calendar and for the academic calendar January 2019 publication.

/Attachment

Year Important Dates

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

2018/2019 ACADEMIC YEAR

Winter Session - Second Term

January 2019

1	Tuesday	New Year's Day ¹
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 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.uvic.ca/course-registration/add-drop Last day for graduate students to register in a personal leave in second term
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 www.uvic.ca/course-registration/add-drop
18	Monday	Family Day ¹
18-22	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
---	--------	--------------

April 2019

5	Friday	Senate meets Last day of classes for all faculties
8	Monday	Examinations begin for all faculties
19	Friday	Good Friday ¹

22	Monday	Easter Monday ¹
27	Saturday	Examinations end for all faculties End of Winter Session

2019/2020 OFFICIAL ACADEMIC YEAR BEGINS

Summer Session 2019

See www.uvic.ca/calendar/undergrad/info/tuition for Summer Session add and drop dates

May 2019

3	Friday	Senate meets
6	Monday	May-August courses begin for all faculties
13	Monday	Last day for Faculty of Law course changes (for more details regarding Summer 2019 and Summer 2019 Important Dates https://www.uvic.ca/law/jd/courseregistration/index.php)
		May and May-June courses begin
19	Sunday	Last day for graduate students to register in a personal leave in summer
20	Monday	Victoria Day ¹
23	Thursday	Senate Committee on Academic Standards meets to approve Convocation lists
31	Friday	Fees deadlines for summer (see Add and Drop Dates for Standard Summer Courses https://www.uvic.ca/current-students/home/course-registration/add-drop)

June 2019

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

July 2019

1	Monday	Canada Day ¹
1 & 2	Monday & Tuesday	Reading Break May-August sections only
3	Wednesday	July and July-August courses begin
15	Monday	Deadline to apply to graduate for Fall Convocation (all faculties)
25	Thursday	July courses end
26	Friday	August courses begin
29 – 31	Monday - Wednesday	Supplemental and deferred examinations for Winter Session 2018-2019 (except for Business and Law courses)

August 2019

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

Winter Session - First Term

September 2019

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

October 2019

4	Friday	Senate meets
8	Tuesday	Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.uvic.ca/course-registration/add-drop
14	Monday	Thanksgiving Day ¹
23	Wednesday	Senate Committee on Academic Standards meets to approve Convocation lists
31	Thursday	Last day for withdrawing from first term courses without penalty of failure

November 2019

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

December 2019

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

Winter Session - Second Term

January 2020

1	Wednesday	New Year's Day ¹
6	Monday	Second term classes begin for all faculties
10	Friday	Senate meets
16	Thursday	Last day for course changes for Faculty of Law
19	Sunday	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.uvic.ca/course-registration/add-drop Last day for graduate students to register in a personal leave in second term
22	Wednesday	Last day for adding courses that begin in the second term
31	Friday	Last day for paying second term fees without penalty

February 2020

7	Friday	Senate meets
9	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 www.uvic.ca/course-registration/add-drop
15	Saturday	Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)

17	Monday	Family Day ¹
17 – 21	Monday – Friday	Reading Break for all faculties
29	Saturday	Last day for withdrawing from full year and second term courses without penalty of failure

March 2020

6	Friday	Senate meets
---	--------	--------------

April 2020

3	Friday	Senate meets Last day of classes for all faculties
6	Monday	Examinations begin for all faculties
10	Friday	Good Friday ¹
13	Monday	Easter Monday ¹
24	Friday	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.*

UVic Program Curriculum Change**Summary of Program Curriculum Changes:**

Effective Date:	01JAN19		
Faculty:	Peter B. Gustavson School of Business	Academic Unit:	Bachelor of Commerce Program
Contact Name:	Shannon Perdigao	Local:	8077
		Email:	shannonp@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	Description of undergraduate preferred access and progression requirements for the proposed Master of Management Program	GARO/ UG_RECO/OREG

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date: 01Jan2019			
Faculty: CO-OP EDUCATION	Academic Unit: COOP		
Contact Name: Andrea Giles	Local: 6211	Email: agiles@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: Clarification on Work Term credits	OREG, GARO

UVic Course Curriculum Change

Summary Course Curriculum Changes:

Effective Date:	01JAN19		
Faculty:	Engineering	Academic Unit:	Computer Science
Contact Name:	Alex Thomo	Local:	5786
		Email:	thomo@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	CSC	103	New course: Introductory Programming and Software Development	ENGR
2	CSC	355	Change of a pre-requisite	SENG

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date: 01JAN2019		
Faculty: Human and Social Development	Academic Unit: Health Information Science Co-operative Education Program	
Contact Name: Claudia Sperling	Local: 8812	Email: csperlin@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	N/A

UVic Course Curriculum Change

Summary Course Curriculum Changes:

Effective Date:	01Jan19		
Faculty:	Humanities	Academic Unit: Religious Studies	
Contact Name:	Shamma Boyarin	Local: 6210	Email: dirrels@uvic.ca

Types of course change:		
	Change or addition of a pre- or co-requisite	

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	RS	310	New course. Topics in the study of Religion	none
2	RS	450	Change to prerequisite	none

UVic Program Curriculum Change**Summary of Program Curriculum Changes:**

Effective Date: 01JAN19			
Faculty:	Peter B. Gustavson School of Business	Academic Unit:	Proposed Master of Management Program
Contact Name:	David McCutcheon	Local: 6426	Email: dmccutch@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: New graduate program proposal
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	New Master of Management Program – inclusion in Degrees and Specializations Offered section	GARO
2	New Master of Management Program – program short description	GARO
3	New Master of Management Program – admission requirements	GARO
4	New Master of Management Program – program requirements	GARO
5	New Master of Management Program – Co-op work experience requirements	GARO
6	New Master of Management Program – admission deadline	

UVic Course Curriculum Change**Summary Course Curriculum Changes:**

Effective Date: 01JAN19			
Faculty:	Peter B. Gustavson School of Business	Academic Unit: Master of Management Program	
Contact Name:	David McCutcheon	Local: 6426	Email: dmccutch@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	MM	504	New course: Workplace and Career Preparation	GARO
2	MM	505	New Course: Professional Development	GARO
3	MM	510A	New course: Organizations in a Changing World I	GARO
4	MM	510B	New course: Organizations in a Changing World II	GARO
5	MM	520A	New course: Collaborative Teamwork in Organizations I	GARO
6	MM	520B	New course: Collaborative Teamwork in Organizations II	GARO
7	MM	530A	New course: Applied Organizational Skills and Knowledge I	GARO
8	MM	530B	New course: Applied Organizational Skills and Knowledge II	GARO
9	MM	540A	New course: Organizational Analysis and Problem Solving I	GARO
10	MM	540B	New course: Organizational Analysis and Problem Solving II	GARO
11	MM	596	New course: Capstone Integrative Project	GARO

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date:	01Jan2019		
Faculty:	Graduate Studies	Academic Unit:	Co-op Education
Contact Name:	Andrea Giles	Local:	6211
		Email:	agiles@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: Calculating Program of Study	FGS, OREG, GARO, USEC
2	A minor modification in program or credential that does not significantly change that program or credential's focus, content, structure, or requirements: Clarification on Work Term credits	FGS, OREG, GARO

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date: 01Jan2019			
Faculty: DMSC	Academic Unit: NRSC		
Contact Name: Erin Gogal	Local: 3129	Email: dmscsec@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 X	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	Edits to the Admission Requirements section in an effort to clarify and simplify the information for the reader.	N/A

UVic Course Curriculum Change

Summary Course Curriculum Changes:

Effective Date:	01Jan2019		
Faculty:	DMSC	Academic Unit:	NRSC
Contact Name:	Erin Gogal	Local:	3129
		Email:	dmscsec@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 X	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	NRSC	693	Change in course description	n/a

UVic Program Curriculum Change

Effective Date: 01JAN19		
Faculty: Graduate Studies	Academic Unit: Computer Science	
Contact Name: Alex Thomo / Kui Wu	Local: 5786 / 5766	Email: thomo@uvic.ca / 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	Creation of a program	FGS, Math, ECE

UVic Course Curriculum Change

Summary Course Curriculum Changes:

Effective Date:	01JAN19		
Faculty:	Graduate Studies	Academic Unit:	Computer Science
Contact Name:	Alex Thomo / Kui Wu	Local:	5786 / 5766
		Email:	thomo@uvic.ca / wkui@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	CSC	501	New course: "Algorithms and Data Models"	FGS, ECE
2	CSC	502	New course: "Systems for Massive Datasets"	FGS, ECE
3	CSC	503	New course (formerly a topics course): "Data Mining"	FGS, ECE
4	CSC	571	Course deleted	FGS, ECE
5	CSC	588 A	New course: "Selected Topics in Data Science"	FGS, ECE
6	CSC	588 B	New course: "Selected Topics in Data Science"	FGS, ECE
7	CSC	588 C	New course: "Selected Topics in Data Science"	FGS, ECE
8	CSC	588 D	New course: "Selected Topics in Data Science"	FGS, ECE

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date:	01JAN19		
Faculty:	Graduate Studies	Academic Unit:	Electrical and Computer Engineering
Contact Name:	Michael Adams / Kin Li	Local:	6025 / 8683
		Email:	ececcc@uvic.ca / kinli@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	FGS, Math, CSC

UVic Course Curriculum Change

Summary Course Curriculum Changes:

Effective Date:	01JAN19		
Faculty:	Engineering	Academic Unit:	Electrical and Computer Engineering
Contact Name:	Michael Adams / Kin Li	Local:	6025 / 8683
		Email:	ececcc@uvic.ca / kinli@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	ECE	531	New course. Title: "Digital Filters I"	FGS
2	ECE	551	New course. Title: "Digital Filters II"	FGS
3	ECE	579A	New : "Selected topics in Data Science"	FGS, CSC

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date: 01JAN2019			
Faculty: GRAD	Academic Unit: GRAD		
Contact Name: Carolyn Swayze	Local: 4939	Email: fgscirc@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	Admission deadline clarification	n/a

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date: 01JAN19			
Faculty: Fine Arts	Academic Unit: Theatre		
Contact Name: Dr Warwick Dobson	Local: 7997	Email: wdobson@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	Major modification: name change of degree from PhD in Theatre History to PhD in Theatre; major modification in program: PhD in Theatre History to PhD in Theatre Studies (stream within degree program of PhD in Theatre); Name Change from MA in Theatre – Theatre History (Thesis Option) to MA in Theatre – Theatre Studies (Thesis Option); Name Change from MA in Theatre – Theatre History (Project-based Option) to MA in Theatre – Theatre Studies (Project-based Option)	AHVS, ED-D, EDCI, MUS, PHIL, WRIT
2	Major modification: introduction of PhD in Applied Theatre (stream within degree program of PhD in Theatre)	AHVS, ED-D, EDCI, MUS, PHIL, WRIT

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

Effective Date:	01Jan2019		
Faculty:	Graduate Studies	Academic Unit:	School of Health Information Science
Contact Name:	Dr. Francis Lau Erin Sebastian	Local:	5131 7561
		Email:	fylau@uvic.ca hinfprog@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 a program or credential not involving any change in program or credential requirements	COOP

UVic Course Curriculum Change

Summary Course Curriculum Changes:

Effective Date:	01JAN 2019		
Faculty:	Humanities	Academic Unit:	Germanic & Slavic Studies
Contact Name:	Ulf Schuetze	Local:	7323
		Email:	ulfs@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	GMST	598	Change in grading	N/A
2	SLST	565	New course "Seminar on Bakhtin"	CSPT, Library