



University  
of Victoria

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

**The next open meeting of the Senate of the University of Victoria is scheduled for Friday, October 4, 2019 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.**

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

1. **APPROVAL OF THE AGENDA** **ACTION**
  
2. **REMARKS FROM THE CHAIR**
  - a. President's Report **INFORMATION**
  - b. Strategic Framework Implementation Report **INFORMATION**  
(SEN-OCT 4/19-1)
  
3. **MINUTES** **ACTION**
  - a. May 3, 2019 (SEN-OCT 4/19-2)  
  

Motion: That the minutes of the open session of the meeting of the Senate held on May 3, 2019 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 Education, Fine Arts, Human and Social Development, and Law (SEN-OCT 4/19-3) **ACTION**
  
6. **CORRESPONDENCE**
  - a. University of Victoria Financial Statements as at March 31, 2019 (SEN-OCT 4/19-4) **INFORMATION**

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

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

## 7. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

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

- i. Appointments to the 2019/2020 Senate standing committees **ACTION**  
(SEN-OCT 4/19-5)

Motion: That Senate approve the appointments to the 2019/2020 Senate standing committees for the terms indicated in the attached document.

### b. Senate Committee on Awards – Dr. Annalee Lepp, Chair

- i. New and Revised Awards (SEN-OCT 4/19-6) **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:

- Norman M. Lewis Bursary (new)\*
- Vikes Honour Roll Provost Award for Excellence (revised)
- Nimrod Hungarian Mobility Award (revised)\*
- Michael Daniska Memorial Bursary (revised)\*
- Leeder Family Memorial Bursary in Economics (revised)\*
- Leeder Family Memorial Bursary in Mathematics (revised)\*
- Rita Perry Hammett Award (revised)\*
- Vikes Recreation Student Leadership Award (revised)\*
- Criswick Bursary in Astronomy (revised)\*
- Alan J. Hodgson Memorial Scholarship in Music (new)\*
- Dr. Hinda Avery Holocaust Studies Scholarship (new)\*
- Vancouver Island Trails Information Society Scholarship (revised)
- Promise Bursary (new)
- Department of Civil Engineering Graduation Medal (new)
- Orca Book Publishers Award in Indigenous Language Revitalization (new)

- Gail O’Riordan Memorial Graduate Award for Cello (new)
- Van Dusen Graduate Scholarship (revised)
- British Columbia Paraplegic Association/Rotary Club of Victoria Scholarship (revised)\*
- Indigenous Health Career Scholarship (revised)
- Roy & Marguerite Watson Bursary in Social Work (revised)\*
- Doreen & John Windsor Bursary (revised)\*
- Embassy of Iceland Book Prize (new)
- Dr. Hinda Avery Graduate Scholarship in Animal Rights and Law (new)\*
- Dr. Marion Porath Legacy Scholarship in Education (revised)
- Henry Poulton Fund (revised)\*
- Edra Ferguson Graduate Scholarship (revised)\*
- Law Foundation of BC Public Interest Award (revised)
- “Stand Out From the Crowd” Prize in Physics and Astronomy (revised)
- Mandell Pinder LLP Indigenous Law Scholar Award (new)
- Lambert Joseph Schill Award (new)\*
- Beatrice Patriquin Scholarship (new)\*
- David McGillivray Scholarship in Chemistry (new)\*
- University of Victoria Youth in Care Award (revised)
- 25<sup>th</sup> Olympiad Scholarship (revised)
- Blakes Scholars Award (revised)
- Canadian National Scholarship (revised)\*
- Drs. Douglas & Anathalie Taylor Lee Memorial Award (revised)\*
- Henry & Marian Thiel International Business Award (revised)\*
- Orca Book Publishers Student Mobility Award in Teacher Education (new)
- Wilson S.C. Lai Scholarship (revised)
- Harper Scholarship in History (revised)\*
- Robertson Wiens Mathematics Bursary (new)\*
- Engineers & Geoscientists BC Municipal Engineers Division Award (new)
- All Our Relations Award (revised)
- 30 by 30 Women in Engineering Award (new)
- Mansell-McLellan Entrance Scholarship (revised)\*
- Marion Ricker Memorial Scholarship in Nursing (revised)\*

*\* Administered by the University of Victoria Foundation*

- c. Senate Committee on Continuing Studies - Dr. Jo-Anne Clarke, Chair
  - i. 2018/19 Annual Report (SEN-OCT 4/19-7) **INFORMATION**
- d. Senate Committee on Curriculum - Dr. Tim Haskett, Chair
  - i. 2018/2019 Annual Report (SEN-OCT 4/19-8) **INFORMATION**
  - ii. 2019/2020 Cycle 3 Curriculum Changes (SEN-OCT 4/19-9) **ACTION**

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2019/2020 academic calendar, effective January 1, 2020.

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 27, 2019.**

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

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

- a. 2018/2019 Annual Report on Status of Academic Program Reviews (SEN-OCT 4/19-10) **INFORMATION**
- b. Recommendation to Add Non-voting Invitees to Senate (SEN-OCT 4/19-11) **ACTION**

Motion: That Senate approve that the Vice-Provost be added to Senate as a non-voting invitee with speaking rights.

Motion: That Senate approve that the Special Advisor to the Vice-President Academic and Provost be added to Senate as a non-voting invitee with speaking rights until the position is concluded.

## 10. OTHER BUSINESS

- a. Policy GV0715 (Duties and Responsibilities of Directors of Research Centres) (**SEN-OCT 4/19-12**) **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve the revisions to policy GV0715 (Duties and Responsibilities of Directors of Research Centres), effective immediately.

- b. Academic Year Important Dates (**SEN-OCT 4/19-13**) **ACTION**

Motion: That Senate approve the Academic Year Important Dates for the period January 2021 through April 2021 for submission to the online academic calendars and for the academic calendars' January 2020 publication.

- c. Election of Vice-Chair of Senate **ACTION**

- d. Joint Senate Board Retreat **INFORMATION**

## 11. ADJOURNMENT



**President and Vice-Chancellor**

Michael Williams Building Room A220  
PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-7002 | pres@uvic.ca | uvic.ca/president

# MEMO

Date: 17 September 2019

To: Senate

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

RE: Strategic Framework Implementation Report

---

**Background:**

After eight months of consultation with more than 2,500 people, Senate and the Board of Governors approved the Strategic Framework in May 2018. It was officially launched on Sept. 19, 2018.

The framework articulates our shared understanding of our vision, values and priorities. It serves as a guide to our entire university's future, outlining six strategic areas where we should focus our efforts: 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.

**Summary:**

Implementation of the framework is coordinated through the university's Integrated Planning Committee—comprised of vice-presidents and associate vice-presidents from all portfolios—to ensure a focused and collaborative approach. The committee sets institutional planning priorities and allocates resources across the university in a manner that is closely aligned with the priorities and goals of the framework.

This first annual Strategic Framework Implementation Report honours our commitment to taking an accountable and transparent approach to implementing the framework. It is also an opportunity to celebrate our progress over the past year while identifying opportunities for further progress towards achieving our goals and vision.

The report builds upon the strength of UVic's people and its collegial, inclusive and collaborative culture. Guided by the framework, UVic will continue to deliver on our commitments to our people, partners and local and global communities, and we will continue to hold ourselves accountable in a collaborative and transparent manner.

The graphs and examples included in the report demonstrate the progress we have made in the past year towards achieving our vision and goals. This progress would have not been possible without the work of dedicated faculty and staff across the entire university in every portfolio. The examples chosen for inclusion in the report were generated through the Integrated Planning process and they reflect many of our collective accomplishments and successes, but the report is not a comprehensive account of all of the university's achievements over the past year.

The Implementation Report is being shared with Senate for information.

**Next steps:**

The annual implementation report will be made available to the community in the coming weeks as a downloadable PDF and the online dashboard at [www.uvic.ca/strategicframework](http://www.uvic.ca/strategicframework).

**Attachments:** Strategic Framework Implementation Report 2018/19



# STRATEGIC FRAMEWORK IMPLEMENTATION REPORT 2018/19





# Table of contents

Message from the president	2
Background	3
Our strategic priorities	3
Embedding the Strategic Framework	3
Highlights from 2018/19	4
Cultivate an extraordinary academic environment	4
Advance research excellence and impact	6
Intensify dynamic learning	9
Foster respect and reconciliation	11
Promote sustainable futures	13
Engage locally and globally	16
A final thought	18

# Message from the president

It's my pleasure to present the first report on the implementation of the University of Victoria Strategic Framework 2018-2023 to the campus community.

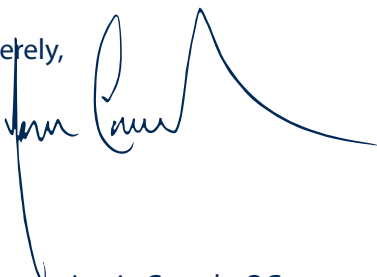
Our framework was built through university-wide consultation and reflects the feedback and exchange of ideas that we had during the planning process. The framework resonates authentically with our history, values and strengths, but it's also a springboard to some ambitious and high-reaching goals for our future. It maps our directions, describes how we will align and coordinate our efforts to achieve maximum impact, and enhances our readiness to seize new opportunities.

This report honours our commitment to taking an accountable and transparent approach to implementation through the provision of annual progress reports to Senate, the Board of Governors and the UVic community. What's more, the following pages provide us with a great chance to highlight some of our collective accomplishments and successes in the first year of implementing the framework. As you scan through the metrics included in this report, you will see how we've excelled over the past year and also places where there are opportunities for further progress.

People are at the heart of UVic. The work of our talented faculty and staff is critical to realizing our vision 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. I want to take this opportunity to thank you for your contributions to a highly successful first year for the framework. Only by working together can we achieve our goals and deliver on our commitments.

I hope you continue to think big, to innovate, and to collaborate with colleagues from across campus to help bring our vision and the framework to life.

Sincerely,

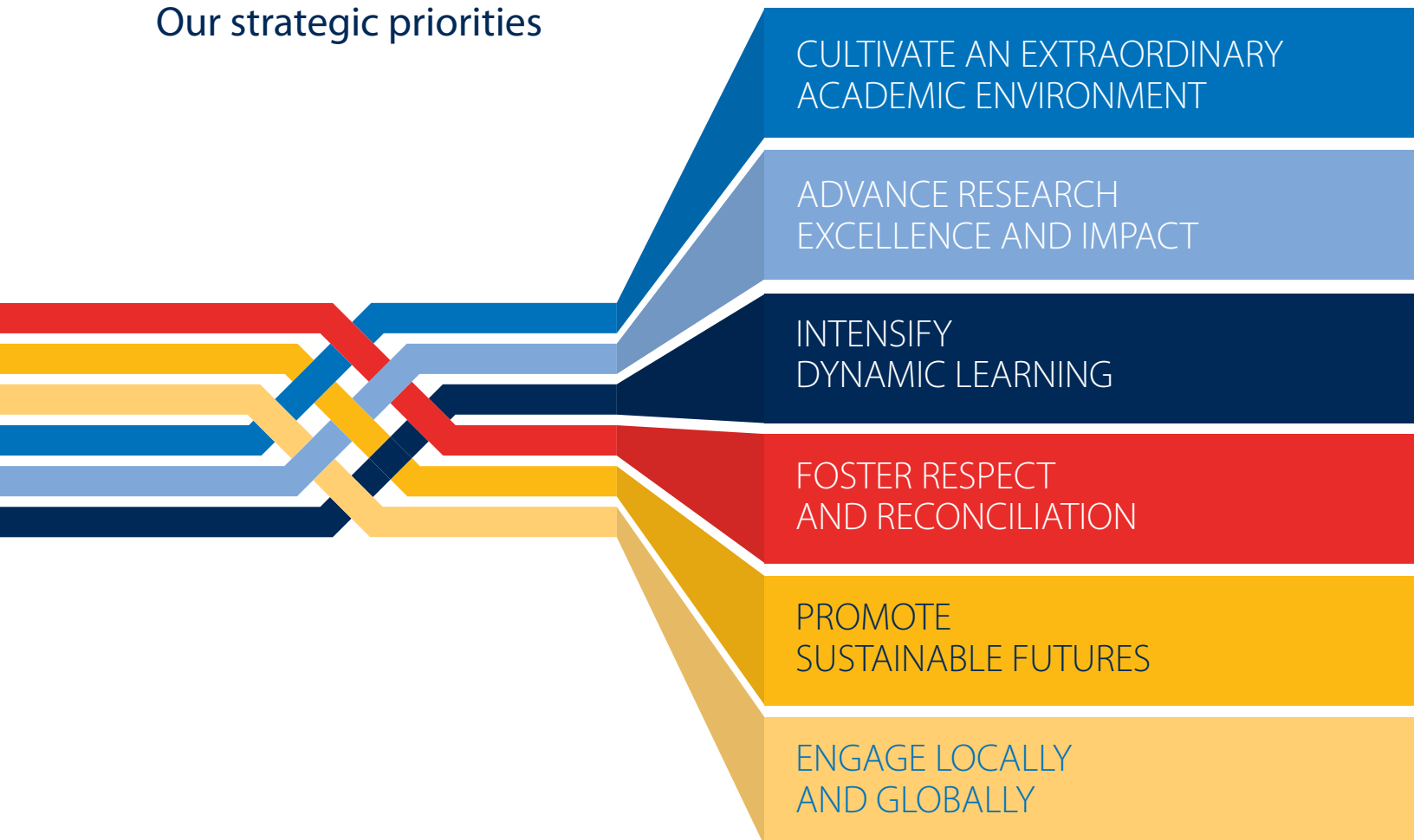
A handwritten signature in black ink, appearing to read 'Jamie Cassels', with a long horizontal flourish extending to the right.

Professor Jamie Cassels, QC  
President and Vice Chancellor  
University of Victoria

# Background

The [University of Victoria's Strategic Framework 2018-2023](#) establishes the vision and direction of the university over the next five years. It outlines six key areas where we as an institution should focus our priorities, goals and efforts. While each area is articulated separately in the Strategic Framework, they all weave together to create a unified guide to our future.

## Our strategic priorities



## Embedding the Strategic Framework

In the first year of implementation, significant effort and emphasis has been placed on embedding the Strategic Framework across the entire university. All vice-president portfolios have hosted Strategic Framework-themed retreats and events, including the Academic Leadership Retreat, Strategic Framework Forum and Connect U. The priorities and strategies have also been incorporated into existing institutional planning processes, including Integrated Planning, Executive annual reviews, academic resource planning, and Strategic Enrolment Management.

To help kick-start implementation of the Strategic Framework, a series of strategic investments were made to enhance research impact and build partnerships, experiential learning, research-enriched teaching, graduate student support and more.

# Highlights from 2018/19

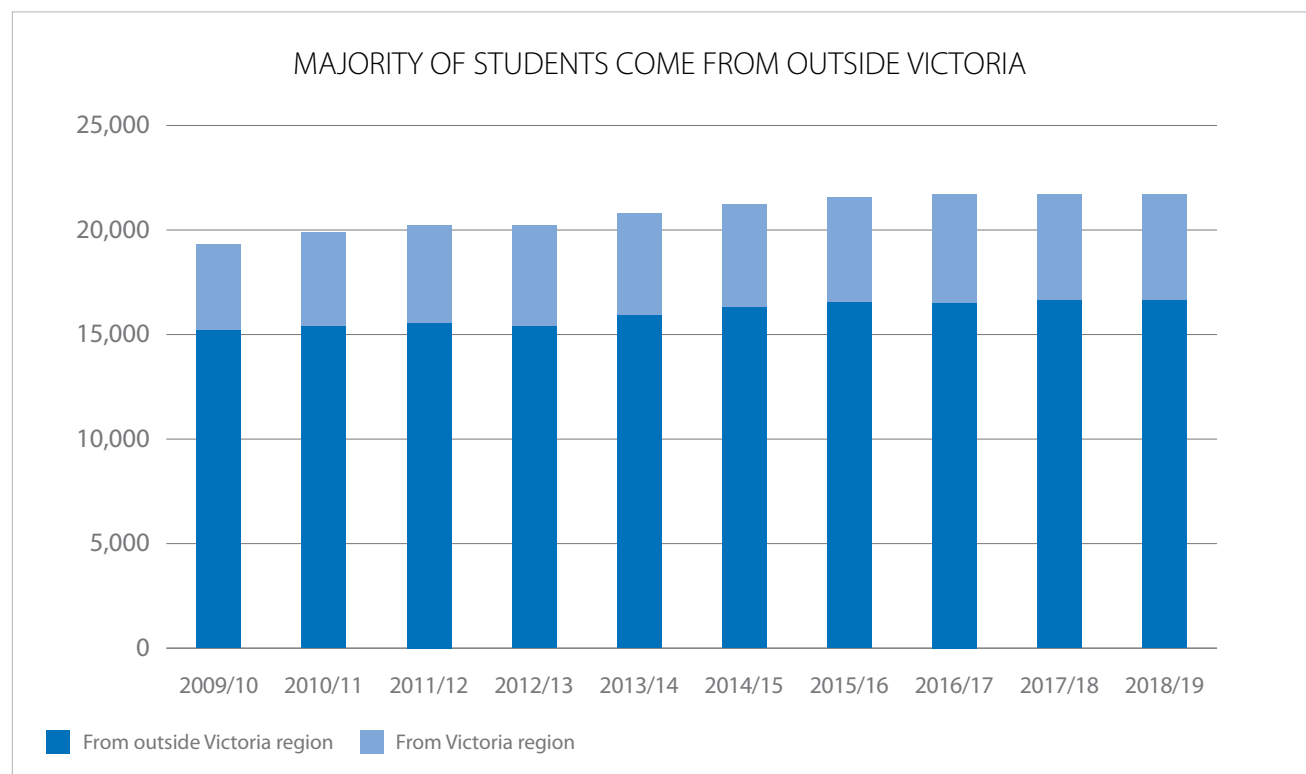
At the University of Victoria, we are deeply committed to contributing to a better future for people, places and the planet. The following graphs and examples, while far from a comprehensive account, demonstrate the progress we have made in the past year towards achieving our mission and goals, guided by our Strategic Framework and six strategic priorities.

Visit [uvic.ca/strategicframework](http://uvic.ca/strategicframework) for the online report, which includes additional metrics.

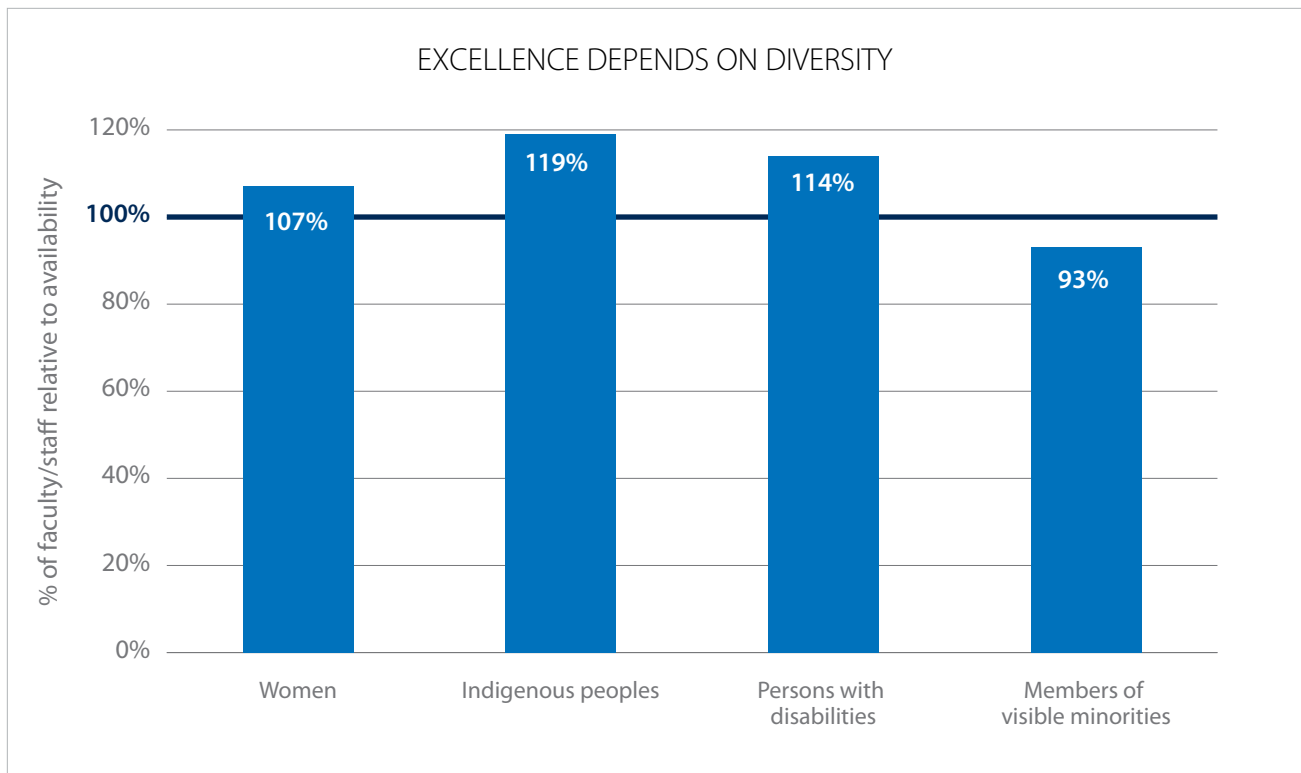
## CULTIVATE AN EXTRAORDINARY ACADEMIC ENVIRONMENT

**Our goal is to be recognized internationally as a university of choice for talented students, faculty and staff.**

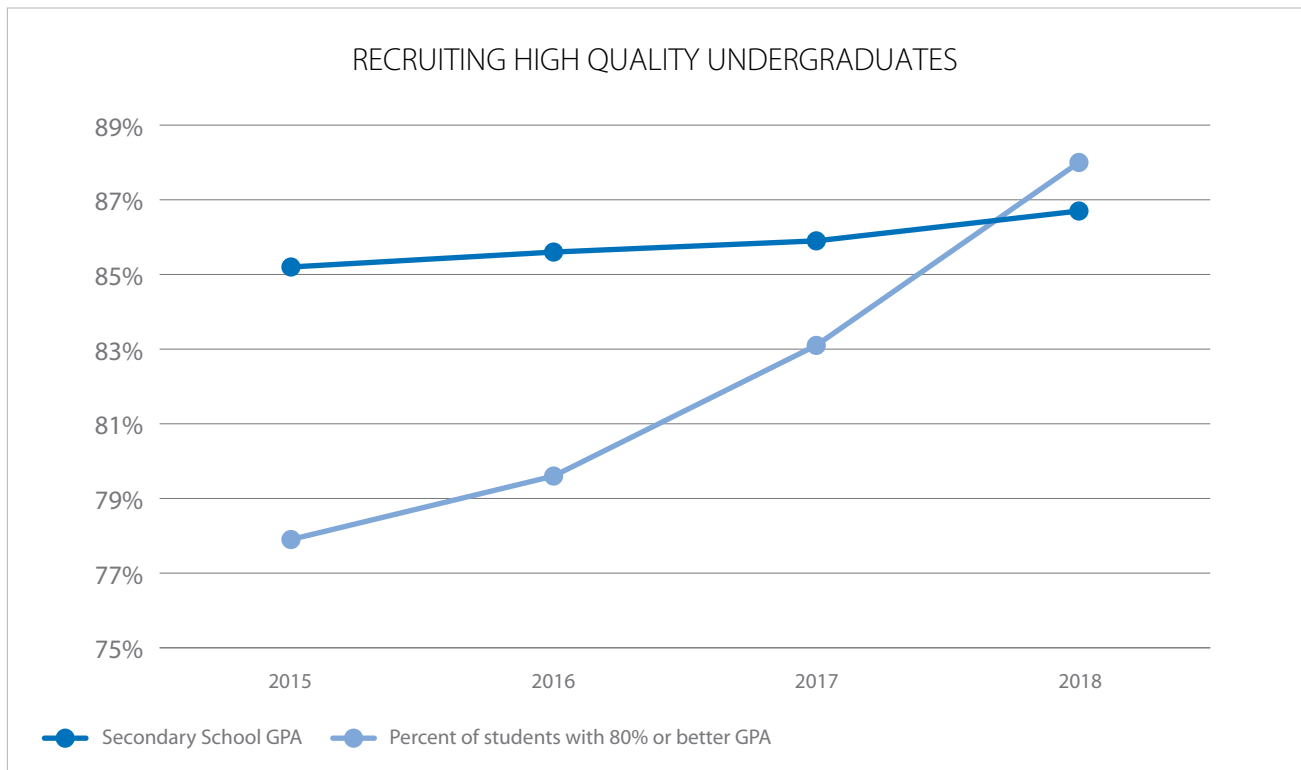
People make our university. That's why our institutional plans, including the recently launched Strategic Enrolment Management Plan, are positioning us to attract, support and develop a diverse community of talented students, faculty and staff. Through equity initiatives, we are building a better and more inclusive campus for everyone.



**Figure 1:** The majority of our students come from outside of the Greater Victoria Region. The student housing project currently underway will provide 620 additional beds for students and help make UVic a more welcoming place for new students.



**Figure 2:** The diversity of our faculty and staff is strong when adjusted relative to availability. We recognize that workplace availability is an indication of direction and not a goal, as availability is based on historical inequities. We actively encourage applications from members of groups experiencing barriers to equity so that we can increase the diversity of our faculty and staff populations.



**Figure 3:** By 2024, we aim to increase the percentage of first-time enrolling students who have an entering average of 80% or higher from 79% to 89%.

We launched our **Strategic Enrolment Management (SEM) Plan** in April 2019. The plan will guide university recruitment, retention and student success initiatives for the next 5-10 years. In the context of remaining about the same size, our commitments include recruiting the very best undergraduate students, diversifying our international undergraduate student population by geographic location and program of study, increasing our enrolment of Indigenous students, and increasing under-represented populations on our campus. We also aim to increase the proportion of graduate students.

UVic students and faculty continue to receive **prestigious external awards**. For the past four years, at least one UVic student has been among the 10 national recipients of the 3M National Student Fellowship—Canada’s top leadership award for students. Last year was the first time that three of the awards have gone to students from a single university, with three UVic students receiving fellowships. In the past year, UVic faculty members received a 3M National Teaching Fellowship, two E.W.R. Steacie Memorial Fellowships, one Pierre Elliot Trudeau Foundation Fellowship, and one Molson Prize.

UVic remains strongly committed to an **inclusive and safe campus**, and for the eighth time in as many years, UVic has been recognized as one of Canada’s Best Diversity Employers. Knowing that institutional and cultural change is challenging, gradual and ongoing, UVic continuously implements concrete actions that engage with intersectional understandings of inequity, discrimination and exclusion, integrated through our Office of Equity and Human Rights. We continue to implement the Employment Equity Plan, including expanding training opportunities for search committees.

A major achievement of the past year is the implementation of **sexualized violence prevention programs**. Training has been offered to over 1,600 faculty and staff on this important issue, and several in-person and online workshops have been offered to students on topics like bystander intervention. Work continues to further embed training and shift the campus increasingly towards violence prevention.

Work is underway to create a new **Health and Wellness Centre** to integrate physical health and counselling for students. The on-campus facility will advance UVic’s holistic model of student health and wellness by providing educational, collaborative and shared support spaces.

As a destination university in one of the most constrained rental markets in Canada, there is high demand for additional student housing. Work is underway on UVic’s largest construction project—a \$197 million expansion of our on-campus **student housing and dining facilities**. The project will provide 782 beds (620 net new) and will make campus a more welcoming, accessible and inclusive space for students.

## ADVANCE RESEARCH EXCELLENCE AND IMPACT

**Our goal is to excel in diverse forms of research and creative activity and heighten our place in the top tier of the world’s research universities.**

We are consistently selected by Re\$earch Infosource as one of Canada’s Research Universities of the Year, and work is ongoing to improve our international rankings. Our investments in capital projects, faculty positions and university-wide initiatives will foster high-quality collaborations and stimulate external research grants.

## IN THE TOP GLOBAL RANKINGS

The 2019 **QS World University Rankings by Subject** place UVic in the global top 300 for research in:

- Computer science
- Earth & marine sciences
- Education
- English language & literature
- Environmental sciences
- Law
- Mathematics
- Philosophy
- Physics & astronomy
- Psychology

The 2019 **Leiden University Rankings** place UVic **#169** worldwide for research impact across all sciences. UVic is also recognized as a global research leader in the following areas:

### #53

IN MATH & COMPUTER SCIENCE

### #107

IN BIOMEDICAL & HEALTH SCIENCES

### #140

IN SOCIAL SCIENCES & HUMANITIES

### #248

IN LIFE & EARTH SCIENCE

Figure 4: UVic is ranked as one of Canada’s leading universities, consistently outperforming our peers—especially for our size—according to rankings like QS and Leiden.

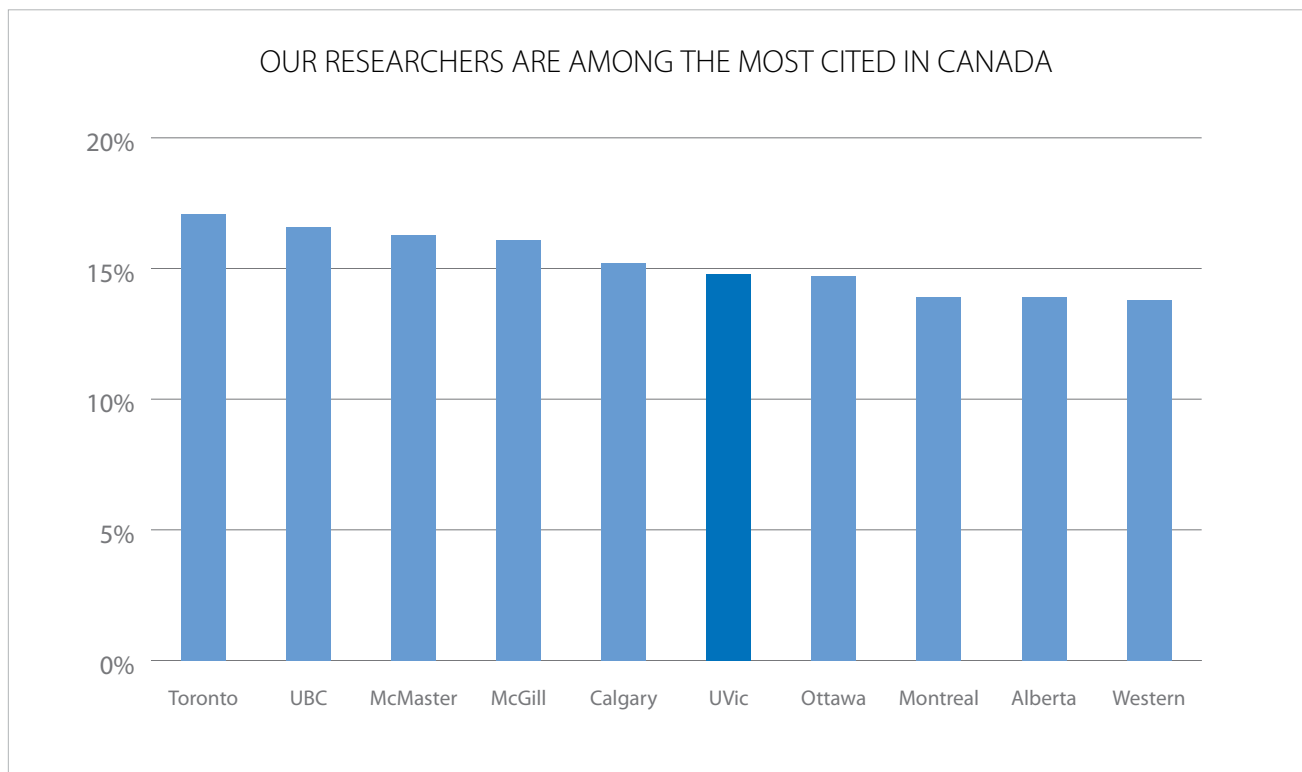
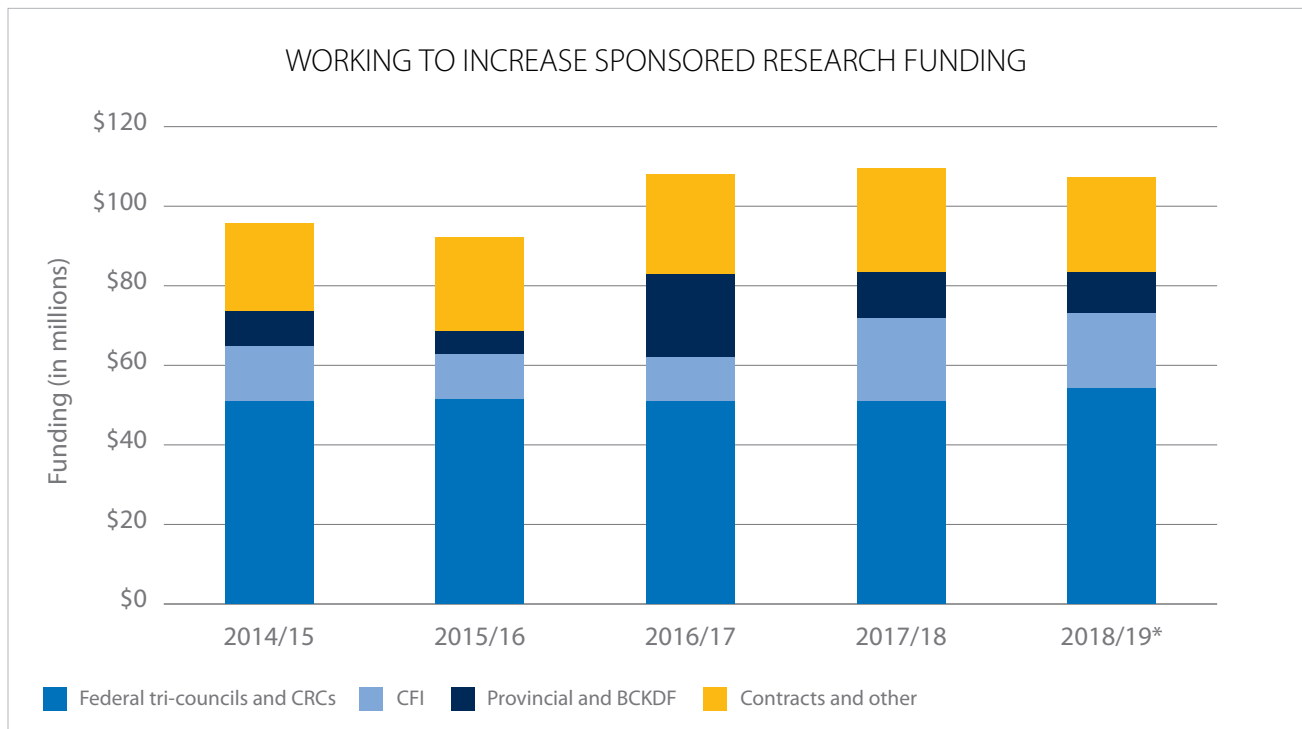


Figure 5: The 2019 Leiden Rankings rates the percentage of publications among 10% most cited in the field for 2014-17. We are outperforming larger Canadian universities for citation impact—an “unexpectedly strong showing” according to Higher Education Strategy Associates.



**Figure 6:** UVic has an approximately \$110 million a year research enterprise. While our sponsored research funding has decreased since last year, we are still seeing an upwards trend in monies received. In 2019, the federal government announced five-year funding of \$292.7 million for TRIUMF—the largest single investment in TRIUMF to date. \* Final figures are not available at the time of publication, so best estimates are provided.

UVic’s \$9.5 million **Ocean-Climate Building** at the Queenswood Campus officially opened in January, thanks in part to significant government funding. The complex provides physical space for collaborations among one of Canada’s largest concentrations of climate and ocean researchers. UVic hosts four research and knowledge-sharing institutes focused on ocean and climate: Ocean Networks Canada, the Pacific Climate Impacts Consortium, the Institute for Integrated Energy Systems, and the Pacific Institute for Climate Solutions.

A \$1.2 million investment will fund four **Strategic Framework Impact Chairs**—designed to recruit exceptional new faculty who will lead the way in priority areas identified in the framework for five years. There will also be 10 **University of Victoria President’s Chairs**—the university’s highest internal honour—to recognize current faculty who excel in research, teaching and engagement and who will help to advance all framework priorities. Additionally, we created **17 new faculty positions** in engineering, law, business, social sciences, science, humanities, and human and social development.

UVic now holds 41 **Canada Research Chairs** in the areas of health sciences, engineering, natural sciences, social sciences and humanities. We were one of only 10 universities to achieve the “Fully Satisfies” rating on equity, inclusion and diversity associated with the Canada Research Chairs programs. In 2018, we also welcomed a Canada 150 Research Chair in Materials Science.

According to recent QS rankings, UVic is third among all Canadian universities in citation impact per faculty member, and we are 97th in the world across all fields. Nationally, Maclean’s ranks us as tied in first place for **citation impact** among Canadian universities. In 2019, Leiden reported that UVic-based researchers wrote a higher proportion of top-performing papers based on international collaborations than any other university in North America. In the nine years the Leiden rankings have been released, UVic has claimed this spot eight times.



Starting this year, more than \$700,000 in **new graduate fellowships**, President’s Scholarships and Indigenous Fellowships will be awarded, allowing UVic to recruit and retain talented graduate students. A new \$150,000 initiative will fund up to 10 awards focusing on research-enriched teaching annually, providing financial support and professional training for graduate students and Post-Doctoral Fellows.

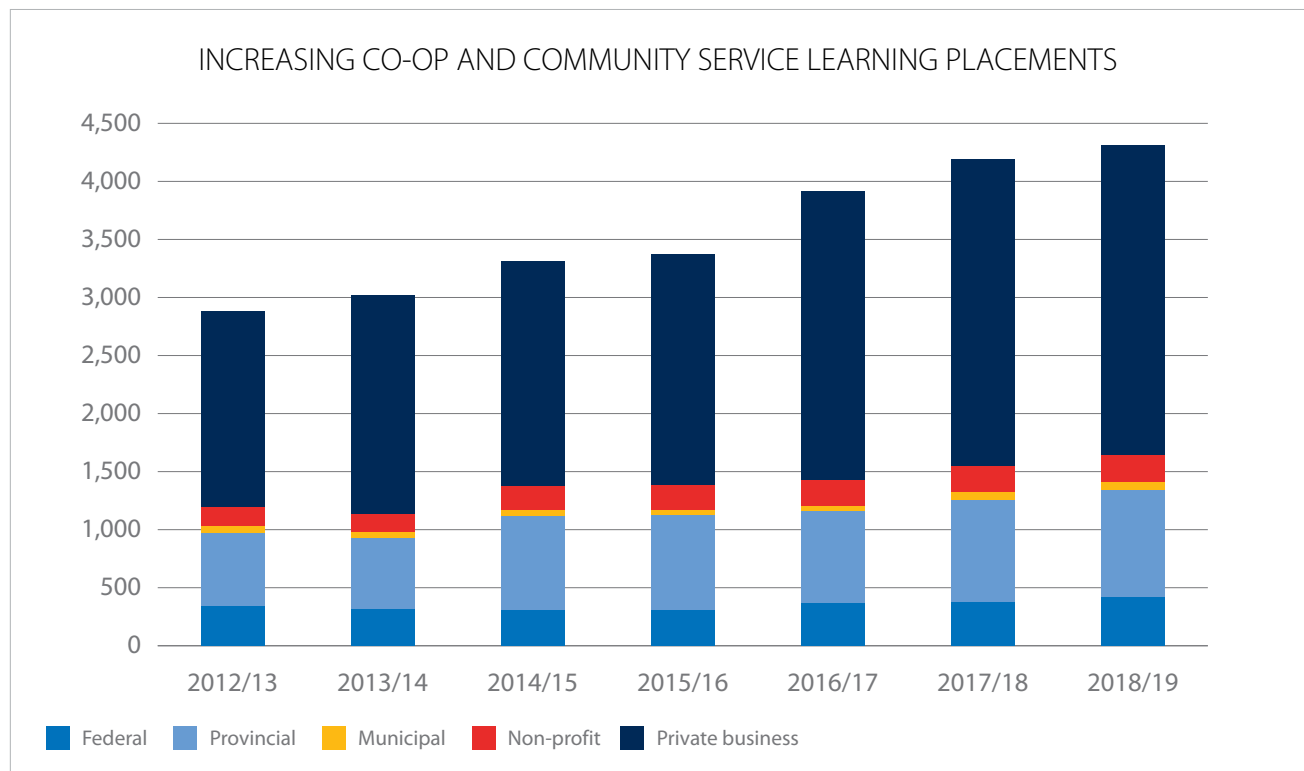
Consultative work is underway to enhance the quality and raise the profile of health research and academic programs at UVic. The new **Health Sciences Initiative** will develop a set of strategies for enhancing the quality and raising the profile of health research, health programs and related activities at the university.

## INTENSIFY DYNAMIC LEARNING

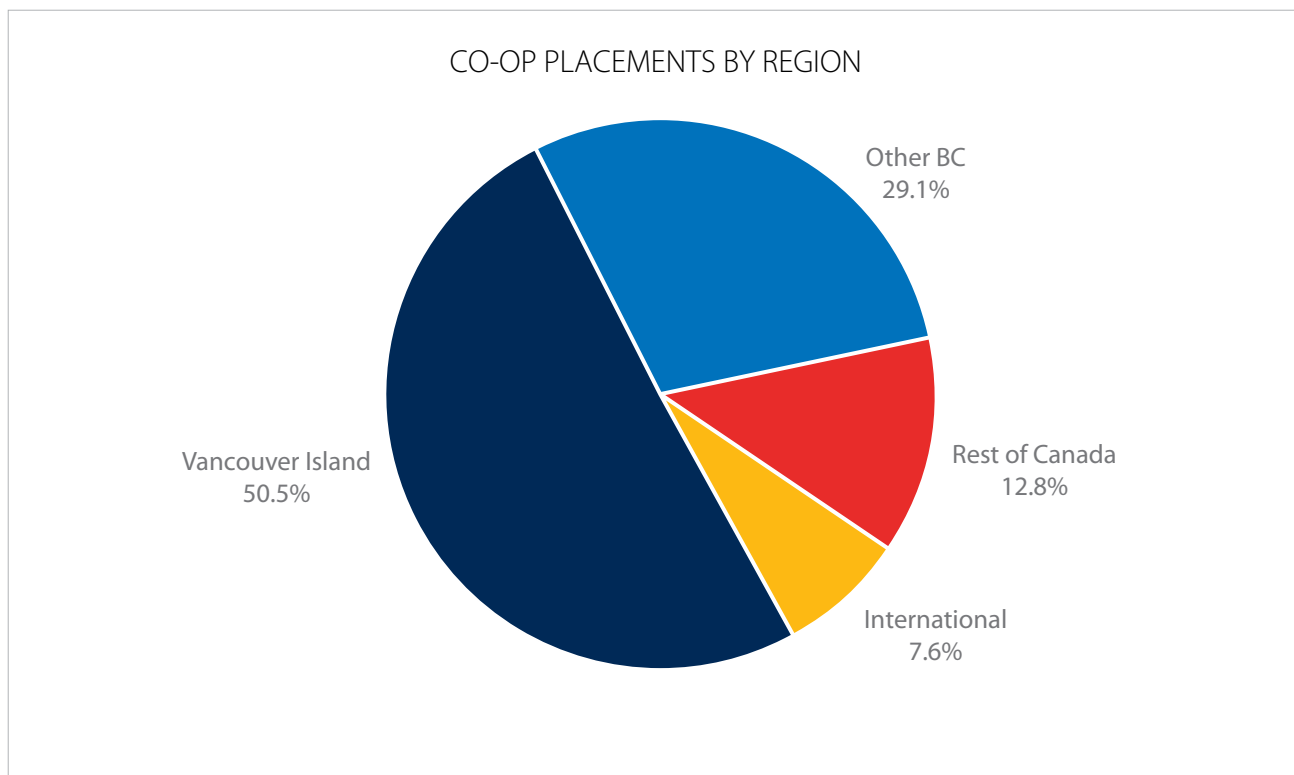
**Our goal is to be Canada’s leader in research-enriched and experiential learning.**

In order to ensure every student has the opportunity to engage in dynamic learning, we have made substantial investments directly in the faculties, strengthened our supports in experiential learning and community engagements, and explored new international opportunities. Our co-op program remains one of Canada’s largest and best established.

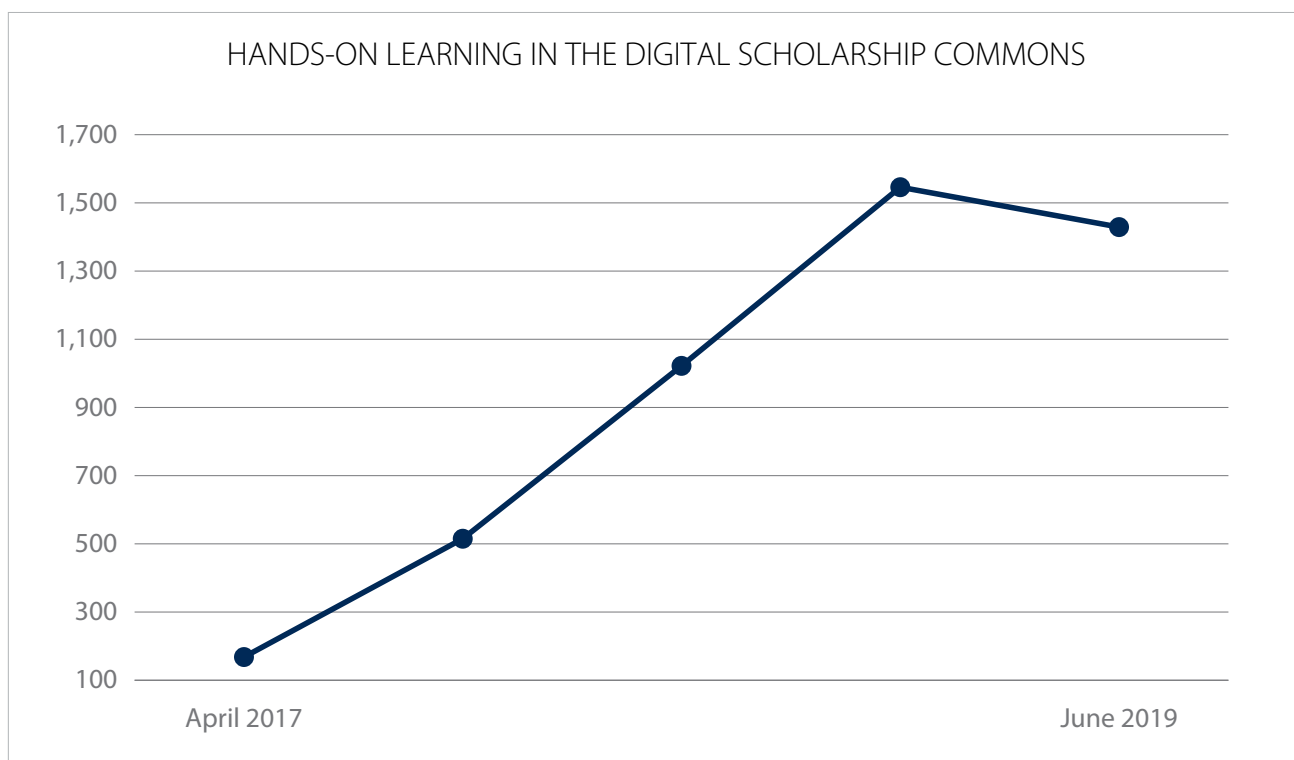
Last year, our **co-operative education program** created more than 4,000 domestic and international job placements for students across a wide range of employers, including government, non-profits and private businesses. Nearly three in four UVic co-op students receive an offer of employment before they graduate.



**Figure 7:** We continue to increase domestic and international co-op placements. The recent surge in placements can be partly attributed to higher engineering cohort numbers, as well as employer outreach and student engagement. Over 40% of UVic students participate in co-op.



**Figure 8:** British Columbia remains the most popular location for work-term placements, representing nearly 80% of all placements. International placements occur in 41 countries.



**Figure 9:** Since opening in April 2017, the Digital Scholarship Commons in the UVic Libraries has held over 300 workshops for more than 4,600 participants. The interdisciplinary space is open to students, faculty, staff and community members.

More than 6,500 students participate in community-engaged learning at UVic each year, and we offer over 1,300 community engagement initiatives in 85 countries. A new \$500,000 annual **Experiential Learning Fund** investment will enhance opportunities for students to participate in experiential learning with not-for-profit organizations and NGOs. Funding includes wage subsidies for co-op placements and travel subsidies for students engaged in opportunities outside of Victoria.

Recently, UVic was selected by the province to be the lead institution for distributing over \$9 million in **Work Integrated Learning** pilot projects in BC—to give students meaningful workplace-based learning opportunities.

To meet student demand, UVic is investing in an **expansion to the engineering and computer science programs**, including new faculty and staff positions. Over the next year, we will finalize plans and work on securing capital funding to build an addition to the Engineering/Computer Science Building on campus.

We continue to develop and evolve high-quality **academic programs** that align with our strengths and directions. In the past year, we launched a new Indigenous law program, Certificate in Indigenous Language Proficiency and an Indigenous Studies Major. Our new Master of Engineering in Applied Data Science prepares students and professionals for high-demand careers that tackle large and complex data sets, and work is underway to deliver a Master of Engineering in Industrial Ecology.

## FOSTER RESPECT AND RECONCILIATION

**Our goal is to be a global leader in creating opportunities for Indigenous students and advancing reconciliation.**

Launching the world’s first Indigenous law degree program and hosting the National Building Reconciliation Forum are just two of the significant steps UVic has taken this year towards becoming a global leader in creating opportunities for Indigenous students and advancing reconciliation.

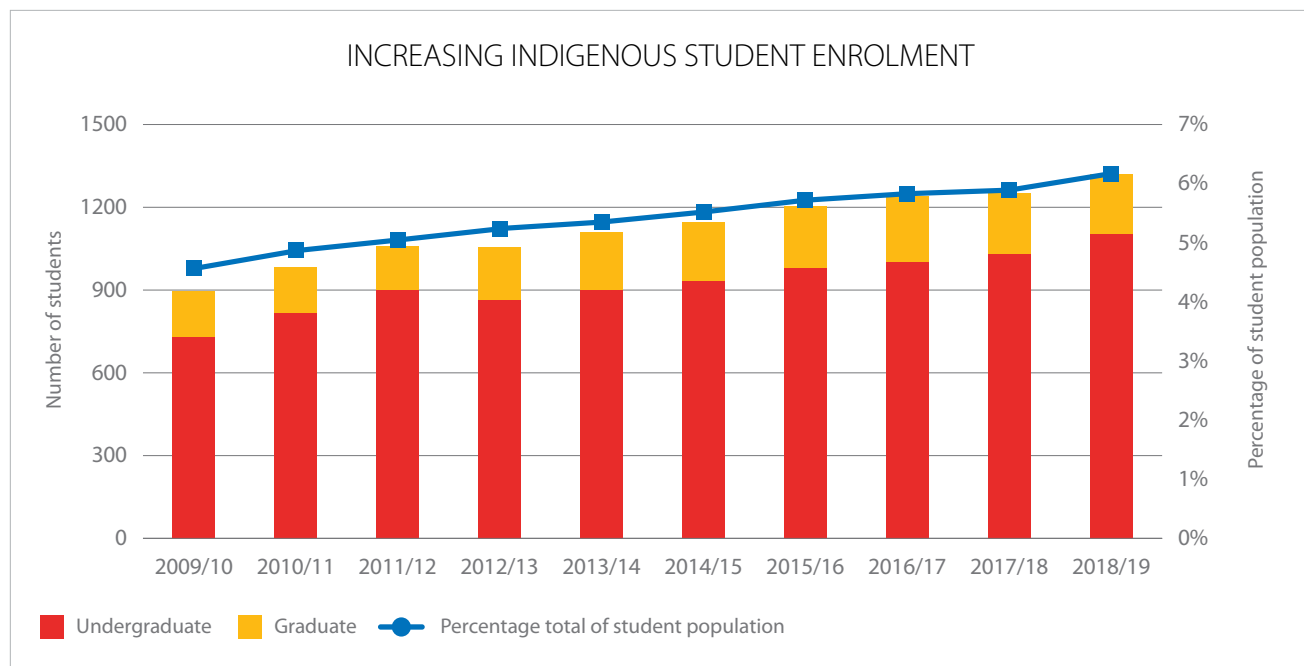
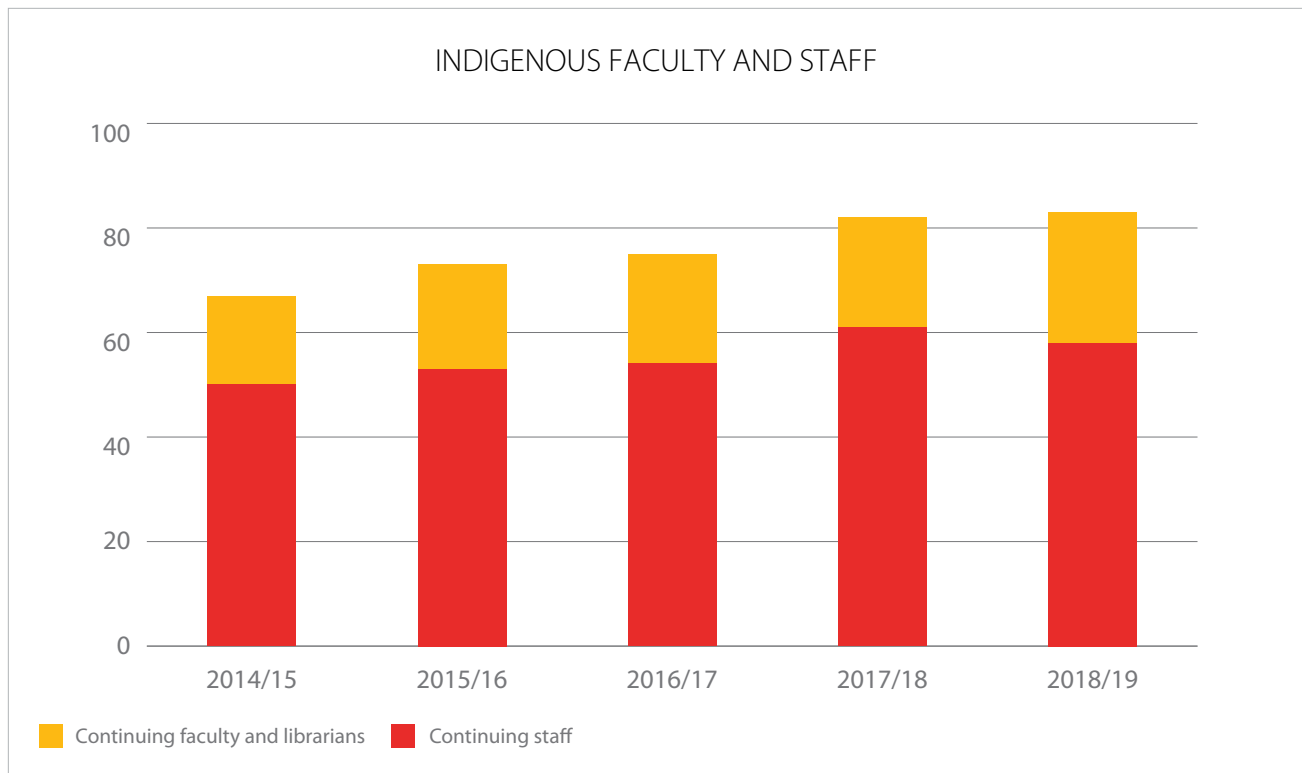
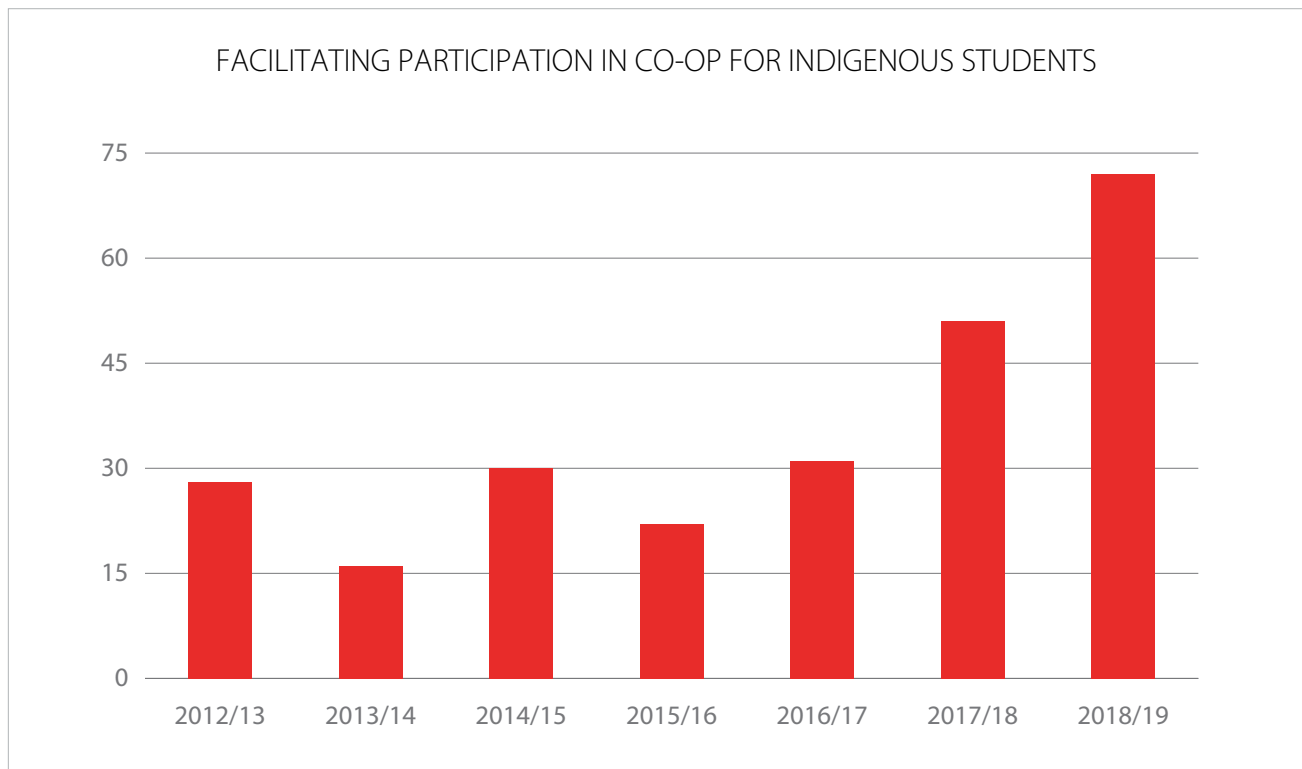


Figure 10: Since 2009/10, Indigenous student enrolment has grown from 884 to 1,341—an increase of 52% over 10 years. As part of the SEM Plan, we are committed to doubling Indigenous enrolment over the next 10 years across all faculties.



**Figure 11:** UVic surveys all new employees in order to track the university's progress towards achieving an equitable workforce. Of those surveyed, 83 continuing faculty and staff have self-declared as Indigenous. We are working to increase the number of Indigenous faculty, staff and leaders at UVic by developing recruitment strategies across the university.



**Figure 12:** We have worked to increase support and opportunities for Indigenous students, including one-to-one support and culturally relevant co-op opportunities. In 2018/19, we expanded our award-winning International Indigenous Co-operative Education Program—the only one of its kind in the world.

In 2018, Elders, national and provincial leaders, scholars and members of the university community gathered to launch the **world's first Indigenous law program**. Graduates of UVic's joint degree program in Canadian Common Law (JD) and Indigenous Legal Orders (JID) will be able to pursue a career in common law enhanced with a deep understanding of Indigenous legal knowledge. In 2019, the federal government committed to providing \$9.1 million in funding to help us build a new national centre for Indigenous law and reconciliation, which will house the program as well as the Indigenous Law Research Unit.

UVic welcomed 250 participants to the highly successful fourth **National Building Reconciliation Forum** in 2018, in partnership with Universities Canada. The annual gathering explored how universities, government and Indigenous communities can work together to answer the Truth and Reconciliation Commission's Calls to Action.

Since the launch of our Indigenous Plan, UVic has created or expanded several pathway opportunities for students, including the **Indigenous Youth 3C Challenge**—a non-credit entrepreneurship program to encourage Indigenous youth to engage in the economy on their own terms—and **Indigenous Student Mini-University**—a week-long summer camp that gives BC youth a taste of university life.

Indigenous students have accessed 19 new **awards and scholarships** funded by donors since fall 2017. Coupled with Faculty of Graduate Studies funding, this totals more than \$1.8 million in new financial support for Indigenous students.

In the past two years, we appointed five **Indigenous faculty members** to newly funded tenure-track positions in humanities, law, nursing and public administration, and we created a Department of Indigenous Education in the Faculty of Education. We also hired 20 **Indigenous staff members** across the university.

Our **Indigenous Cultural Acumen Training** expanded in 2018/19, offering a total of 22 sessions to 637 participants across campus.

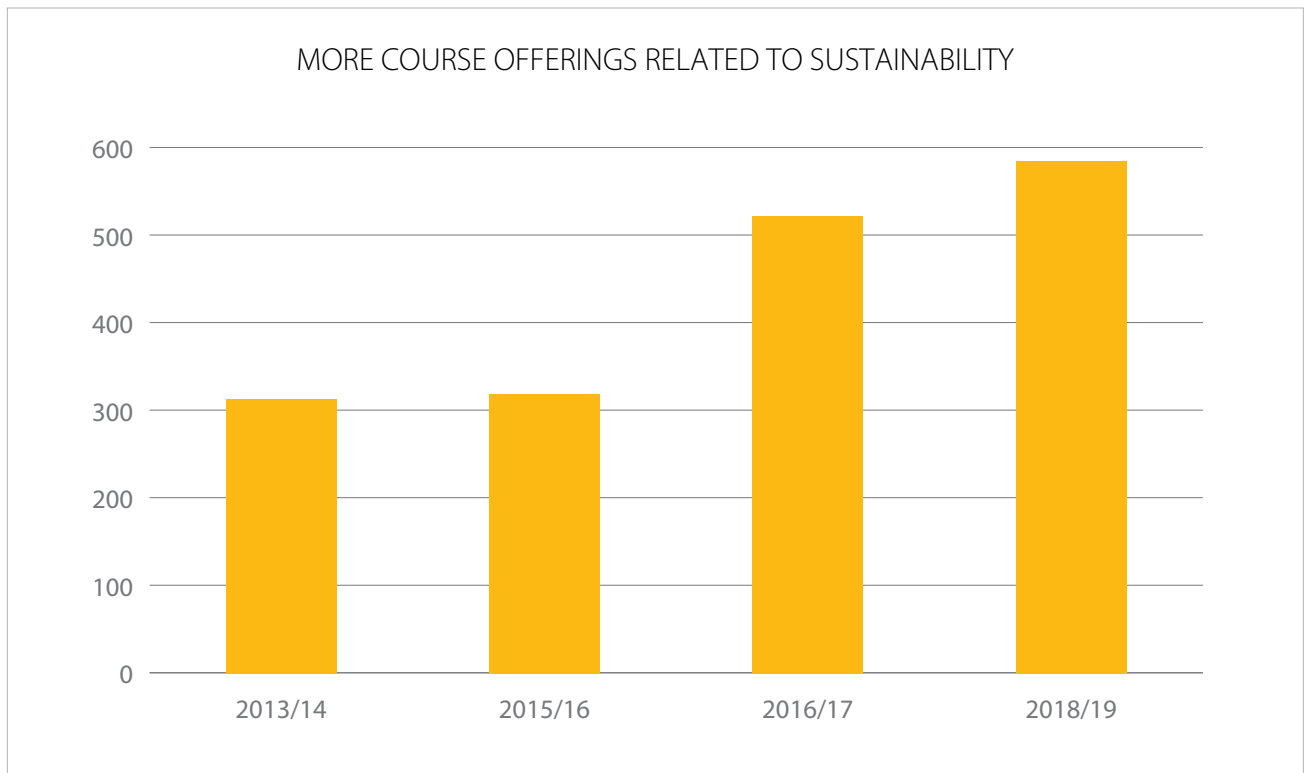
The **Indigenous Community Engagement Council** met for the first time in April 2019. The council will advise the UVic President on matters related to Indigenous education and research, the educational goals and aspirations of Indigenous communities, and the promotion of mutual understanding and respect between the university and local Indigenous communities. The council, which includes Indigenous community leaders from around Greater Victoria, will meet biannually to support UVic in the implementation of the Strategic Framework and Indigenous Plan.

Consultation with Indigenous leaders and Elders is currently occurring for several new **capital projects**, including the Campus Greenway, student housing and dining facilities, and national centre for Indigenous law and reconciliation.

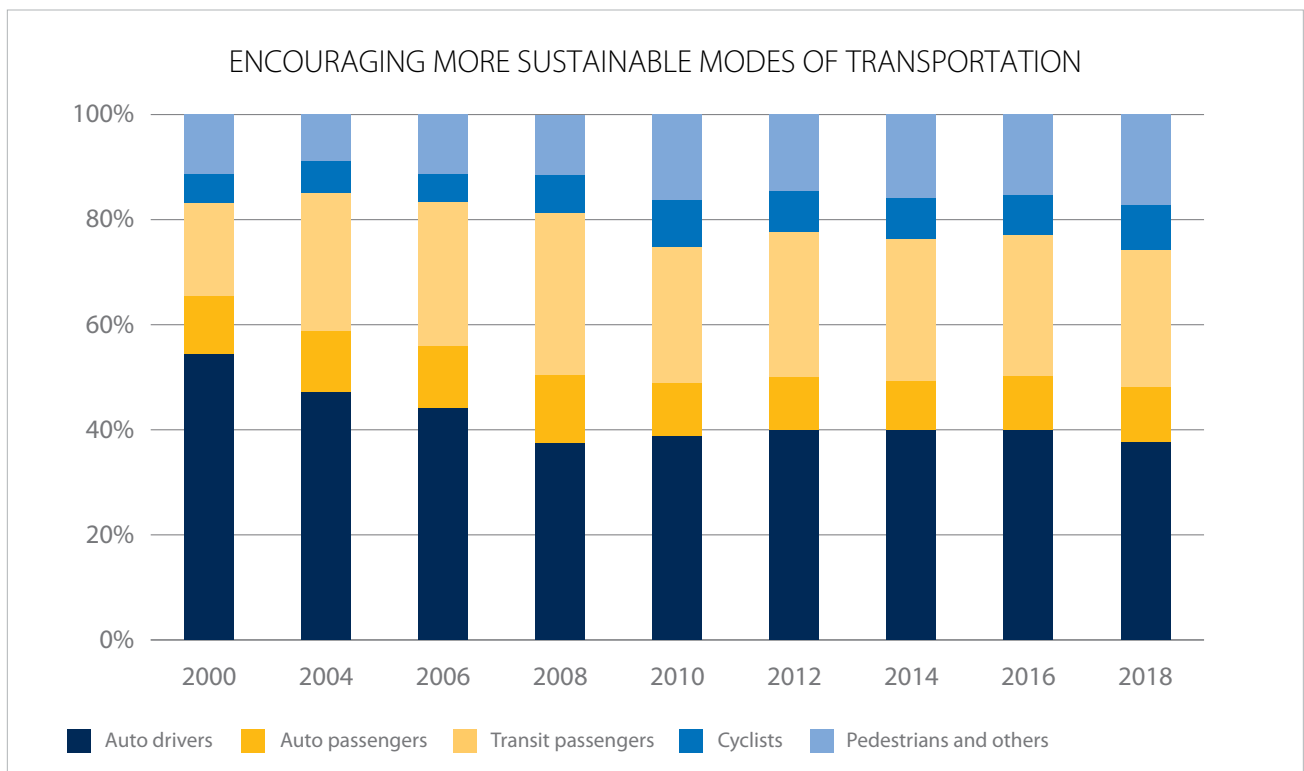
## PROMOTE SUSTAINABLE FUTURES

**Our goal is to be a global leader in environmental, social and institutional sustainability.**

Our faculty and staff are passionate about tackling real issues related to climate change and the environment, as well as promoting sustainability through research, partnerships and campus operations. We continue to be recognized as one of Canada's Greenest Employers, and STARS ranks us in the top 100 of the world's greenest employers for doctoral institutions—9th in North America.



**Figure 13:** We continue to ensure that our students have opportunities to engage with issues, principles and practices that support social and environmental sustainability. In 2018/19, nearly 600 courses were offered in various disciplines. Note that data is not collected every year.



**Figure 14:** Since 2000, we have seen a decrease in the overall percentage of automobile drivers to and from campus. Our new Campus Cycling Plan provides a strategy on increasing cycling transportation, including improvements to the bicycle network, bicycle parking, end-of-trip facilities and access to campus.

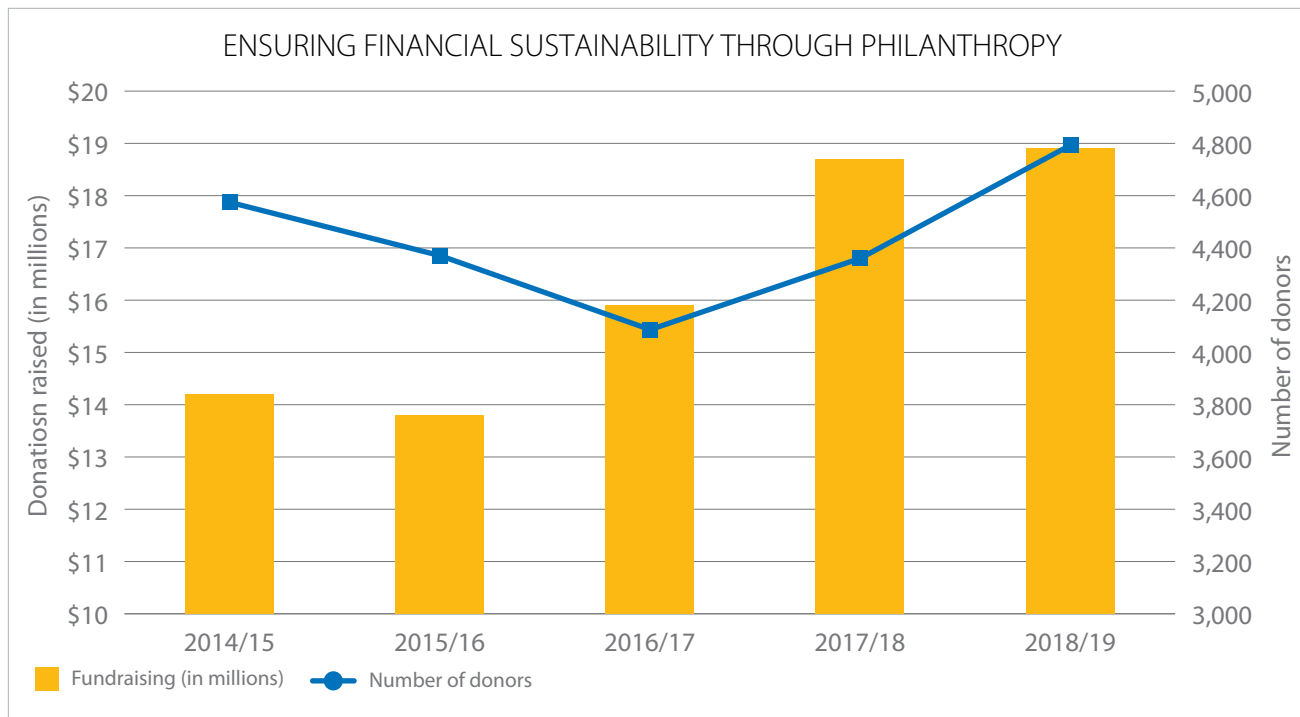


Figure 15: Every year we set ambitious goals to increase funds raised from donors, helping to ensure our financial stability. This year, we raised nearly \$19 million from 4,795 donors.

Over 130 faculty and researchers across 30 academic departments are engaged in **sustainability research**, including the School of Environmental Studies, the School of Earth and Ocean Sciences, the Department of Geography, and the Centre for Social and Sustainable Innovation in the Gustavson School of Business. In 2018/19, we offered nearly 600 **undergraduate and graduate courses** that included sustainability themes in various disciplines.

Over the coming three years, we will review, renew, expand and recommit to the **Campus Sustainability Action Plan** and continue to carry out campus development, operations, academics and research according to the highest standards of sustainability.

Our first **Campus Cycling Plan**—designed to create a more bicycle-friendly campus—was approved in 2018 following significant campus-wide consultation. The plan is an important step towards our goal of increasing sustainable modes of transportation to and from campus. For this, we received the New and Emerging Planning Initiatives merit award from The Canadian Institute of Planners.

The new high-efficiency **District Energy Plant** will be the backbone of campus heating when it comes online this year. With its new natural gas boilers, it is expected to result in about a 10% reduction in energy use and greenhouse gas emissions. All nine buildings constructed on campus in the past 12 years have been LEED Gold certified.

Design and construction for the new student housing and dining project is targeting both LEED Gold and **Passive House** standards—a rigorous world standard for sustainability and first for UVic, using up to 80% less energy than standard buildings. It is anticipated to be one of the largest Passive House buildings in Canada.

Our **five-year development plan** is advancing the culture of philanthropy on campus and in the community, helping to ensure the financial sustainability of the university. This year, we raised nearly \$19 million from 4,795 donors—surpassing our fiscal goal of \$16 million. We continue to build valuable relationships with new donors to grow and diversify our resources through philanthropic efforts.

## ENGAGE LOCALLY AND GLOBALLY

Our goal is to be a preferred partner and leader in local and global engagement.

UVic researchers, faculty, staff and students continue to foster strategic relationships and mobilize knowledge, locally and globally. We have strengthened our connections to the community through on- and off-campus initiatives and are working to enhance our reputation, building off and on the tremendous success of our faculty and alumni and using The UVic Edge to position ourselves to the world.

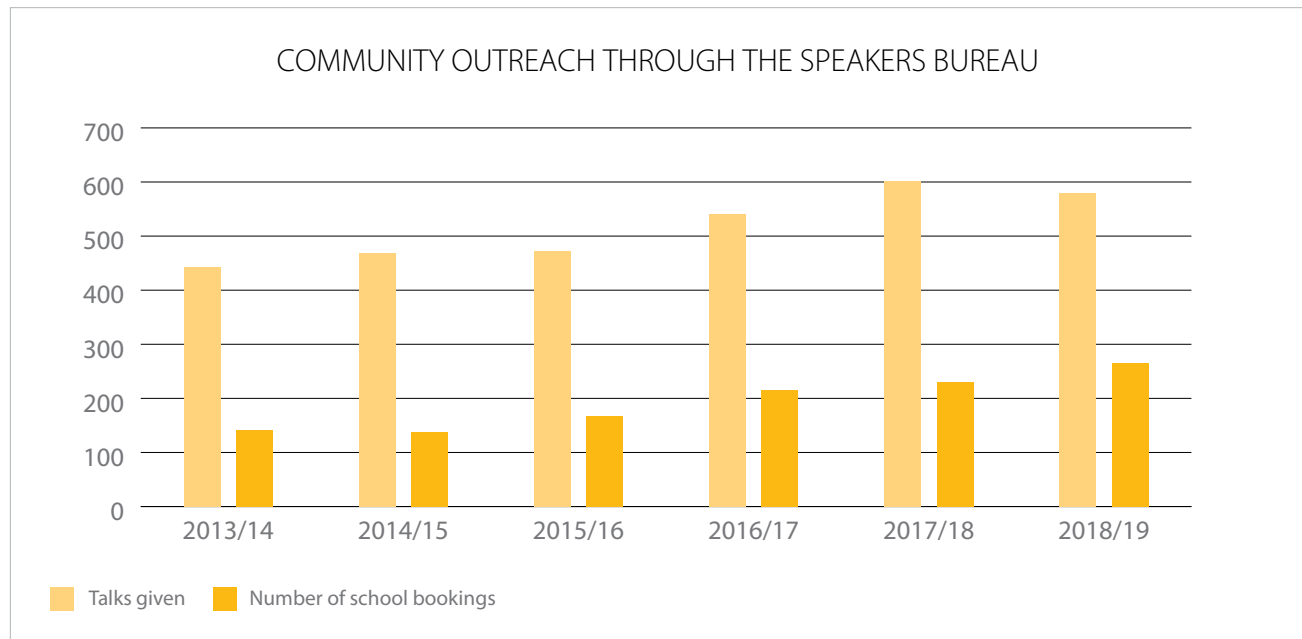


Figure 16: Over the past six years, in addition to increasing Speakers Bureau talks and bookings, we have also increased the number of people reached, from 14,000 in 2013/14 to 19,000 in 2018/19.

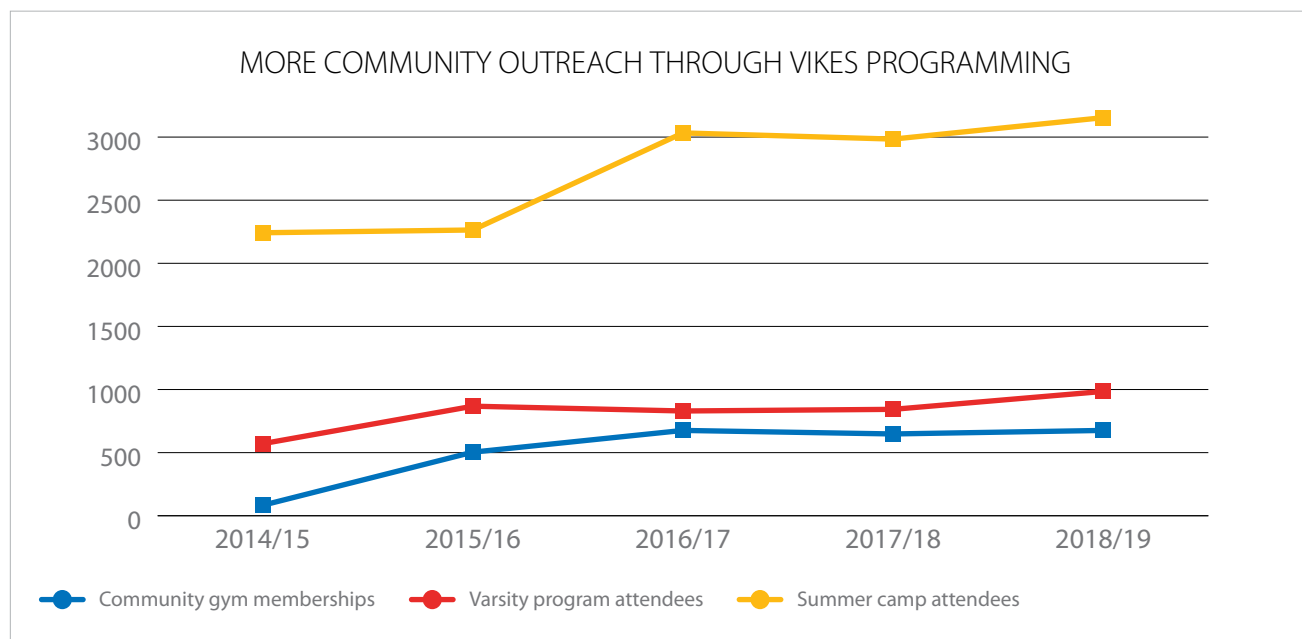


Figure 17: Through Vikes Athletics and Recreation programming, we are making more connections with community members. In five years, our community gym memberships have grown by 714% (in large part thanks to CARSA), our Vikes youth summer camps by 41%, and our varsity programs (which include varsity-run training programs, clinics, camps and tournaments) by 73%.



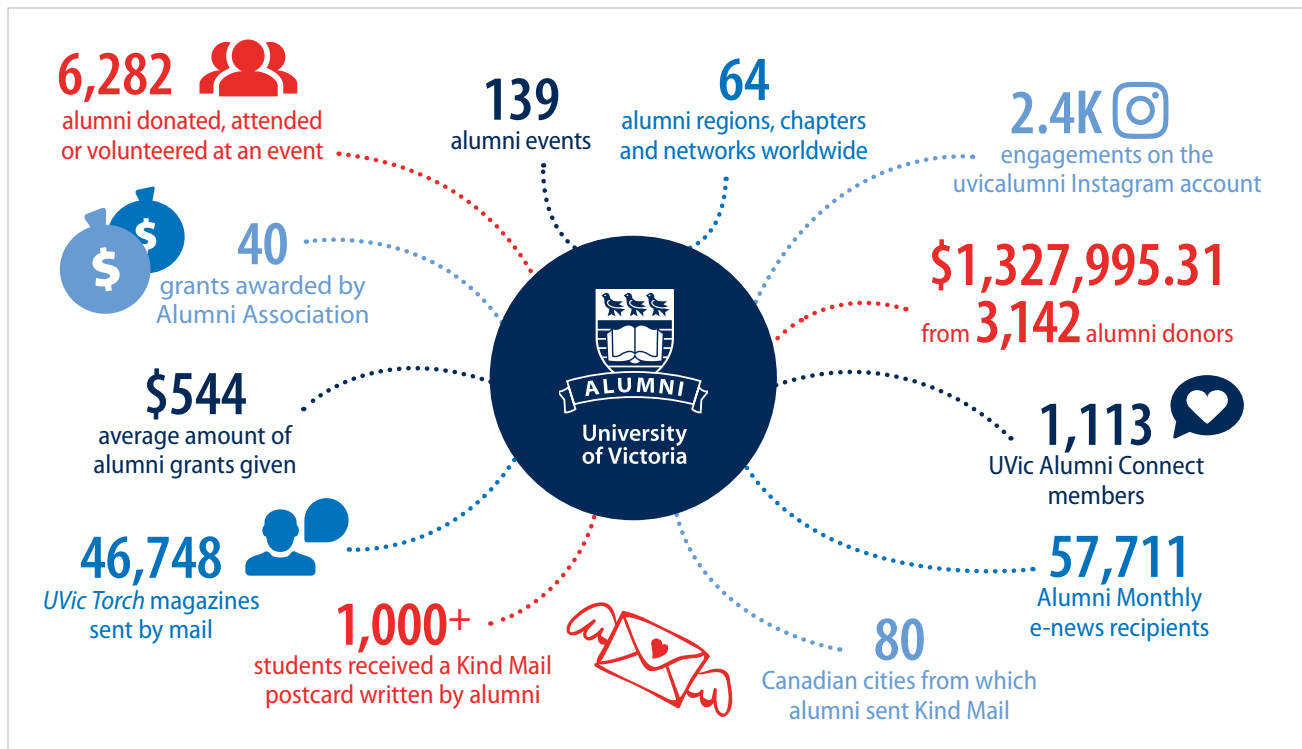


Figure 18: There are 128,726 UVic alumni living in 131 countries, from Argentina to Zimbabwe, and we engage with them in various ways. Strategic alumni engagement leads to strengthened connections with communities and businesses.

During the 2018/19 **Speakers Bureau** season, volunteers gave 580 talks in Greater Victoria, reaching approximately 19,000 people. Nearly half of those talks were in K-12, the highest total proportion ever for this group. Measured by number of bookings and audience size, the last five years have been the most successful in the program's 38-year history.

New structures, processes, people and resources are already being put in place to help advance community-university engagement at UVic. We are developing a **Community University Engagement Action Plan** and in the coming months we anticipate opportunities to engage the campus further, including campus conversations and possibly workshops.

The Faculty of Fine Arts offers over 150 **community events** a year, from concerts and theatre performances to readings and exhibits. This year, our Farquhar Auditorium celebrated 40 years of being an important cultural centre on campus for our broader community. Thanks to innovative programming, promotional efforts and new branding, we saw an overall increase in presenting series attendance and a 35% increase in revenue.

The recently published **Communications and Marketing Plan** includes strategies to further communicate our strengths and build our reputation nationally and internationally. We are currently working on a complete redesign of the UVic website, set to launch in early 2020, which will improve the online experience for all of our audiences—including prospective students, donors and partners.

We have seen increases in several **international student mobility initiatives** since implementing our International Plan. In 2018, we increased the number of outbound international student exchanges by 9% and inbound student exchanges by 17%. Thanks to 18 new partnerships with international institutions to support faculty and student exchanges for teaching and research, we now have 216 active agreements. We also offered 27 international field schools.

UVic grants about 5,000 degrees per year, and our **alumni** continue to have an impact locally and globally. UVic writing alumna Esi Edugyan won the 2018 Scotiabank Giller Prize and is one of only three authors to twice win the prize. *The Globe and Mail* named her 2018 Artist of the Year. Increasing the engagement of our alumni strengthens our connections with communities and creates lifelong ambassadors.

## A final thought

In our first year implementing the Strategic Framework, we have made great progress toward achieving many of our goals. Guided by the framework, UVic will continue to deliver on our commitments to our people, partners and local and global communities. If we can accomplish all of this together in one year, imagine what we can do in five.

Visit [uvic.ca/strategicframework](http://uvic.ca/strategicframework) for the online report, which includes additional metrics.



University  
of Victoria

## MINUTES

A meeting of the Senate of the University of Victoria was held on May 3, 2019 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

### 1. APPROVAL OF THE AGENDA

Motion: (J. Aragon/A. Ulysses)

That the agenda be approved as circulated.

**CARRIED**

### 2. MINUTES

#### a. April 5, 2019

Motion: (R. Lipson/S. Lewis)

That the minutes of the open session of the meeting of the Senate held on April 5, 2019 be approved and that the approved minutes be circulated in the usual way.

**CARRIED**

### 3. BUSINESS ARISING FROM THE MINUTES

There was none.

### 4. REMARKS FROM THE CHAIR

#### a. President's Report

Prof. Cassels began his report by recognizing the last Senate meeting of the year. He thanked the 26 outgoing Senators for their service with particular note to the senior leadership whose terms are ending at the end of June: Dr. David Castle, Dr. Rob Lipson, and Dr. Nancy Wright.

Regarding convocation, Prof. Cassels mentioned that there would be ten ceremonies this spring to confer degrees for over 3000 students and six honorary recipients.

Prof. Cassels noted that fundraising goals have exceeded at \$19M raised on a \$16M annual goal. As well, the University of Victoria has been awarded the Post-Secondary Challenge Cup at the United Way Spirit Awards. He congratulated Dr. Rachael Scarth on her leadership in this endeavour.

In local news, the provincial government announced \$1.5M to develop an academic business case for post-secondary development in the West Shore area. The university continues to be a partner in discussion with Royal Roads and Camosun College.

Finally, the Indigenous Community Engagement Council had its inaugural meeting. This council is co-chaired by Prof. Cassels and Dr. Robina Thomas to provide advice on matters related to Indigenous education and research, the educational goals and aspirations of the Indigenous communities, and the promotion of mutual understanding and respect between UVic and local Indigenous communities.

## **5. CORRESPONDENCE**

### **a. Office of the Ombudsperson**

#### **i. 2018 Annual Report**

Prof. Cassels introduced the report. A member noted that in her assessment of the graduate supervisor policy, there are four sections where students may seek confidential advice. Ms. Annette Fraser, University Ombudsperson, noted the clarification. Other members thanked Ms. Fraser for the thoroughness of the report.

### **b. Campus Planning Committee**

#### **i. Semi-annual report**

Dr. Valerie Kuehne, Vice-President Academic and Provost, introduced the report. She mentioned the new housing and dining facilities which will create 600 new additional beds. The construction for this will begin in May and will encompass a temporary dining facility during this time. As well, the campus greenway landscaping plan will begin implementation over the summer.

Dr. Kuehne also mentioned the Language Revitalization Pole commissioned by the First Nations Education Foundation would mark the UN International Year of Indigenous languages. The construction for the pole is located near the MacLaurin building.

A member asked if the seats in the classroom building will be enough for large first-year classes. Mr. Mike Wilson, Director of Campus Planning and Sustainability, replied that the design included classroom sizes which the most optimal for the university's needs. The rooms will free already existing large classrooms for the large classes who need them.

Another member expressed appreciation for the expanding Engineering facilities. Dr. Kuehne mentioned that this expansion, along with Law, remains the top priorities with the government. Prof. Cassels added that the university was still in discussion and funding was not yet confirmed.

Prof. Cassels also mentioned that the student housing facility is designed according to passive house standards. These standards are beyond LEED standards and use 80% less energy. As a result, the 600 bed increased will result in a 10% decrease in greenhouse gases.

## 6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

### a. Senate Committee on Academic Standards

#### i. Proposed Revisions to the Undergraduate Grade Scale

Dr. Sara Beam introduced the proposal. A member asked if the committee recommends also the removal of flags regarding B-range grades. Dr. Beam clarified that the enrolment flags mentioned in the proposal are only for A-range grades.

Motion: (S. Beam/D. Baer)

That Senate approve the proposed revisions to the Undergraduate and Law Grading Scales as shown in the attached documents.

**CARRIED**

### b. Senate Committee on Admission, Re-registration and Transfer

#### i. Qualifying Year – Graduate Admissions Option

Dr. Sandra Hundza introduced the proposal. There were no questions.

Motion: (S. Hundza/D. Capson)

That Senate approve the proposed changes to the “Other Admissions” section (as included in the attached) and that these revisions be published in the September 2019 edition of the graduate academic calendar.

**CARRIED**

#### ii. Request to change admission requirements for BEng/BSeng programs in the Faculty of Engineering

Dr. Hundza introduced the proposal.

A member asked if students are still required to take first-year Physics for the program. Dr. Peter Wild replied that first-year Physics classes require Physics 11. He reminded the committee that the admissions requirement does not remove Physics 12 but makes this an option along with Chemistry 12.

Motion: (S. Hundza/H. Struchtrup)

That Senate approve the enclosed high school admission requirements for the Faculty of Engineering Bachelor of Engineering and Bachelor of Software Engineering programs (effective September 2020) and that these requirements be published in the September 2019 edition of the undergraduate academic calendar.

**CARRIED**

**iii. Request to change Year 1 admission requirements for Bachelor of Science (BSc) Kinesiology Program**

Dr. Hundza introduced the proposal. There were no questions.

Motion: (S. Hundza/J. Colby)

That Senate approve the enclosed Year 1 admission requirements for the Faculty of Education, BSc Kinesiology program (effective September 2020) and that these requirements be published in the September 2019 edition of the undergraduate academic calendar.

**CARRIED**

**iv. Request to change Year 2 admission requirements for Bachelor of Science (BSc) Kinesiology Program**

Dr. Hundza introduced the proposal. There were no questions.

Motion: (S. Hundza/S. Lewis)

That Senate approve the enclosed Year 2 admission requirements for the Faculty of Education, BSc Kinesiology program (effective September 2020) and that these requirements be published in the September 2019 edition of the undergraduate academic calendar.

**CARRIED**

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

**i. Appointments to the 2019/2020 Senate Standing Committees**

Dr. Annalee Lepp introduced the appointments. Prof. Cassels asked for additional nominations to the Senate committees. There were none.

Motion: (A. Lepp/R. Lipson)

That Senate approve the appointment to the 2019/2020 Senate standing committees for the terms indicated in the attached document.

**CARRIED**

**d. Senate Committee on Appeals**

**i. 2018/2019 Annual Report**

Prof. Cassels introduced the report.

Dr. Michelle Lawrence, Chair of the Senate Committee on Appeals, remarked on the substantial increase in workload. Senate members discussed the need for revisions to the Academic Concessions Policy. Dr. Nancy Wright mentioned that revisions have been in development and guidelines are currently in progress with the Senate on Academic Standards.

**e. Senate Committee on Awards**

**i. New and Revised Awards**

Dr. Annalee Lepp introduced the proposal. There were no questions.

Motion: (A. Lepp/R. Lipson)

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

- Sheila Ryan and Eileen Ryan Undergraduate Award in Nursing (new)\*
- Sheila Ryan and Eileen Ryan Graduate Award in Nursing (new)\*
- Rob and Tammy Lipson Research Scholarship (revised)\*
- Silberberg Family Memorial Award (new)\*
- Frances Trapp (Brown) Cameron Memorial Bursary in Visual Arts (revised)\*
- Hazel T. Knox Memorial Bursary (revised)\*
- L.E. Frances Druce Award in Science (revised)\*
- Elizabeth Buckley School Award (new)
- Antony Legdon Education Award (new)
- Alfred Joseph Memorial Award (new)\*
- Victoria B4B Entrepreneurship Award (new)
- Dr. Marion Porath Legacy Scholarship in Education (new)
- Joyce Clearihue Graduate Co-op Scholarship (revised)\*
- Chemistry Honours Scholarship (new)
- Health Information Science Scholarship (new)
- UVic Retirees Association Award (new)\*
- Ex-MLAs of B.C. Student Scholarship (new)\*
- Corrina Ewan Memorial Scholarship (new)\*
- Avis Rasmussen Award (new)\*
- STÓ:LŌ Legacy Scholarship (revised)
- Ron C. Wells Geological Award (new)
- David F. & Mary J. Norton Indigenous Fellowship (revised)\*

*\* Administered by the University of Victoria Foundation*

**CARRIED**

**f. Senate Committee on Curriculum**

**i. 2019-2020 Cycle 2 Curriculum Changes**

Dr. Tim Haskett introduced the proposals. There were no questions.

Motion: (T. Haskett/S. Lewis)

That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2019/2020 academic calendar, effective September 1, 2019.

**CARRIED**

Motion: (T. Haskett/S. Beam)

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**

**g. Senate Committee on Learning and Teaching**

**i. 2018/2019 Annual Report**

Prof. Cassels introduced the report.

Dr. Erica Woodin outlined the work of the committee on behalf of the Prof. David Leach, Chair of the Senate Committee on Learning and Teaching. There were no questions.

**h. Senate Committee on Libraries**

**i. 2018-19 Annual Report of the Senate Committee on Libraries**

Prof. Cassels introduced the report. Dr. Simon Devereaux, Chair of the Senate Committee on Libraries, thanked Dr. Jonathan Bengtson and the senior library staff for their work. There were no questions.

**i. Senate Committee on Planning**

**i. Annual Report of the Senate Committee on Planning for 2018-19**

Dr. Wright introduced the report. Prof. Cassels thanked Dr. Wright for her leadership. There were no questions.

**ii. Proposed Major Change in the Master of Arts in the Community Development Program**

Dr. Wright introduced the proposal. There were no questions.

Motion: (R. Hicks/D. Capson)

That Senate approve the proposed major changes in the Master of Arts in the Community Development Program, as described in the memorandum dated January 11, 2019.

**CARRIED**



**iii. Proposed Program Change in the PhD in Public Administration**

Dr. Wright introduced the proposal. There were no questions.

Motion: (J. Clarke/S. Klein)

That Senate approve the proposed program change to the PhD in Public Administration, as described in the memorandum dated January 11, 2019.

**CARRIED**

**iv. Proposal to Discontinue the Master of Arts in the Dispute Resolution Program**

Dr. Wright introduced the proposal. There were no questions.

Motion: (S. Klein/Dean Seeman)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to discontinue the Master of Arts in the Dispute Resolution Program, as described in the memorandum dated December 19, 2018.

**CARRIED**

**v. Proposal to Discontinue the Graduate Certificate in Digital Humanities**

Dr. Wright introduced the proposal. There were no questions.

Motion: (D. Capson/ S. Lewis)

That Senate approve, and recommend to the Board of Governors that it also approve, the discontinuation of the Graduate Certificate in Digital Humanities, as described in the memorandum dated February 14, 2019.

**CARRIED**

**vi. Proposal to Change the Name of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology**

Dr. Wright introduced the proposal. There were no questions.

Motion: (R. Hancock/E. Woodin)

That Senate approve, and recommend to the Board of Governors that it also approve, the name change of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology, as described in the memorandum dated December 4, 2018.

**CARRIED**

**vii. Proposal to Establish a Master of Engineering (MEng) Program in Industrial Ecology**

Dr. Wright introduced the proposal.

A member noted that comparisons made in the proposal were to those with research-intensive programs and asked if the choice to create a one-year course-based program meant that the program intends to expand in the future. Dr. Chris Kennedy replied that this was a cost-recovery program that was not currently at a point to offer more than a one-year course-based program.

Motion: (D. Popova/M. Gillen)

That Senate approve, and recommend to the Board of Governors that it also approve, the establishment of a Master of Engineering (MEng) program in Industrial Ecology, as described in the document “Master of Engineering (MEng) Program in Industrial Ecology”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval. Once Senate and the Board of Governors have approved the proposal, the proposal must be approved by the Secretariat of the Ministry of Advanced Education, Skills and Training.

**CARRIED**

**viii. Proposal to Renew the Approved Centre Status of the Institute on Aging and Lifelong Health**

Dr. Wright introduced the proposal. There were no questions.

Motion: (S. Klein/M. Gillen)

That Senate approve the renewal of approved centre status for the Institute on Aging and Lifelong Health (IALH) for the period November 1, 2019 through October 31, 2024.

**CARRIED**

**ix. Proposal to Renew the Approved Centre Status of the Centre for Biomedical Research (CFBR)**

Dr. Wright introduced the proposal. There were no questions.

Motion: (M. Hani/P. Wild)

That Senate approve the renewal of approved centre status for the Centre for Biomedical Research (CFBR) for the period July 1, 2019 through June 30, 2021.

**CARRIED**

## 7. PROPOSALS AND REPORTS FROM FACULTIES

### a. Faculty of Graduate Studies

#### i. Revisions to the Membership in the Faculty of Graduate Studies

Dr. David Capson introduced the proposed revisions.

A member asked for clarification on the meaning of emeritus membership. Dr. Capson explained the need for faculty to have formal relationships with the university.

Motion: (D. Capson/M. Hani)

That the Senate approve the amendment to the Affiliate Membership section in the Membership in the Faculty of Graduate Studies policy, cited in the attached document.

**CARRIED**

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

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

#### i. Annual Report

Mr. Jim Dunsdon introduced the report.

A member expressed the importance of including non-credit students when developing policy and process in this area.

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

Mr. Dunsdon introduced the report and noted the introduction of trends and planning in response to previous requests from Senate. There were no questions.

## 9. OTHER BUSINESS

### a. 2018 Strategic Research Plan Implementation Progress Report

Dr. David Castle presented the report and responded to questions regarding a need for increased funding for graduate students and support for existing faculty members.

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

Dr. Castle introduced the report. There were no questions.

**c. Parchment Change – Acknowledgement of Partnership: University of Victoria in Partnership with the College of the Rockies**

Ms. Ada Saab introduced the proposal. There were no questions.

Motion: (T. Haskett/S. Lewis)

That Senate approve the change to the parchment as per the April 2016 memorandum of understanding between the College of the Rockies and the University of Victoria.

**CARRIED**

**d. Stole for University Orators**

Ms. Saab introduced the proposal. There were no questions.

Motion: (B. Smith/D. Popova)

That Senate approve an orator stole for the University of Victoria convocation ceremony.

**CARRIED**

**e. 2018/2019 Emeriti**

Prof. Cassels introduced the listing. There were no questions.

**f. Elections Update**

Ms. Saab introduced the update. There were no questions.

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

Ms. Saab reported the need to replace Dr. Doug Baer on the Senate Committee on Agenda and Governance. Dr. Aaron Devor nominated Dr. Helen Kurki. Dr. Doug Baer nominated Dr. Martha McGinnis. Ballots were distributed and collected. Ms. Carrie Andersen indicated that ballots would be counted following the meeting.

There being no other business the meeting was adjourned at 4:50 p.m.

Name	In Attendance	Regrets		Position
Alexander, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Andersen, Carrie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Secretary	Secretary of Senate
Aragon, Janni	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Baer, Doug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
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
Bengston, Jonathan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University Librarian	Ex officio
Boyle, Patrick	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Breau, Susan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Law	Ex officio
Burford, Neil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the Faculty
Butler-Palmer, Carolyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the Faculty
Calder, Gillian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law	Elected by the Faculty
Capson, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Graduate Studies	Ex officio
Cassels, Jamie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President and Vice-Chancellor	Chair of Senate
Castle, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice-President Research	Ex officio
Clarke, Jo-Anne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Division of Continuing Studies	Ex officio
Colby, Jason	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Daisley, Nathan	<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 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
Eso, David	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Fairley-Beam, Iris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Gagné, Lynda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Ganley, Dale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter B. Gustavson School of Business	Elected by the Faculty
Garcia-Barrera, Mauricio	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Graduate Studies	Elected by the Faculty
Gillen, Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Law	Elected by the Faculty
Gilson, Jordan	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Goto-Jones, Chris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Humanities	Ex officio
Graham, Adrienne	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Gray, Garry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Hallgrimsdottir, Helga	<input type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Hancock, Rob	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Hani, Maan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Haskett, Tim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the faculty members
Hicks, Robin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Science	Elected by the faculty members
Hundza, Sandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education	Elected by the Faculty
Kirby, Ashlee	<input 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
Krull, Catherine	<input type="checkbox"/>	<input checked="" 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
Laidlaw, Mark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Science	Elected by the faculty members
Leckenby, Cameron	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Senator	Elected by the students
Lee, Isabella	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Lepp, Annalee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Faculty
Lewis, Susan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Fine Arts	Ex officio
Lipson, Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dean, Faculty of Science	Ex officio
Marck, Patricia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dean, Faculty of Human and Social Development	Ex officio
Marcy, Richard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Human and Social Development	Elected by the Faculty
Ng, Adair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Ni, Jack	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Popova, Diana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Prendergast, Monica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education	Elected by the Faculty
Rogers, Shelagh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chancellor	Ex officio
Russell, Carolyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Convocation Senator	Elected by the convocation
Saab, Ada	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acting Associate University Secretary	By Invitation
Salem, Joseph	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members
Seeman, Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Librarian	Elected by the Professional Librarians
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
Taylor, Wendy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acting Registrar	By Invitation
Ulysses, Alicia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities	Elected by the Continuing Sessionals
Varela, Diana	<input type="checkbox"/>	<input checked="" 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
Welling, Linda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the faculty members
Whittla, Curtis	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Wiebe, Anona	<input type="checkbox"/>	<input type="checkbox"/>	Student Senator	Elected by the students
Wild, Peter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acting Dean, Faculty of Engineering	Ex officio
Woodin, Erica	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Social Sciences	Elected by the Faculty
Wright, Bruce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Head, Division of Medical Sciences	Additional Member
Wright, Nancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate Vice-President Academic Planning	By Invitation
Wyatt, Victoria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Fine Arts	Elected by the faculty members

MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA  
**Effective December 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  
 Vice-President Academic & Provost: Valerie Kuehne  
 Vice-President Research: David Castle  
 Dean, Peter B. Gustavson School of Business: Saul Klein  
 Dean of Education: Ralf St. Clair  
 Acting Dean of Engineering: Peter Wild  
 Dean of Continuing Studies: Jo-Anne Clarke  
 Dean of Fine Arts: Susan Lewis, Vice-Chair  
 Dean of Graduate Studies: David Capson  
 Dean of Humanities: Christopher Goto-Jones  
 Dean of HSD: Patricia Marck  
 Dean of Law: Susan Breau  
 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 (30/6/21)  
 EDUC: Sandra Hundza (30/6/20)  
 Monica Prendergast (30/6/19)  
 ENGR: Peter Driessen (30/6/19)  
 Henning Struchtrup (30/6/20)  
 FINE: Patrick Boyle (30/06/21)  
 Carolyn Butler Palmer (30/6/19)  
 GRAD: Sara Beam (30/6/19)  
 Mauricio Garcia-Barrera (30/6/20)  
 HSD: Lynda Gagné (30/6/19)  
 Richard Marcy (30/6/21)  
 HUMS: Jason Colby (30/6/21)  
 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: Helen Kurki (30/6/20)  
 Erica Woodin (30/6/21)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Janni Aragon – SOSC (30/6/21)  
 Doug Baer - SOSC (30/6/20)  
 Aaron Devor – SOSC (30/6/20)  
 Garry Gray – SOSC (30/6/19)  
 Helga Hallgrimsdottir – HSD (30/6/21)  
 Tim Haskett – HUMS (30/6/20)  
 Robin Hicks – SCIE (30/6/21)  
 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)

Nathan Daisley (SOSC) (30/6/19)  
 David Eso (GRAD) “  
 Iris Fairley-Beam (SOSC) “  
 Jordan Gilson (SOSC) “  
 Adrienne Graham (SCIE) “  
 Maan Hani (GRAD) “  
 Ashlee Kirby (LAW) “  
 Cameron Leckenby (HUMS) “  
 Isabella Lee (SOSC) “  
 Adair Ng (EDUC) “  
 Erhan (Jack) Ni (FINE) “  
 Diana Popova (GRAD) “  
 Curtis Whittla (SOSC) “  
 Anona Wiebe (ENGR) “  
 TBD (BUS) “  
 TBD (HSD) “

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

David Alexander (30/06/21)  
 Chandra Beaveridge (30/06/21)  
 Robert Hancock (30/06/21)  
 Carolyn Russell (30/06/21)

ADDITIONAL MEMBERS - Section 35 (2) (k)

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

Dean Seeman (30/06/21)

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

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Carrie Andersen

BY INVITATION - Seated with specified speaking rights

Assoc. V.P. Student Affairs: Jim Dunsdon  
 Assoc. V.P. Academic Planning: Nancy Wright  
 Acting Registrar: Wendy Taylor  
 Acting Associate University Secretary: Ada Saab



University  
of Victoria

University  
Secretary

# MEMO

**Date:** September 18, 2019

**To:** Members of Senate

**From:** Carrie Andersen  
University Secretary

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

---

Members of Senate may recall that after the election of student representatives to Senate held in the Spring of 2019, vacancies remained for one student representative from each of the Faculties of Education, Fine Arts, Human and Social Development, and Law. A third call for nominations was issued on September 4, 2019, and closed on September 17, 2019.

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

The following representatives were acclaimed to Senate after the close of nominations:

- Natalia Karpovskaia, Faculty of Education
- Erhan (Jack) Ni, Faculty of Fine Arts

Three (3) nominations were received from students in the Faculty of Law. Pursuant to the *Rules to Govern the Conduct of Senate Procedures*, an election will be held at the October 4, 2019 Senate meeting to elect one (1) student representative from the Faculty of Law. 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: **Sara Maya Bhandar, Eva Garofalo, and Thomas Johnston.**

Please review the candidates' biographies in preparation to elect one representative at the meeting on October 4, 2019.

## Sara Maya Bhandar

I am a 1st year Law student running for a position on the Senate. I completed my undergraduate degree at UVic in 2018. I have previous experience serving on the UVic Board of Governors and the UVSS Board of Directors as the UVic Pride representative.

I care deeply about our university community and ensuring that the Senate represents the voices of everyone on campus. As a member of the senate I would attend all meetings diligently, liaise with concerned parties, and be an advocate for students to the best of my abilities.

Thank you for considering me for this position.

Eva Garofalo

With deep gratitude, I am being nominated as a student representative on the Senate for the Faculty of Law. My name is Eva Garofalo and I am a proud member of the LGBTQ+ community and a first year JID student. My ancestry comes from Italy, however, I have been living as a visitor on Songhee, WSANEC, and Esquimalt territory since 2013. In 2013 I began my journey at Uvic with a BA in Political Science and Environmental Studies. My commitment to community work, sustainability, and settler responsibilities continues to drive my endeavours. In 2015 I was nominated to run in the UVSS elections based on my ongoing participation with "Education is a Right". Following this, I became involved with organizations such as Dogwood Uvic, Raven Trust, Pull Together, and Meal Exchange. With these clubs in 2016 I organized my first conference on campus called "Protect all Lifelines" with four local knowledge holders. After 3 years of Uvic community work I was offered a position at Dogwood as their South Island Provincial Organizer. The supportive team at Dogwood taught me how to coach, coordinate, and mobilize hundreds of volunteers. As a leader, my role was to represent the volunteers' wants, needs, and well-being. Also, in 2019 I was offered two positions on the Board of Directors as the liaison for Slow Fish Canada and governance advisor for Slow Food Canada. These positions have given me the perfect experience to understand the operations of the Senate, policy work, and the significance of representing a larger body. As an active and involved JID student, I would listen to and honour the Law community, find creative solutions, and collaboratively work towards a better tomorrow. This opportunity to be on the Senate and be part of the Uvic Edge is heart-warming.

Thomas Johnston

I am currently a second year student at the University of Victoria, Faculty of Law. Prior to coming to UVic I completed an undergraduate degree in Business Administration - Entrepreneurial Leadership at Kwantlen Polytechnic University and worked at TD Bank and Wesco Distribution for five years. I grew up in Surrey, BC and attended Elgin Park Secondary where I was President of the Grad Council in 2008. I still volunteer as a soccer coach at Elgin when possible. In my free time I am an avid soccer enthusiast, and enjoy coaching and playing as well as traveling the world to see soccer matches whenever I get the chance. I feel the qualities that make me a good coach and organizer translate to me being an effective leader in soccer and in all aspects of my life.

I have a strong interest in administrative law and governance. Furthermore, I enjoy taking on new projects and being a part of how institutions operate. I am currently the Vice President of Westside Senior Soccer Society, which is a registered non-profit society. As a board we oversee the operations of Canada's largest adult only amateur soccer club as well as its charitable endeavors such as its Kids Help Phone Youth Jamboree, fund raising for the CIBC Run for the Cure and the administration of the Westside scholarship trust. I have also served on several ad-hoc committees for the Vancouver Metro Soccer League and have helped to recommend changes to that societies' bylaws as well as institute new rules and regulations. I believe the varied experience of my background will make me a strong senator and look forward to the chance to represent the University of Victoria's Faculty of Law, as well as the student body as a whole, as we help shape the future of UVic.



**UNIVERSITY OF VICTORIA**

**2018 - 2019 Management Discussion and Analysis (Unaudited)**

**2018 – 2019 Audited Financial Statements**



# University of Victoria 2019 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, 2019 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. While required to be included in the financial statements, the assets and their use are restricted for specific purposes (e.g., pension) 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, 2019, 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 to be recognized internationally as a university of choice for talented students, faculty and staff;

advance research excellence and impact: to heighten our place in the top tier of the world's research universities;

intensify dynamic learning: to be Canada's leader in research-enriched and experiential learning;

foster respect and reconciliation: to be a global leader in creating better opportunities for Indigenous students, entering respectful educational and research partnerships with Indigenous communities;

promote sustainable futures: to be a global leader in environmental, social and institutional sustainability;

and engage locally and globally: to be a preferred partner and a leader in local and global engagement.”

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; and
- Related Entities.

## Financial Highlights

---

### Financial Statement Summary

The university ended the year with total consolidated assets of \$1.6 billion and consolidated revenue of \$593 million (M). The consolidated surplus prior to inclusion of donations to the university's endowment fund was \$23.6M or 4.0% of total revenues (\$34.2M or 5.9% for the prior year). The \$10.6M decrease in the surplus resulted from expenses increasing 4%, whereas revenue increased only 1.9%. The surplus exceeded budget by \$20.9M, (\$26.1M for the prior year). The majority off the operating surplus and budget variance is due to one time events (e.g., reduction of benefits expense as result of removing the LTD Trust from the financial statements) and transactions that do not increase the resources available to the university (e.g., actuarial adjustments and accounting treatment).

Each year the University is required to invest in capital expenditures. While these expenditures are made each year, for accounting purposes the expenditures are not shown as an expense in the year made. Instead, the expenditure is expensed, or amortized, over the future life of the asset. As a result, there appears to be surplus in the year as capital expenditures are not included. Previously, the university has received approval to restrict a portion of its provincial grant for capital purposes. If approved this would more accurately reflect the university's operating surplus as the revenue and expenditures for capital would be the treated in the same way for accounting purposes. The university requested but did not receive approval in 2018/19 to restrict \$10.5M of the provincial operating grant for capital. During the year, the university invested \$10.5M in capital

projects that would have been eligible for provincial funding had funding been available. Accordingly, the surplus includes \$10.5M that was required to fund capital.

The surplus applicable to operations, after adjusting for the \$10.5M investment in capital assets, is \$13.1M. After removal of the actuarial adjustment and the impact of the change in reporting of the LTD trust, the surplus would be \$5.3M.

### Government Grants

Revenue from the Provincial Government in the form of grants increased by 5.8% over the previous year, due primarily to funding of compensation increases. Annual grants received from the Province for capital purposes are up slightly at \$28.0M, from the \$26.5M received last year, related to routine maintenance and specific project funding.

### Tuition and Enrolment

Overall, credit tuition increased by 5.7% to \$144.0M. This increase was due to a 2% increase in domestic fees (the increase to domestic tuition fees is limited to 2% by provincial government policy), consistent domestic enrolment, approved increases in international fees and a small increase in international enrolment. Non-credit tuition increased by \$1.9M 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 \$467M. The endowments earned a return of 8.4% for the year (2018 – 7.0%) across its six investment

mandates. Short-term investments held within the university returned 2.9% for the year (2018 – 1.4%).

### Major Capital Activity

During the year, work was completed 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 university received approval from the Province to borrow \$123M to partially finance a new, 620 bed student housing project together with renewed conference and food services. The total planned project cost is \$197M. Planning is underway with early construction activity starting in 2019/20.

### Financial Information

#### Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they increased 6.2% to \$412M.

<i>In thousands of dollars</i>	<b>2019</b>	<b>2018</b>
Cash and cash equivalents	136,433	117,425
Accounts receivable	17,214	18,437
Due from governments	9,000	10,739
Inventories for resale	1,657	1,474
Portfolio investments	204,266	206,890
Loans receivable	25,035	26,118
Employee future benefits	10,877	-
Investments in government business enterprises	7,816	7,252
<b>Total Financial Assets</b>	<b>412,298</b>	<b>388,335</b>

Cash and cash equivalents increased by \$19.0M, reflecting funding received in advance of expenditures. Also contributing to the increase in cash and cash equivalents is the one-time transfer to the university of unexpended distributions from endowments from the Foundation. Accounts receivable decreased by \$1.2M and Due from governments decreased by \$1.7M, 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 supplemental pension obligations, decreased by \$2.6M due largely to the removal of the LTD Trust plan assets from the financial statements. This decrease is offset by investment returns on the UVic Foundation’s endowment funds. Employee future benefits represent a future asset for the Staff Pension Plan and liabilities for supplemental pension obligations, vested sick leave entitlements, and group life insurance plans. The overall liability for employee future benefits became a financial asset this year due to the removal of the LTD Trust accrued benefit obligation and an actuarial gain in the Staff Pension Plan. 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 3.1% to \$729M.

<i>In thousands of dollars</i>	<b>2019</b>	<b>2018</b>
Accounts payable	33,802	35,534
Derivatives	875	853
Due to governments	6,685	4,616
Employee future benefits	-	12,009
Deferred revenue	19,801	17,823
Deferred contributions	198,665	185,699
Deferred capital contributions	421,352	402,919
Long term debt	47,833	49,824
<b>Total Liabilities</b>	<b>729,003</b>	<b>707,277</b>

Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred. Deferred contributions increased \$13.0M due to endowment income and sponsored research funding received in excess of current year expenditures. Deferred capital contributions are externally restricted capital contributions 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 \$43.6M less amortization of \$25.2M. Long-term debt decreased by \$2.0M resulting from scheduled debt repayments.

## Non-financial Assets

Non-financial assets increased by 3.5% to \$1,142M.

<i>In thousands of dollars</i>	<b>2019</b>	<b>2018</b>
Tangible capital assets	765,139	740,838
Restricted endowment investments	359,117	343,144
Inventories held for use	2,167	1,918
Prepaid expense	16,271	17,726
<b>Total Non-Financial Assets</b>	<b>1,142,694</b>	<b>1,103,626</b>

Tangible capital assets include land, buildings, site improvements, library holdings, computers,

equipment and furnishings but do not include \$13.1M of artwork and collections, as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$24.3M is due to additions of \$69.0M less amortization of \$44.7M. 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 \$16.0M due to donations of \$9.2M and capitalized investment income of \$6.8M. 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 5.3% to \$826M.

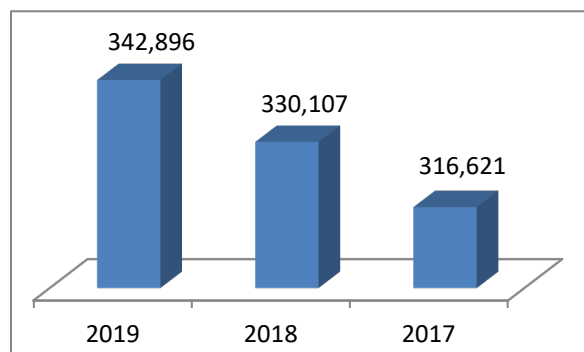
<i>In thousands of dollars</i>	<b>2019</b>	<b>2018</b>
Endowment	342,896	330,107
Invested in capital assets	315,541	306,996
Internally restricted	120,401	99,155
Unrestricted	24,938	31,171
Remeasurement gains	22,213	17,255
<b>Accumulated surplus</b>	<b>825,989</b>	<b>784,684</b>

Accumulated surplus represents the university's residual interest in its assets after deducting liabilities (net assets). Most of this balance is unavailable to fund operations as it is either restricted or has already been used to invest in buildings, equipment and other capital assets. Endowment, Invested in capital assets, and Internally Restricted are described in the following sections. Unrestricted surplus consists primarily of balances arising from ancillary operations such as 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 3.9% to \$343M.



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, 2019 there were 1,358 individual endowment funds providing \$14.5M (2018 - \$14.7M) in annual funding support.

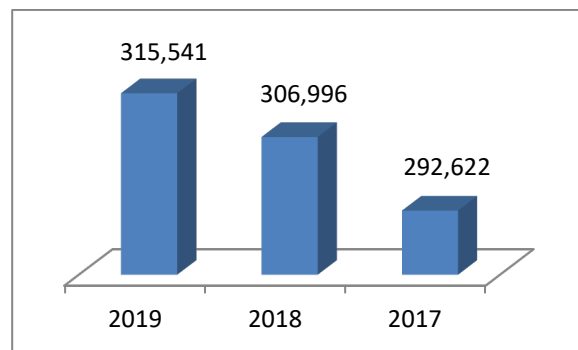
Donors, as well as UVic Foundation policy, stipulate that the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a portion of investment income in order to maintain purchasing power against inflation.

Each endowment has an income stabilization account which is recorded as deferred

contributions in order to provide a cushion against market fluctuations.

### Accumulated Surplus – Invested in Capital Assets

Accumulated surplus invested in capital assets increased by 2.8% to \$316M.



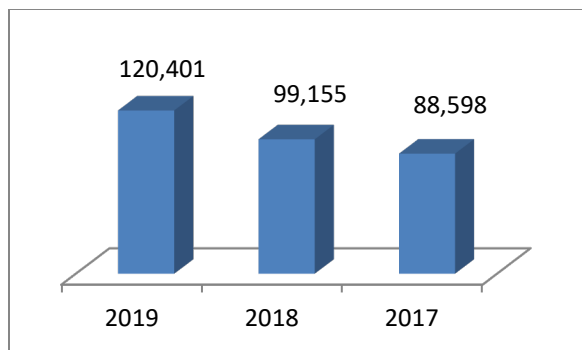
Accumulated surplus invested in capital assets is the amount of internal university funds used for the acquisition of capital assets less amortization of internally financed capital assets. The following comprises the balance of accumulated surplus invested in capital assets:

<i>(in thousands of dollars)</i>	<b>2019</b>	<b>2018</b>
Land	22,582	22,582
Site development	10,394	9,399
Buildings	267,336	262,147
Equipment	30,319	29,872
Library acquisitions	13,159	13,898
Software	-	24
Sinking funds	9,987	8,674
Less debt repayments	(38,236)	(39,600)
<b>Invested in capital assets</b>	<b>315,541</b>	<b>306,996</b>

### Accumulated Surplus – Internally Restricted

Accumulated surplus-internally restricted increased by 21.4% to \$120M.





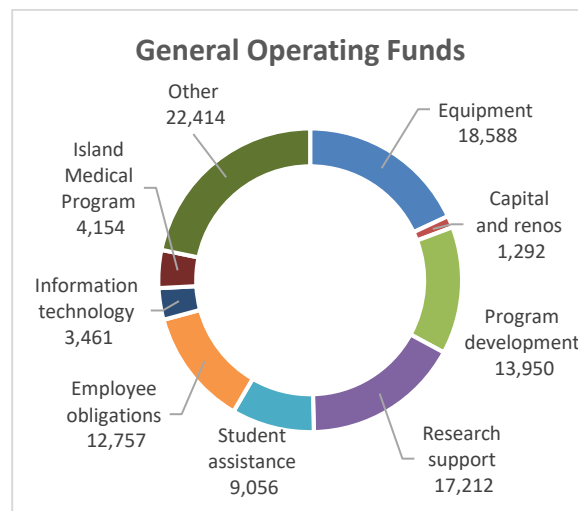
Accumulated surplus - internally restricted consists of balances appropriated by the university Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions 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. The overall increase in accumulated surplus is a result of a \$4M positive actuarial valuation for the staff pension increase, the removal of the LTD Trust accrued benefit obligation of \$3M and an \$11M the change in appropriated capital. The appropriated capital is for priorities such as the Engineering addition - \$4.4M, the Student Health and Wellness Centre - \$2.4M and other smaller value priorities such as classroom renewal.

Balances are made up as follows:

<i>(in thousands of dollars)</i>	2019	2018
General operating	102,883	104,345
Ancillary enterprises	16,276	12,705
Less: Capital	(12,348)	(23,637)
Less: Vacation pay	(8,516)	(8,598)
Add: Staff pension	22,106	17,699
Less: LTD Trust	-	(3,359)
<b>Total internally restricted</b>	<b>120,401</b>	<b>99,155</b>

General operating reserves decreased by 1.1% to \$102.9M.

General operating reserves consist of:



#### Surplus before Restricted Funding

The surplus prior to inclusion of donations to the university's endowment fund was \$23.6M or 4.0% of total revenues (\$34.2M or 5.9% 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>	2019	2018
<u>Designated Items</u>		
Dunsmuir Lodge sale	-	6,543
Impact of LTD actuarial gain and removal	3,359	3,252
Staff Pension Plan actuarial gain	<u>4,407</u>	<u>3,999</u>
	7,766	13,794
Ancillary fund surplus	6,273	7,266
<u>Non-Designated Items</u>		
Operating fund surplus	8,578	9,796
Other	<u>941</u>	<u>3,333</u>
	9,519	13,129
<b>Surplus before restricted funding</b>	<b>23,558</b>	<b>34,189</b>

There is a requirement to have a surplus to be able to invest in capital assets. In a prior year, the university requested, and received approval, to restrict funds for capital investments during the year that were considered eligible capital expenditures. For the current year, a request to restrict \$10.5M 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 1.9% to \$593M.

<i>(in thousands of dollars)</i>	2019	2018
Government grants & contracts	285,317	273,638
Tuition & student fees	165,762	156,128
Donations, non-government grants & contracts	17,993	15,640
Sales of services & products	67,648	68,518
Investment income	22,426	22,338
Income from business enterprises	1,171	1,751
Amortization of deferred capital contributions	25,182	28,215
Other revenue	7,612	15,561
<b>Total Revenue</b>	<b>593,111</b>	<b>581,789</b>

Government grants and contracts revenue is received from the Province of B.C. (71%), the Government of Canada (23%), and other governments (6%). Revenue recorded from the Province increased by \$11.1M overall, due mainly to increased funding related to salary increases resulting from collective bargaining. Federal grants increased by \$1.2M, and other government grants declined by \$0.7M. Tuition and student fees increased by \$9.6M, or 6.2%, due primarily to credit tuition. Credit tuition

increased due to a 2% increase in domestic fees, an increase in international fees of 4% graduate student and undergraduates students enrolled before April 2018 and 20% for those undergraduate students enrolled after April 2018 plus a modest increase in international enrolment. Investment income does not include unrealized gains, which have been recorded through the Statement of Remeasurement. When remeasurement gains of \$5.0M are included, overall investment income increased by \$4.1M compared to 2018 results. Other revenue decreased by \$7.9M resulting primarily from the \$4.4M gain on sale of the Dunsmuir Lodge property, which occurred in 2018.

### Expenses

Expenses increased by 4.0% to \$570M. Expenses reported by object were as follows:

<i>(in thousands of dollars)</i>	2019	2018
Salaries and benefits	363,460	347,112
Travel	15,022	13,363
Supplies and services	86,897	82,464
Utilities	9,039	8,384
Scholarships and bursaries	36,092	36,358
Cost of goods sold	12,107	12,430
Interest on long term debt	2,249	2,480
Depreciation	44,687	45,009
<b>Total Expenses</b>	<b>569,553</b>	<b>547,600</b>

Salaries and benefits represent 64% of total expenses. Salaries increased by \$14.6M due to progression through the ranks and negotiated settlements with the university's faculty, professional and support staff. Benefits increased overall by \$1.7M due to increases in benefits commensurate with higher salaries offset somewhat by large actuarial gains on the Staff Pension Plan.

Expenses reported by function were as follows:

<i>(in thousands of dollars)</i>	2019	2018
Instruction and non-sponsored research	235,817	222,945
Academic and student support	142,622	137,000
Administrative support	21,772	19,507
Facilities operations and maintenance	49,338	49,241
Sponsored Research	106,262	106,014
External engagement	13,742	12,893
<b>Total Expenses</b>	<b>569,553</b>	<b>547,600</b>

Changes in functional expenses included instruction (+5.7%) and Academic and Student Support (+4.1%) Administration (+11.6%), Facilities (+0.2%), Sponsored research (+0.2%) and External engagement (+6.6%).

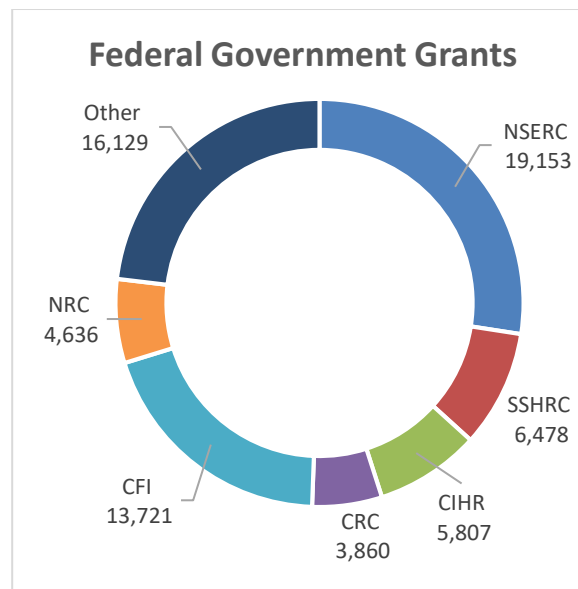
### Sponsored Research Contributions

Sponsored research revenue increased by 5.2% to \$106.0M.

<i>(in thousands of dollars)</i>	2019	2018
Province of B.C.	9,130	9,880
Federal government	69,784	72,548
Other governments	11,094	10,756
Gifts, grants & bequests	12,640	14,085
Sales of services	4,028	4,380
Other revenue	<u>507</u>	<u>224</u>
<b>Total contributions</b>	<b>107,183</b>	<b>111,873</b>
Transfer (to)/from deferred contributions	(1,151)	(11,113)
<b>Sponsored research revenue</b>	<b>106,032</b>	<b>100,760</b>

In addition to the above, the university also received \$6.9M 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 2018, the university ranked second amongst Canadian comprehensive research-intensive universities in total research funding, first in NSERC/CIHR grants and fourth 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. 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; however, there is no additional lift to meet other inflationary pressures. Funding was received to support student growth in engineering and computer science, part of a 4-year expansion commitment from the Province. Expansion also occurred in the law with the university's, first in North America, joint JD/JID degree. Interim measures for space for these programs is required until funding approval is secured for additions to buildings to support expansion of these programs. For the past decade, domestic tuition fee increases couldn't 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 undertook a comprehensive review of international tuition during 2017/18. 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 increase of 15% for undergraduates in 2019/20 reflect these principles and will be assessed only for international students enrolled after April 2018.

For domestic students, enrolment is sensitive to BC population trends for the 18-24 year olds. UVic used population segment projections provided by Statistics Canada and BC Stats which are updated every few years. The last projection (2014) called for a decline of the 18-24 segment starting in 2014/15 and declining until 2022-23 at which point the trend was expected to reverse. The current projection (2018) has the decline beginning in 2017/18 and continuing to 2025-26. As the 18-24 cohort 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 Plan.

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, 2019 is \$(317M) but includes \$421M 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 \$826M, representing the university's net assets. A breakdown of this balance is disclosed on the Statement of Financial Position, and in the notes, to communicate to readers of the financial statements that this figure mostly represents restricted, spent or committed funds.

The Statement of Operations reports revenues, functional expenses and budget figures for the university's consolidated operations.

Endowment donations and investment income capitalized to endowment principal, that used to be recorded as direct increases in net assets, are recorded on the Statement of Operations as Restricted Endowment Contributions and included in Annual Operating Surplus, even though they are not available to fund operational expenses.

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

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

### **Risks and Uncertainties**

---

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. Over the past year, the university developed and approved institutional risk appetite statements that will help guide decision making across all areas of campus.

#### **Provincial funding**

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

#### **Student recruitment and retention**

Enrolment levels can be affected by the economy, competition and 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 but the valuation results

won't be available until September 2019. 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 \$467,000 for 2018/19. The next valuation date is December 31, 2019 with a filing requirement of September 2020.

### Deferred Maintenance

As the university ages, the risk related to deferred maintenance increases. 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. Funding from the province has increased over the last several years.

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

#### 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.

#### **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, 2019



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, 2019.

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*

### ***Qualified Opinion***

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, 2019, and the consolidated statements of operations and accumulated surplus, changes in net debt, cash flows, and remeasurement gains and losses for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of my report, the consolidated financial statements present fairly, in all material respects, the financial position of the entity as at March 31, 2019, and the results of its operations, change 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.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

As described in Note 26 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 revenue (a liability) and then recognize revenue in the statement of operations either on the same basis as the related expenditures occur or, in the case of funds for the purchase or construction of capital assets, to recognize revenue on the same basis as the related assets are amortized. The entity was required to adopt this accounting policy as prescribed by Province of British Columbia Treasury Board Regulation 198/2011.

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

This departure has existed since the inception of the standard, which applies to periods beginning on or after April 1, 2012. Had the entity made an adjustment for this departure in the current year, the liability for deferred revenue as at March 31, 2019 would have been lower by \$421 million, revenue and accumulated surplus would have been higher by \$421 million and net debt would have been lower by \$421 million.

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the entity in accordance with the ethical requirements that are relevant to my audit of the entity's financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements.

### ***Other Accompanying Information***

Management is responsible for the other information accompanying the financial statements. The other information comprises the information included in Management Discussion and Analysis but does not include the consolidated financial statements and my auditor's report thereon.

My opinion on the consolidated financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the consolidated financial statements, my responsibility is to read the other information that I have obtained prior to the date of my auditor's report and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or my knowledge obtained during the audit or otherwise appears to be materially misstated.

Prior to the date of my auditor's report, I obtained the Management Discussion and Analysis. If, based on the work I have performed on this other information, I conclude that there is a material misstatement therein, I am required to report that fact in this auditor's report.

As described in the Basis for Qualified Opinion section above, the entity has inappropriately deferred certain of its revenues from government transfers. I have concluded that the other information is materially misstated for the same reason with respect to the amounts or other items in the Management Discussion and Analysis affected by this departure from Canadian Public Sector Accounting Standards.

### ***Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements.***

Those charged with governance are responsible for the oversight of the financial reporting process. Management is responsible for the preparation and fair presentation of the 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 the consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting when the entity will continue its operations for the foreseeable future.

### ***Auditor's Responsibilities for the Audit of Financial Statements***

My objectives are to obtain reasonable assurance about whether the entity's financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decision of users taken on the basis of these consolidated financial statements.

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the University of Victoria to express an opinion on the consolidated financial statements. I am responsible for the direction, supervision and performance of the University of Victoria audit and I remain solely responsible for my audit opinion.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and communicated with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

Stuart Newton, CPA, CA  
Deputy Auditor General

Victoria, British Columbia, Canada  
June 17, 2019

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

As at March 31, 2019  
(in thousands of dollars)

		2019	2018
<b>Financial Assets</b>			
Cash and cash equivalents	(Note 3)	\$ 136,433	\$ 117,425
Accounts receivable	(Note 4)	17,214	18,437
Due from governments	(Note 5)	9,000	10,739
Inventories for resale		1,657	1,474
Portfolio investments	(Note 6)	204,266	206,890
Loans receivable	(Note 7)	25,035	26,118
Employee future benefits	(Note 8)	10,877	-
Investments in government business enterprises	(Note 9)	7,816	7,252
		412,298	388,335
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 11)	33,802	33,534
Derivatives	(Note 6)	875	853
Due to governments		6,685	4,616
Employee future benefits	(Note 8)	-	12,009
Deferred revenue		19,801	17,823
Deferred contributions	(Note 12)	198,655	185,699
Deferred capital contributions	(Note 13)	421,352	402,919
Long-term debt	(Note 14)	47,833	49,824
		729,003	707,277
Net debt		(316,705)	(318,942)
<b>Non-financial Assets</b>			
Tangible capital assets	(Note 15)	765,139	740,838
Restricted endowment investments	(Note 6)	359,117	343,144
Inventories held for use		2,167	1,918
Prepaid expense		16,271	17,726
		1,142,694	1,103,626
Accumulated surplus	(Note 17)	\$ 825,989	\$ 784,684
Accumulated surplus is comprised of:			
Endowments	(Note 18)	\$ 342,896	\$ 330,107
Invested in capital assets		315,541	306,996
Internally restricted		120,401	99,155
Unrestricted		24,938	31,171
Accumulated operating surplus		803,776	767,429
Accumulated remeasurement gains		22,213	17,255
Accumulated surplus		\$ 825,989	\$ 784,684

Contractual rights (Note 19)  
Contractual obligations (Note 20)

Contingent liabilities (Note 21)

On behalf of the Board:

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



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

Year ended March 31, 2019  
(in thousands of dollars)

	Budget (Note 2(a))	2019	2018
Revenue:			
Province of British Columbia grants	\$ 195,040	\$ 203,684	\$ 192,523
Government of Canada grants	61,000	66,035	64,860
Other government grants	19,800	15,598	16,255
Student tuition - credit courses	142,000	143,994	136,275
Student tuition - non-credit courses	21,000	21,768	19,853
Donations, non-government grants and contracts	17,800	17,993	15,640
Sales of services and products	69,870	67,648	68,518
Investment income	22,400	22,426	22,338
Income from business enterprises	600	1,171	1,751
Other revenue	7,500	7,612	11,118
Revenue recognized from deferred capital contributions	25,210	25,182	28,215
Gain on disposal of assets	-	-	4,443
	582,220	593,111	581,789
Expenses: (Note 22)			
Instruction and non-sponsored research	235,886	235,817	222,945
Academic and student support	146,994	142,622	137,000
Administrative support	20,174	21,772	19,507
Facility operations and maintenance	49,688	49,338	49,241
Sponsored research	112,896	106,262	106,014
External engagement	13,917	13,742	12,893
	579,555	569,553	547,600
Operating surplus before restricted funding	2,665	23,558	34,189
Restricted endowment contributions			
Endowment principal donations	4,000	9,172	7,702
Net investment income & donations capitalized	4,000	3,617	5,784
Net restricted endowment contributions	8,000	12,789	13,486
Annual operating surplus	10,665	36,347	47,675
Accumulated operating surplus, beginning of year	767,429	767,429	719,754
Accumulated operating surplus, end of year	\$ 778,094	\$ 803,776	\$ 767,429

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, 2019  
(in thousands of dollars)

	Budget (Note 2(o))	2019	2018
Annual surplus	\$ 10,665	\$ 36,347	\$ 47,675
Acquisition of tangible capital assets	(71,360)	(68,988)	(78,578)
Proceeds from disposal of tangible capital assets		-	8,144
Gain on disposal of tangible capital assets		-	(4,443)
Amortization of tangible capital assets	45,185	44,687	45,009
	(26,175)	(24,301)	(29,868)
Restricted endowment investments		(15,973)	(13,530)
Acquisition of inventories held for use		(1,499)	(1,669)
Acquisition of prepaid expense		(15,873)	(17,206)
Consumption of inventories held for use		1,250	1,557
Use of prepaid expense		17,328	16,471
		(14,767)	(14,377)
Net remeasurement gains		4,958	934
Decrease (increase) in net debt	(15,510)	2,237	4,364
Net debt, beginning of year	(318,942)	(318,942)	(323,306)
Net debt, end of year	\$ (334,452)	\$ (316,705)	\$ (318,942)

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, 2019

*(in thousands of dollars)*

	2019	2018
Accumulated remeasurement gains, beginning	\$ 17,255	\$ 16,321
Unrealized gains (losses) attributed to:		
Portfolio investments	4,656	(315)
Derivatives	(22)	815
Foreign currency translation	324	434
Net remeasurement gains for the year	4,958	934
Accumulated remeasurement gains, end of year	\$ 22,213	\$ 17,255

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



## UNIVERSITY OF VICTORIA

### Consolidated Statement of Cash Flows

Year ended March 31, 2019

(in thousands of dollars)

	2019	2018
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 36,347	\$ 47,675
Items not involving cash		
Amortization of tangible capital assets	44,687	45,009
Revenue recognized from deferred capital contributions	(25,182)	(28,215)
Change in employee future benefits	(22,886)	(6,324)
Gain on sale of tangible capital assets	-	(4,443)
Equity in income of government business enterprises	(564)	(957)
Unrealized remeasurement gains	324	189
Changes in non-cash operating working capital:		
Decrease in accounts receivable	1,223	1,669
Decrease in loans receivable	1,083	492
Decrease (increase) in inventories	(432)	92
Decrease (increase) in prepaid expenses	1,455	(735)
Increase in accounts payable and accrued liabilities	268	1,909
Decrease (increase) in due to/from government organizations	3,808	(5,073)
Increase in deferred revenue	1,978	3,150
Increase in deferred contributions	12,956	18,676
Net change from operating activities	55,065	73,114
Capital activities:		
Proceeds from sale of tangible capital assets	-	8,144
Cash used to acquire tangible capital assets	(68,988)	(78,578)
Net change from capital activities	(68,988)	(70,434)
Investing activities:		
Sale (acquisition) of portfolio investments	1,384	328
Acquisition of endowment investments	(10,077)	(23,158)
Net change from investing activities	(8,693)	(22,830)
Financing activities:		
Repayment of long-term debt	(1,991)	(975)
Cash proceeds from deferred capital contributions	43,615	46,637
Net change from financing activities	41,624	45,662
Net change in cash and cash equivalents	19,008	25,512
Cash and cash equivalents, beginning of year	117,425	91,913
Cash and cash equivalents, end of year	\$ 136,433	\$ 117,425

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

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

Year ended March 31, 2019

*(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 are to be reported as revenue depending on the nature of the restrictions on the use of the funds as follows:

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

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

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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

---

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

(a) Basis of accounting (continued)

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

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

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards. (See note 26)

(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**  
**Notes to Consolidated Financial Statements**

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

---

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

(b) Basis of consolidation (continued)

(i) Consolidated entities (continued)

- 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.

Prior to March 12, 2019, the consolidated financial statements included the University of Victoria Long-Term Disability Trust as an organization controlled by the University. On March 12, 2019, the Board of Governors approved an amendment to the Long Term Disability Trust Agreement which resulted in the University of Victoria Long-Term Disability Trust no longer being controlled by the University. The impact of this is detailed in Note 8(c)(i).

(ii) Investment in government business enterprises

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

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

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

(iii) Investment in government partnerships

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

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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

---

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

(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

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

The following 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 7.14% 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.

(iv) Trusts under administration

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

(v) Funds held in trust

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

(c) Cash and cash equivalents

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

(d) Loans receivable

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

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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

---

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

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

(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.



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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

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

(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.

<b>Asset</b>	<b>Straight line Rate</b>
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



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

Year ended March 31, 2019

*(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.

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.

(i) Employee future benefits

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

(j) Revenue recognition

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

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

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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

---

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

(j) Revenue recognition (continued)

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, 2019

*(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) Functional Classification of Expenses

Expenses on the Consolidated Statement of Operations and Accumulated Surplus have been classified based on functional lines of service provided by the University. The outline of services provided by each function is as follows:

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

## UNIVERSITY OF VICTORIA

### Notes to Consolidated Financial Statements

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

---

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

(n) Functional Classification of Expenses (continued)

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

(o) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2018/2019 to 2020/2021 Planning and Budget Framework approved by the Board of Governors of the University on March 27, 2018 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, 2019

*(tabular figures in thousands of dollars)*

**3. Cash and cash equivalents**

	2019	2018
Cash	\$ 16,794	\$ 6,215
Short-term investments	118,815	110,351
Restricted cash	824	859
	<b>\$ 136,433</b>	<b>\$ 117,425</b>

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

**4. Accounts receivable**

	2019	2018
Revenues receivable	\$ 20,456	\$ 21,884
Accrued interest receivable	1,142	782
Less: provision for doubtful accounts	(4,384)	(4,229)
	<b>\$ 17,214</b>	<b>\$ 18,437</b>

**5. Due from governments**

	2019	2018
Federal government	\$ 6,722	\$ 8,743
Provincial government	2,213	1,996
Other	65	-
	<b>\$ 9,000</b>	<b>\$ 10,739</b>



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

Year ended March 31, 2019

(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	2019	2018
Portfolio investments carried at fair value:			
Bonds	Level 2	\$ 17,155	\$ 17,487
Various pooled bond and mortgage funds	Level 1	100,863	101,505
Canadian equities	Level 1	17,177	23,457
Global equities	Level 1	44,907	41,757
Infrastructure and real estate	Level 3	20,765	21,239
		200,867	205,445
Portfolio investments at cost which approximates fair value:			
Short-term investments		2,638	853
Cash		695	472
Other		66	120
<b>Total portfolio investments</b>		<b>\$ 204,266</b>	<b>\$ 206,890</b>

(b) Restricted endowment investments

	Fair Value Hierarchy	2019	2018
Restricted endowment investments carried at fair value:			
Bonds	Level 2	\$ 49,407	\$ 54,549
Various pooled bond and mortgage funds	Level 1	37,971	27,041
Canadian equities	Level 1	52,659	69,141
Global equities	Level 1	140,789	122,029
Infrastructure and real estate	Level 3	69,409	66,252
		350,235	339,012
Restricted endowment investments at cost which approximates fair value:			
Short-term investments		6,562	2,658
Cash		2,320	1,474
<b>Total restricted endowment investments</b>		<b>\$ 359,117</b>	<b>\$ 343,144</b>



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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

**6. Financial instruments (continued)**

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

	Fair Value Hierarchy	2019	2018
Derivatives - interest rate swaps on long-term debt quoted at fair value:			
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2024, unsecured	Level 1	\$ (540)	\$ (639)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured	Level 1	(335)	(214)
<b>Total derivatives</b>		<b>\$ (875)</b>	<b>\$ (853)</b>

**7. Loans receivable**

	2019	2018
<b>BCNET</b>		
Interest at 4.5%, due April 2019, unsecured, repaid in March 2019	\$ -	\$ 121
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	3,452	3,641
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	9,597	10,224
Interest at 6.13%, due April 2030, unsecured	2,378	2,524
	<b>\$ 25,035</b>	<b>\$ 26,118</b>





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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

**8. Employee future benefits**

Employee future benefits 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/(assets):

	2019	2018
Staff pension plan	\$ (22,106)	\$ (17,699)
Supplemental pension obligations	7,556	7,180
Special accumulated sick leave	2,830	2,975
Long term disability benefits	-	17,941
Basic group life insurance plan	843	1,612
	<b>\$ (10,877)</b>	<b>\$ 12,009</b>

(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 YMPE. 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 and is expected to be completed in September 2019. 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 \$22,926,000 (2018 - \$22,014,000) 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 \$7,556,000 as at March 31, 2019 (2018 - \$7,180,000). The University paid supplemental benefits of \$187,000 in the year (2018 - \$225,000) and recorded employee benefit expense of \$147,000 (2018 - \$135,000).



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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

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

(a) Pension benefits (continued)

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 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 \$5,969,000 (2018 – \$5,817,000). The Plan paid benefits in the year of \$10,880,000 (2018 – \$10,651,000).

The pension asset at March 31 includes the following components:

	2019	2018
Accrued benefit obligation	\$ 231,971	\$ 221,823
Pension fund assets	(259,566)	(258,702)
	(27,595)	(36,879)
Unamortized actuarial gains	5,489	19,180
<b>Net asset</b>	<b>\$ (22,106)</b>	<b>\$ (17,699)</b>

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 *Pension Benefits Standards Act* of British Columbia 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 \$51.1 million at March 31, 2019 (2018 - \$47.5 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, 2019

(tabular figures in thousands of dollars)

8. 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 2018 was 1%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2019	2018
Current period benefit cost	\$ 8,011	\$ 7,699
Amortization of actuarial gains	(2,181)	(1,851)
	5,830	5,848
Less: Employee contributions	(2,198)	(2,148)
<b>Pension benefit expense</b>	<b>3,632</b>	<b>3,700</b>
Interest cost on the average accrued benefit obligation	12,627	12,087
Expected return on average pension plan assets	(14,555)	(13,721)
<b>Pension interest income</b>	<b>(1,928)</b>	<b>(1,634)</b>
<b>Total pension expense</b>	<b>\$ 1,704</b>	<b>\$ 2,066</b>

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$124,000 (2018 – \$121,000).

(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, 2019 the balance of this special accumulated sick leave was \$2,830,000 (2018 – \$2,975,000).

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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

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

(c) Long-term disability benefits

(i) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. Prior to March 12, 2019, the University of Victoria Long-Term Disability Trust was controlled by the University and fully consolidated. On March 12, 2019, the Board of Governors approved an amendment to the Long Term Disability Trust Agreement which resulted in the University of Victoria Long-Term Disability Trust no longer being controlled by the University. The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position as at March 31, 2019 (see Note 23). The unfunded liability before removal of the University of Victoria Long-Term Disability Trust on March 12, 2019, was \$1,620,000. The removal resulted in a reduction of employee benefits expense of \$1,620,000 included in the consolidated statement of operations for the year ended March 31, 2019. As of March 31, 2019, the impact of removing the University of Victoria Long-Term Disability Trust from the consolidated financial statements is as follows:

	2019	2018
Accrued benefit obligation:		
Beginning of year	\$ 17,941	\$ 20,480
Current service cost	6,276	5,491
Interest cost	355	398
Benefits paid	(2,270)	(2,806)
Actuarial gain	(3,915)	(5,622)
Accrued benefit obligation, before removal	\$ 18,387	\$ 17,941
Removal of University of Victoria Long-Term Disability Trust	(18,387)	-
Accrued benefit obligation, end of year	\$ -	\$ 17,941
	2019	2018
Plan assets:		
Plan assets, before removal	\$ 16,767	\$ 14,582
Removal of University of Victoria Long-Term Disability Trust	(16,767)	-
Plan assets, end of year	\$ -	\$ 14,582
Accrued benefit obligation, end of year	-	(17,941)
Unfunded liability, end of year	\$ -	\$ (3,359)



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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

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

(c) Long-term disability benefits (continued)

(ii) Other long-term disability plan

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University contribution for the year ending March 31, 2019 was \$1,247,000 (2018 - \$1,166,000).

**9. Investments in government business enterprises**

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

Change in equity in government business enterprises:

	2019	2018
Equity at beginning of year	\$ 3,727	\$ 3,605
Dividends/distributions paid	(1,794)	(1,629)
Net earnings	1,171	1,751
<b>Equity at end of year</b>	<b>3,104</b>	<b>3,727</b>
Dividends/distributions payable	4,712	3,525
<b>Investment in government business enterprises</b>	<b>\$ 7,816</b>	<b>\$ 7,252</b>

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

Consolidated Statement of Financial Position

	2019	2018
Assets	\$ 37,126	\$ 35,619
Liabilities	(34,022)	(31,892)
Equity	\$ 3,104	\$ 3,727



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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

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

Consolidated Statement of Operations

	2019	2018
Revenue	\$ 17,210	\$ 17,110
Expenses	(16,039)	(15,359)
Surplus for the year	\$ 1,171	\$ 1,751

**10. 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 7.14% (2018 – 7.69%).

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 2019 of \$273,400 (2018 – \$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% (2018 – 20%).

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

Consolidated Statement of Financial Position

	2019	2018
Financial assets	\$ 4,042	\$ 4,014
Liabilities	(915)	(907)
<b>Net assets</b>	<b>3,127</b>	<b>3,107</b>
Non-financial assets	1,469	1,491
<b>Accumulated surplus</b>	<b>\$ 4,596</b>	<b>\$ 4,598</b>

Consolidated Statement of Operations

	2019	2018
Revenue	\$ 7,050	\$ 8,403
Expenses	(7,052)	(7,360)
(Deficit)/Surplus for the year	\$ (2)	\$ 1,043

UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

11. Accounts payable and accrued liabilities

	2019	2018
Accounts payable and accrued liabilities	\$ 20,419	\$ 21,126
Salaries and benefits payable	4,359	3,348
Accrued vacation pay	9,024	9,060
	<b>\$ 33,802</b>	<b>\$ 33,534</b>

12. Deferred Contributions

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

	2019	2018
Specific purpose: (including endowment earnings)	\$ 133,015	\$ 117,897
Research	64,553	65,964
Capital	1,087	1,838
	<b>\$ 198,655</b>	<b>\$ 185,699</b>

	2019			Total	2018
	Specific Purpose	Research	Capital		
Balance, beginning of year	\$ 117,897	\$ 65,964	\$ 1,838	\$ 185,699	\$ 167,023
Contributions and endowment investment income	46,956	85,607	124	132,687	129,934
Revenue recognized from deferred contributions	(31,838)	(87,018)	(875)	(119,731)	(111,016)
Transfer to deferred capital contributions				-	(242)
Balance, end of year	<b>\$ 133,015</b>	<b>\$ 64,553</b>	<b>\$ 1,087</b>	<b>\$ 198,655</b>	<b>\$ 185,699</b>



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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

**13. 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:

	2019	2018
Balance, beginning of year	\$ 402,919	\$ 384,497
Contributions received during the year	43,615	46,395
Transfers from deferred contributions	-	242
Revenue from amortization of deferred capital contributions	(25,182)	(28,215)
Balance, end of year	\$ 421,352	\$ 402,919

**14. 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):

	2019	2018
Royal Bank of Canada		
5.38% term loan due 2024, unsecured	\$ 5,894	\$ 6,785
Province of British Columbia		
2.28% bond due 2023, unsecured	3,928	3,961
British Columbia Immigrant Investment Fund		
2.48% term loan due 2023, unsecured	7,615	8,054
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	9,596	10,224
Long-term debt	\$ 47,833	\$ 49,824





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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

**14. 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:

	Sinking Fund	Other	Total
2019	\$ 629	\$ 2,082	\$ 2,711
2020	629	2,179	2,808
2021	629	2,283	2,912
2022	629	2,391	3,020
2023	629	6,234	6,863
Thereafter	2,819	11,864	14,683
	\$ 5,964	\$ 27,033	\$ 32,997

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$9,987,000 (2018 – \$8,674,000) 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, 2019

(tabular figures in thousands of dollars)

15. Tangible capital assets

<b>Cost</b>	Balance as at March 31, 2018	Additions	Disposals	Balance as at March 31, 2019
Land	\$ 22,582	\$ -	\$ -	\$ 22,582
Site improvements	42,074	2,438		44,512
Buildings	825,146	37,767		862,913
Equipment and furnishings	185,148	21,450	(23,142)	183,456
Information systems	18,441	-	-	18,441
Computer equipment	15,471	4,550	(4,332)	15,689
Library holdings	37,196	2,783	(1,942)	38,037
<b>Total</b>	<b>\$ 1,146,058</b>	<b>\$ 68,988</b>	<b>\$ (29,416)</b>	<b>\$ 1,185,630</b>

<b>Accumulated amortization</b>	Balance as at March 31, 2018	Disposals	Amortization	Balance as at March 31, 2019
Land	\$ -	\$ -	\$ -	\$ -
Site improvements	19,818		1,138	20,956
Buildings	239,041		17,426	256,467
Equipment and furnishings	97,012	(23,142)	18,910	92,780
Information systems	18,417	-	24	18,441
Computer equipment	10,112	(4,332)	3,776	9,556
Library holdings	20,820	(1,942)	3,413	22,291
<b>Total</b>	<b>\$ 405,220</b>	<b>\$ (29,416)</b>	<b>\$ 44,687</b>	<b>\$ 420,491</b>

<b>Net book value</b>	March 31, 2019	March 31, 2018
Land	\$ 22,582	\$ 22,582
Site improvements	23,556	22,256
Buildings	606,446	586,105
Equipment and furnishings	90,676	88,136
Information systems	-	24
Computer equipment	6,133	5,359
Library holdings	15,746	16,376
<b>Total</b>	<b>\$ 765,139</b>	<b>\$ 740,838</b>

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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

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

(a) Contributed tangible capital assets:

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

	2019	2018
Equipment and furnishings	\$ 23	\$ 169

(b) Assets under construction

Assets under construction comprised of buildings having a value of \$20,752,000 (2018 – \$17,512,000) and equipment having a value of \$14,647,000 (2018 – \$9,419,000) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(c) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year was \$29,416,000 (2018 – \$39,373,000) related to fully amortized assets with a net book value of \$nil (2018 – \$nil).

**16. Financial risk management**

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

(a) Credit risk

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

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

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

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2019 is \$320,027,000 (2018 – \$299,268,000).



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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

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

(a) Credit risk (continued)

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

Credit Rating	%
AAA	13.4%
AA	14.9%
A	7.6%
BBB	5.8%
BB and below	0.2%
Mortgages	15.6%
Cash and short-term	
R1 high	19.2%
R1 mid	0.6%
R1 low	22.7%
	100.0%

(b) Price risk

Price risk includes market risk and interest rate risk.

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



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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

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

(b) Price risk (continued)

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

Asset Class		Estimated Volatility (% change)
Canadian equities	+/-	21.0%
Foreign equities	+/-	18.0%
Real estate	+/-	10.1%
Bonds	+/-	5.1%
Infrastructure	+/-	17.7%
Benchmark for Investments		Net Impact on Market Value
DEX Universe Bond index	+/-	\$ 9,794
S&P/TSX Composite index	+/-	13,955
MSCI World Index	+/-	33,276
Canadian Consumer Price Index (Real Estate)	+/-	4,590
Canadian Consumer Price Index (Infrastructure)	+/-	7,917

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, 2019, the modified duration of all fixed income in aggregate was 3.5 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.5%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.5%.

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.



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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

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

(c) Liquidity risk

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

**17. Accumulated surplus**

Accumulated surplus is comprised of the following:

	2019	2018
Endowments	\$ 342,896	\$ 330,107
Invested in capital assets	315,541	306,996
Internally restricted	120,401	99,155
Unrestricted	24,938	31,171
Accumulated remeasurement gains	22,213	17,255
	<b>\$ 825,989</b>	<b>\$ 784,684</b>

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

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

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

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



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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

**18. Endowments**

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

	2019	2018
Balance, beginning of year	\$ 330,107	\$ 316,621
Contributions received during the year	9,172	7,702
Invested income and donations capitalized	3,617	5,784
<b>Balance, end of year</b>	<b>\$ 342,896</b>	<b>\$ 330,107</b>

The balance shown does not include endowment principal with fair value of \$7,569,000 (2018 – \$7,443,000) and book value of \$4,820,000 (2018 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

**19. Contractual rights**

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

**20. Contractual obligations**

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

	2020	2021	2022	2023	2024
Construction contracts	\$ 5,725	\$ 2,817	\$ 6,590	\$ 6,605	\$ 958
Operating leases	359	186	35	7	7
<b>Total</b>	<b>\$ 6,084</b>	<b>\$ 3,003</b>	<b>\$ 6,625</b>	<b>\$ 6,612</b>	<b>\$ 965</b>

**21. Contingent liabilities**

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



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

Year ended March 31, 2019

*(tabular figures in thousands of dollars)*

**21. Contingent liabilities (continued)**

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

**22. Expenses by object**

The following is a summary of expenses by object:

	2019	2018
Salaries and wages	\$ 315,157	\$ 300,548
Employee benefits	48,303	46,564
Travel	15,022	13,363
Supplies and services	78,328	73,894
Equipment rental and maintenance	8,569	8,570
Utilities	9,039	8,384
Scholarships, fellowships and bursaries	36,092	36,358
Cost of goods sold	12,107	12,430
Interest on long-term debt	2,249	2,480
Amortization of tangible capital assets	44,687	45,009
	<b>\$ 569,553</b>	<b>\$ 547,600</b>

**23. Trusts under Administration**

(a) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. The University does not contribute to or control the plan (see Note 8(c)). The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position. Except for the removal of the plan (see Note 8(c)(i)), which resulted in a reduction to employee benefits expense of \$1,620,000, the plan's operations have not been included in the consolidated statement of operations.





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

Year ended March 31, 2019

(tabular figures in thousands of dollars)

**23. Trusts under Administration (continued)**

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

As of March 31, 2019, the balances of the long-term disability plan are as follows:

	2019	2018
Assets	\$ 16,767	\$ -
Accrued benefit obligation	(18,387)	-
	\$ (1,620)	\$ -

- (b) Funds held in trust

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2019 – \$1,461,000; 2018 – \$1,707,000).

**24. Supplemental cash flow information**

	2019	2018
Cash paid for interest	\$ 2,135	\$ 2,451

**25. 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, 2019, there have been no material transactions between the university and its key management personnel or their close family members.

**26. 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.



UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

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

The impact of this difference on the consolidated financial statements of the university would be as follows:

	2019		
	FRF	PSAS	Difference
<b>Liabilities</b>			
Deferred capital contributions	\$ 421,352	\$ -	\$ 421,352
Accumulated surplus	825,846	1,247,198	(421,352)
<b>Revenue</b>			
Government grants and contracts	285,317	327,267	(41,950)
Donations, non-government grants and contracts	17,993	19,007	(1,014)
Amortization of deferred capital contributions	25,182	-	25,182
<b>Annual operating surplus</b>			
Annual operating surplus (after restricted endowment contributions)	\$ 36,347	\$ 54,129	\$ (17,782)

	2018		
	FRF	PSAS	Difference
<b>Liabilities</b>			
Deferred capital contributions	\$ 402,919	\$ -	\$ 402,919
Accumulated surplus	784,684	1,187,603	(402,919)
<b>Revenue</b>			
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
<b>Annual operating surplus</b>			
Annual operating surplus (after restricted endowment contributions)	\$ 47,675	\$ 65,315	\$ (17,640)





**Date:** September 20, 2019  
**To:** Senate  
**From:** Senate Committee on Agenda and Governance  
**Re:** **Appointments to the 2019/2020 Senate Standing Committees**

---

The Senate Committee on Agenda and Governance nominations sub-committee met on September 20, 2019 to consider appointments to the 2019/20 Senate committees. These appointments are to fill vacancies on the Senate committees that were not filled at the May 3, 2019 meeting of Senate. The proposed new appointments are bolded in the attached document.

### **Recommended Motion**

*That Senate approve the appointments to the 2019/2020 Senate standing committees for the terms indicated in the attached document.*

Respectfully submitted,  
2019/2020 Senate Committee on Agenda and Governance  
Jamie Cassels, Chair, President and Vice-Chancellor\*  
Carrie Andersen, University Secretary  
Chandra Beaveridge, Convocation Senator  
Aaron Devor, Faculty of Social Sciences  
Robin Hicks, Faculty of Science  
Helen Kurki, Faculty of Social Sciences  
Valerie Kuehne, Vice-President Academic and Provost  
Annalee Lepp, Faculty of Humanities\*  
Dean Seeman, Libraries\*  
Alivia Wang, Student Senator\*  
Ada Saab, Secretary, Associate University Secretary\*

\*members of the Nominations Sub-committee

/attachment



2019- 2020 Senate Committees

Senate Committee on Academic Standards

Name	Faculty or Department	Term
Neil Burford (S) (Chair)	Science	2021 (2018)
Martha McGinnis (S)	Graduate Studies	2022 (2019)
Gillian Calder (S)	Law	2021 (2015)
Alexandra D'Arcy (S)	Humanities	2022 (2019)
Janni Aragon (S)	Social Sciences	2021 (2018)
Ken Thornicroft (NS)	Business	2020 (2017)
Tania Muir (NS)	Continuing Studies	2022 (2019)
Kathy Gaul (NS)	Education	2020 (2017)
Henning Struchtrup (S)	Engineering	2020 (2017)
<b>Yasmine Kandil (S)</b>	<b>Fine Arts</b>	<b>2022 (2019)</b>
Esther Sangster-Gormley (NS)	Human & Social Development	2021 (2018)
Michele Martin (NS)	Medical Sciences	2021 (2015)
Caoimhe Laird (S)	Student Senator	2020 (2019)
Sarina de Havelyn (S)	Student Senator	2020 (2019)
<b>Dalal Tubeishat (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2020 (2019)</b>
<b>Sima Hajiaghaei Shangjani (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2019)</b>
Robert Hancock (S)	Convocation Senator	2021 (2018)
Stephen Evans (NS)	Vice-President Academic and Provost's designate	(ex officio)
Susan Lewis (NS)	President's nominee, Acting Associate Vice-President Academic Planning	(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)	Associate University Secretary	

Senate Committee on Admission, Re-registration And Transfer

Name	Faculty or Department	Term
Sandra Hundza (Chair) (S)	Education	2020 (2017)
<b>Anne Bruce (Vice Chair) (NS)</b>	<b>HSD</b>	<b>2022 (2019)</b>
Diana Varela (S) (Fraser Hof replacing Diana while she is on leave Jul 1 – Dec 31, 2019)	Science	2020 (2014)
TBD	Humanities	2020 (2019)
Stephen Tax (NS) (Dale Ganley replacing Stephen while he is on leave Sept 1 2019 – Feb 2020)	<b>Business</b>	<b>2020 (2014)</b>
Phalguni Mukhopadhyaya (S)	Engineering	2022 (2019)
<b>Stuart MacDonald</b>	<b>Social Science</b>	<b>2022 (2019)</b>
Kathy Sanford (NS)	Education	2022 (2019)
Marshall Scott-Bigsby (S)	Student Senator	2020 (2019)
<b>Erhan (Jack) Ni (S)</b>	<b>Student Senator</b>	<b>2020 (2019)</b>
<b>Efe Turker (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2020 (2019)</b>
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)
Trisha Best	Director or equivalent of International Student Services	(ex officio)
<b>Shauna Underwood</b>	<b>Director or equivalent of an Advising Centre</b>	<b>(ex officio)</b>
Emma Mason (NS)	Representative from Counselling Services	(ex officio)
Wendy Taylor (NS)	Acting Registrar	(ex officio)
<b>LillAnne Jackson (NS)</b>	<b>Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee</b>	<b>(ex officio)</b>
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) (Mark Gillen replacing Michelle while she is on leave Jan 1 – Jun 30, 2020)	Law	2021 (2018)
Mauricio Garcia-Barrera (S) (Vice-Chair)	Graduate Studies	2021 (2018)
CindyAnn Rose-Redwood (S)	Social Sciences	2022 (2019)
Neil Burford (S)	Science	2021 (2018)
Dale Ganley (NS)	Business	2022 (2017)
Jillian Roberts (NS)	Education	2020 (2017)
Poman So (NS)	Engineering	2022 (2016)
Stephen Ross (NS)	Humanities	2021 (2015)
Susan Strega (S)	HSD	2022 (2019)
Carolyn Butler-Palmer (S)	Fine Arts	2021 (2015)
Caelen Cook (S)	Student Senator	2020 (2019)
Eslam Mehina (S)	Student Senator	2020 (2019)
Marshall Scott-Bigsby (S)	Student Senator	2020 (2019)
<b>Maan Hani (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2018)</b>
Ada Saab (Secretary)	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	2022 (2016)
Ciel Watt (NS)	Alumni Association	2020 (2017)
Helga Hallgrimsdottir (S)	Human and Social Development	2021 (2015)
Dawit Weldemichael (S)	Student Senator	2020 (2019)
<b>David Foster (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2019)</b>
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	2022 (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)
TBD (S)	Student Senator	2020 (2019)
<b>Victoria Eaton (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2020 (2019)</b>
<b>Connor Leshner (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2018)</b>
Christina Johnson (NS)	Student Representative from diploma or certificate program in Continuing Studies	2020 (2017)
Wendy Gedney (NS)	Alumni Association	2022 (2016)
<b>David Alexander (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
Susan Lewis (NS)	President's Nominee, Acting Associate Vice-President Academic Planning	(ex officio)
Kirsten Kopp (Secretary)	Continuing Studies	



Senate Committee on Honorary Degrees and Other Forms of Recognition

Name	Faculty or Department	Term
Shelagh Rogers (Chair) (S)	Chancellor	(ex officio)
Kieka Mynhardt (NS)	Science	2021 (2018)
TBD (NS)	TBD	2022 (2019)
Joseph Salem (S)	Fine Arts	2022 (2016)
Elena Pnevmonidou (NS)	Humanities	2022 (2019)
Brock Smith (S)	Business	2020 (2017)
<b>Rita Dhamoon (NS)</b>	<b>Social Sciences</b>	<b>2022 (2019)</b>
Sean Oliver (S)	Student Senator	2020 (2019)
Glenda Wyatt (NS)	Alumni Association	2020 (2017)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ian Case (NS)	Director, University Ceremonies and Events	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
Erica Woodin (Chair) (S)	Social Sciences	2021 (2018)
Jason Colby (S)	Humanities	2021 (2018)
TBD	Fine Arts	2022 (2019)
Cedric Littlewood (NS)	Graduate Studies	2021 (2016)
Brian Leacock (S)	Business	2022 (2019)
Laura Vizina (NS)	Continuing Studies	2022 (2016)
Monica Prendergast (S)	Education	2020 (2017)
Michael McGuire (NS)	Engineering	2021 (2018)
Rebecca Warburton (S)	HSD	2020 (2016)
Tim Richards (NS)	Law	2020 (2016)
TBD	Medical Sciences	2022 (2019)
Mark Laidlaw (S)	Science	2020 (2017)
TBD (S)	Student Senator	2020 (2019)
Megan Ingram (S)	Student Senator	2020 (2019)
<b>Jonathan Granirer (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2020 (2019)</b>
<b>Hannah Ahluwalia (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2020 (2019)</b>
<b>Mehdi Hashemi (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2019)</b>
Jennifer Whately (NS)	Alumni Association	2021 (2018)
<b>Tina Bebbington (NS)</b>	<b>Library, (FALC)</b>	<b>2022 (2019)</b>
<b>Chandra Beaveridge (S)</b>	<b>Convocation Senator</b>	<b>2021 (2018)</b>
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 and Innovation	(ex officio)
Mariel Miller (NS)	Technology Integrated Learning Centre	(ex officio)
Susan Lewis (NS)	President's nominee, Acting Associate Vice-President Academic Planning	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

Senate Committee on Libraries

Name	Faculty or Department	Term
Simon Devereaux (NS) (Chair)	Humanities	2022 (2016)
Elena Pnevmonidou (NS)	Graduate Studies	2022 (2016)
Richard Marcy (S)	HSD	2021 (2018)
Sylvia Pantaleo (NS)	Education	2020 (2017)
Richard Rush (NS)	Continuing Studies	2022 (2019)
Peter Driessen (NS)	Engineering	2021 (2018)
Kirk McNally (NS)	Fine Arts	2020 (2017)
TBD (S)	Social Sciences	2022 (2019)
Hao Zhang (NS)	Business	2020 (2017)
Robert Howell (NS)	Law	2020 (2016)
TBD	Medical Sciences	2022 (2019)
Louise Page (NS)	Science	2020 (2017)
<b>Natalia Karporskadia (S)</b>	<b>Student Senator</b>	<b>2020 (2019)</b>
<b>Myles Maillet (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2018)</b>
Andrew Rowe (NS)	Representative of Council of Centre Directors	2021 (2018)
Pia Russell (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2020 (2017)
TBD (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
Hélène Cazes	President's nominee	(ex officio)
Wency Lum (NS)	Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Sheila Cresswell (Secretary)	University Librarian's Office	

Senate Committee on Planning

Name	Faculty or Department	Term
Susan Lewis (Chair) (S)	Acting Associate Vice-President Academic Planning	(ex officio)
Sang Nam (NS)	Business	2021 (2015)
Graham McDonough (NS)	Education	2022 (2016)
<b>Cindy Holder (NS)</b>	<b>Humanities</b>	<b>2022 (2019)</b>
<b>Adam Con (NS)</b>	<b>Fine Arts</b>	<b>2022 (2019)</b>
Abdul Roudsari (NS)	HSD	2022 (2016)
Ralf St. Clair (S)	Dean	2020 (2014)
Robin Hicks (S) (Neil Bulford to replace from July 2019-December 2019)	<b>Science</b>	<b>2020 (2017)</b>
TBD (NS)	Engineering	2022 (2019)
Gillian Calder (S)	Law	2020 (2014)
Mauricio Garcia-Barrera (S)	Graduate Studies	2020 (2017)
Patrick Nahirney (NS)	Medical Sciences	2020 (2014)
Jo-Anne Clarke (S)	Continuing Studies	2020 (2017)
Nilanjana Roy (NS)	Social Sciences	2021 (2018)
Kai Richins (S)	Student Senator	2020 (2019)
<b>Carla Osborne (NS)</b>	<b>Student Representative (GSS)</b>	<b>2020 (2018)</b>
Merwan Engineer (NS)	President's nominee	(ex officio)
Wendy Taylor (NS)	Acting Registrar	(ex officio)
Andrea Giles (NS)	Cooperative Education and Career Services	(ex officio)
Valerie Kuehne (S)	Vice-President Academic and Provost	(ex officio)
Lisa Kalynchuk (S)	Vice-President Research	(ex officio)
David Capson (S)	Dean, Faculty of Graduate Studies	(ex officio)
Ada Saab (NS)	Associate University Secretary	(ex officio)
Sandra Duggan (Secretary)	Office of the Vice-President Academic and Provost	

Senate Committee on University Budget

Name	Faculty or Department	Term
Frank Van Veggel (NS) (Chair)	Science	2020 (2017)
<b>Hélène Cazes</b>	<b>Humanities</b>	<b>2022 (2019)</b>
<b>Laura Cowen (S)</b>	<b>Science</b>	<b>2022 (2019)</b>
Helen Kurki (S)	Social Sciences	2020 (2017)
Jen Baggs (NS)	Business	2021 (2018)
Jodi Strelasky (NS)	Education	2021 (2018)
Graham Voss (NS)	Social Sciences	2022 (2019)
Dawit Weldenmichael (S)	Student Senator	2020 (2019)
Carolyn Russell (S)	Convocation Senator	2021 (2019)
Jamie Cassels (S)	Chair of Senate	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	



**Date:** 18 September 2019  
**To:** Senate  
**From:** Senate Committee on Awards  
**Re:** New and Revised Awards

---

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

\*Administered by the University of Victoria Foundation

Additions are underlined

Deletions are ~~struck through~~

### **Norman M. Lewis Bursary \* (New-UG/GS)**

Two or more bursaries are awarded to undergraduate or graduate students. At least two bursaries must be awarded to students of different genders.

### **Vikes Honour Roll Provost Award for Excellence (Revised-UG/GS)**

An award of at least \$1,000 ~~\$1,500~~ is given to the undergraduate or graduate Vikes Honour Roll/U SPORTS Academic All Canadian recipient with the highest academic average. This may be awarded to a graduating student.

### **Nimrod Hungarian Mobility Award\* (Revised-UG/GS)**

One or more awards are given to undergraduate, graduate or post-graduate students in the field of science, medicine, technology or social sciences disciplines who are either: 1) Coming to study from Hungary at UVic or 2) UVic students going to Hungary to study at accredited Hungarian universities. Part-time students are eligible (minimum 9.0 units for undergraduate students and less than 3.0 units for graduate). 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](mailto:world@uvic.ca).

### **Michael Daniska Memorial Bursary\* (Revised-UG)**

One or more bursaries are awarded to ~~3rd or 4th year~~ undergraduate students in the School of Earth and Ocean Sciences. Preference will be given to students entering third

~~or fourth year who have completed at least one co-op work term. students in the School of Earth and Ocean Sciences~~

### **Leeder Family Memorial Bursary in Economics \* (Revised-UG)**

~~One or more bursaries in the amount of approximately one half of a student's Winter Session (September to April) tuition are awarded to full-time undergraduate third or fourth year students in the Department of Economics. Preference will be given to students who are from outside the Greater Victoria or Lower Mainland areas. These bursaries may be renewable for one year based on continuing eligibility.~~

### **Leeder Family Memorial Bursary in Mathematics \* (Revised-UG)**

~~One or more bursaries in the amount of approximately one half of a student's Winter Session (September to April) tuition are awarded to full-time undergraduate third or fourth year students in the Department of Mathematics. Preference will be given to students who are from outside the Greater Victoria or Lower Mainland areas. These bursaries may be renewable for one year based on continuing eligibility.~~

### **Rita Perry Hammett Bursary Award\* (Revised-UG)**

~~One or more awards are given bursaries are awarded to entering or continuing undergraduate students in the Department of Writing. Approval of the recipients will be made by the Senate Committee on Awards. Preference will be given to students with demonstrated financial need.~~

### **Vikes Recreation Student Leadership Award\* (Revised-UG/GS)**

~~One or more awards are given to undergraduate or graduate students who are involved in and contribute to campus life by either working or volunteering with Vikes Recreation. Part-time students are eligible (minimum 9.0 units for undergraduate students and less than 3.0 units for graduate). Award recipients will be selected by the Director of Athletics and Recreation in consultation with the Manager of Campus Recreation on the basis of commitment and performance criteria while contributing to furthering active healthy living by the Director of Athletics and Recreation in consultation with the Manager of Campus Recreation.~~

### **Criswick Bursary in Astronomy\* (Revised-UG)**

~~One or more bursaries are awarded to undergraduate students entering fourth year in the Astronomy program.~~

### **Alan J. Hodgson Memorial Scholarship in Music\* (New-UG)**

One or more scholarships are awarded to academically outstanding undergraduate students entering or transferring into second, third or fourth year of the Bachelor of Music program. Preference will be given to students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

### **Dr. Hinda Avery Holocaust Studies Scholarship\* (New-GS)**

One or more scholarships are awarded to academically outstanding graduate students in the MA Holocaust Studies Stream. Preference will be given to students who complete a practicum at the Ravensbrück Memorial site in Germany. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Germanic and Slavic Studies.

### **Vancouver Island Trails Information Society Scholarship (Revised-UG)**

One or more A scholarships are of \$500 is awarded to an academically outstanding 3rd or 4th year undergraduate students entering third or fourth year, in a declared Major or Minor, in Environmental Studies, who ~~has~~ have completed ES 470, Advanced Field Study and in the previous summer or winter session. Applicants must submit a one-page letter outlining how the materials and teachings from ES 470 will assist in their future careers. This letter must be received by the School of Environmental Studies by September 30th. This scholarship may be awarded to a graduating student. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Environmental Studies.

### **Promise Bursary (New-UG/GS)**

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

### **Department of Civil Engineering Graduation Medal (New-UG)**

A medal is awarded to the student with the highest graduating grade point average (GPA) in a Bachelor of Engineering in Civil Engineering.

### **Orca Book Publishers Award in Indigenous Language Revitalization (New-UG)**

One award is given to an undergraduate student in the Faculty of Education enrolled in either the Diploma in Indigenous Language Revitalization or the Bachelor of Education in Indigenous Language Revitalization who is developing their own language proficiency and has a strong record of contributing to their/a language community through their work. Applications must be accompanied by a letter of recommendation from a community group/member providing evidence of the contributions the applicant has made. Application forms are available at the Faculty of



Education office and must be submitted by June 15. Part-time students (enrolled in at least 4.5 units) are eligible for this award. Approval of the recipient will be made by the Senate Committee on Awards, upon the recommendation of the Faculty of Education.

### **Gail O’Riordan Memorial Graduate Award for Cello (New-GS)**

Up to two awards will be given to graduate students in the School of Music whose principal instrument is cello. The award(s) will be renewable for a second year if funds permit and the student(s), in the opinion of the academic unit, are making good progress in their degree. Students with a GPA of 6.0 or higher will be considered. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

### **Van Dusen Graduate Scholarship (Revised-GS)**

~~Annual income from an endowment fund created by the Van Dusen Foundation with matching funds from the Government of British Columbia is available to support outstanding students in economics (see fellowships). One or more scholarships will be awarded to outstanding graduate students in Economics. At the discretion of the Department of Economics, this amount may be awarded as scholarships. Approval of the recipients Awards will be made by the Faculty of Graduate Studies Graduate Awards eCommittee upon the recommendation of the Department of Economics. Scholarships may be disbursed in September.~~

### **British Columbia Paraplegic Association/Rotary Club of Victoria Scholarship\* (Revised-UG)**

~~One or more A scholarships of \$1250 will be awarded to a physically disabled academically outstanding students with a physical disability with permanent mobility impairments. Selection of the recipient will be made by a committee composed of a Senate Committee on Awards representative, a Student and Ancillary Services representative and a British Columbia Paraplegic Association representative.~~

### **Indigenous Aboriginal Health Career Bursary Scholarship (Revised-GS)**

~~Three scholarships of \$1,000 each are given One or more bursaries will be awarded to graduate students of Indigenous Aboriginal heritage (First Nations, Métis, and/or Inuit) who have demonstrated financial need and are enrolled in the following health degree programs: BSN, Masters of Nursing Nurse Practitioner (NP) or PhD in Nursing. Applicants must be registered in full-time studies at UVic. The delivery of the program/course may be through either distance education or on-campus. First preference will be given to Indigenous Aboriginal students from Vancouver Island. Second preference will be given to Indigenous Aboriginal students from within BC. Third preference will be given to Indigenous Aboriginal students from within Canada. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Human and Social Development.~~

### **Roy & Marguerite E.-L. Watson Bursary in Social Work\* (Revised-UG/GS)**

One or more bursaries are awarded to undergraduate or graduate students who are single parents in the School of Social Work.

~~Three undergraduate bursaries and one graduate bursary are awarded to single parents registered in degree programs in Social Work. Undergraduate students must be taking a minimum of 9 units of study and graduate students must be registered with the Faculty of Graduate Studies on a full-time basis for the Winter session. If there is no qualifying graduate student in a particular year, the fourth award will be given to a qualifying undergraduate student. In the case of the graduate award, selection will be made by Student Awards and Financial Aid on the recommendation of the School of Social Work.~~

### **Doreen & John Windsor Award Bursary\* (Revised-UG)**

One or more bursaries are awarded to students ~~entering fourth year of a majoring or honours program~~ in History, and specializing in Canadian History. Preference will be given to students entering fourth year.

### **Embassy of Iceland Book Prize (New-UG)**

A book prize is awarded to an academically outstanding undergraduate student in GMST 369: Topics in Scandinavian Studies. Approval of the recipient will be made by the Senate Committee on Awards upon recommendation of the Department of Germanic and Slavic Studies.

### **Dr. Hinda Avery Graduate Scholarship in Animal Rights and Law\* (New-GS)**

One or more scholarships are awarded to women graduate students in the Faculty of Law pursuing research that is centrally focused on advancing the rights of nonhuman animals or otherwise eliminating animals' legal classification as objects and property. Research must be directed at advancing the interests or needs of animals in law or society in a way that values animals as their own persons or beings rather than adopt an animal welfare or welfarist perspective. The student must outline how their research meets the criteria in their thesis or dissertation proposal. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Law.

### **Dr. Marion Porath Legacy Scholarship in Education (Revised-GS)**

One or more scholarships of at least \$2,500 each are ~~is~~-awarded to ~~an~~ academically outstanding graduate students in Educational Psychology and Leadership Studies in the Faculty of Education who provides service to the educational community and does research in one of the following areas:

- High ability or gifted and talented students,
- Socio-cultural views of intelligence,
- Cognitive development, or

· Exploration of children's art

Preference will be given to students conducting research in the area of high ability or gifted and talented students. Applications must be accompanied by a letter of recommendation from a community/volunteer group providing evidence of the exceptional contributions the applicant has made. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Educational Psychology, and Leadership Studies~~Department~~.

**Henry Poulton Fund\* (Revised-GS)**

One or more scholarships will be given to highly qualified graduate students in the Department of Economics. Approval of the recipient(s) will be made by the Faculty of Graduate Studies, Graduate Awards Committee upon the recommendation of the Department of Economics. This award will be disbursed in September.

**Edra Ferguson Graduate Scholarship\* (Revised-GS)**

One or more scholarships are awarded to academically outstanding graduate students entering the LLM or PhD program in the Faculty of Law whose focus of study is directly or comparatively on Canadian-related Indigenous ~~Aboriginal~~ Law. Preference will be given to a student from Nunavut, Northwest Territories, or Yukon. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Law.

**Law Foundation of BC Public Interest Award (Revised-UG)**

~~Nine Six~~ awards of \$5,000 each are given to continuing second year or graduating third year students enrolled in the ~~J.D.~~JD program who have demonstrated commitment to public interest, combined with high academic achievement.

**“Stand Out From the Crowd” Prize in Physics and Astronomy (Revised-UG)**

~~A Prizes of \$600, \$500 and \$400 are \$500 is awarded respectively to the students with the highest, second highest and third highest grades in the most challenging undergraduate course in physics and astronomy. A second prize of \$300 is awarded to the student with the second highest grade in the most challenging undergraduate course in physics and astronomy and a third prize of \$200 is awarded to the student with the third highest grade in the most challenging undergraduate course in physics and astronomy. Determination of t~~ The most challenging undergraduate course is defined as the course that has the lowest average grades amongst the students who completed it, provided at least 50 students completed the course. Part-time students (a minimum of 6.0 units) and graduating students are eligible for this award. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Physics and Astronomy. ~~will be made by the Physics and Astronomy Undergraduate Awards Committee in consultation with course instructors and approved by the Department Chair. The successful candidates, having completed the course with the highest grade point average, will be selected by the same committee~~

### **Mandell Pinder LLP Indigenous Law Scholar Award (New-UG)**

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

### **Lambert Joseph Schill Award\* (New-UG)**

One or more awards are given to undergraduate students who are entering second year in the Department of Mechanical Engineering. Preference will be given to students with demonstrated financial need.

### **Beatrice Patriquin Scholarship\* (New-UG)**

One or more scholarships are awarded to undergraduate students in the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing.

### **David McGillivray Scholarship in Chemistry\* (New-GS)**

One or more scholarships are awarded to academically outstanding graduate students in the Department of Chemistry. Recipient(s) are approved by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Chemistry.

### **University of Victoria Youth in Care Award (Revised-UG)**

One or more awards are given to students in their first undergraduate degree program. To be eligible for these awards, students must demonstrate financial need and be ~~a resident~~ residents of British Columbia, and ~~were formerly in any Government of BC Ministry of Children and Family Development (MCFD) Legal Status or the Government of BC Ministry of Social Development and Poverty Reduction's Child in Home of Relative Program for at least~~ have received care from the Ministry of Children and Family Development or a Delegated Aboriginal Agency (DAA) through the Child, Family and Community Service Act for a minimum of twelve months (consecutive or accumulated in any combination). ~~in any, or a combination, of the following categories:~~

MCFD Legal Statuses refer to and include the following, consecutive or accumulated in any combination pursuant to the Child, Family and Community Service Act (the Act) regarding student eligibility for the University of Victoria Youth in Care Tuition Award:

- **Continuing Custody Order** pursuant to sections 41 (1) (d), 42.2 (4) (d) or 42.2 (7) or 49 (4), 49 (5) or 49 (10) (a) of the Act;

- ~~▪—A protection order in which the court has assigned permanent custody of the child to the Director of Child Welfare (the Director).~~
- **Temporary Custody Order** pursuant to sections 41 (1) (b) of the Act;
  - ~~▪—A protection order in which the court has assigned custody of the child to the Director on a temporary basis.~~
- **Special Needs Agreement** pursuant to section 7 of the Act;
  - ~~▪—A parent of a child with special needs may voluntarily and temporarily agree to place the child in the care of the Director.~~
- **Voluntary Care Agreement** pursuant to section 6 of the Act;
  - ~~▪—A parent voluntarily and temporarily places the child in the care of the Director.~~
- **Youth Agreement** pursuant to section 6 12.2 of the Act;
  - ~~▪—The Director enters into an agreement with a youth (ages 16—19) who needs assistance to live independently and cannot be re-established with family.~~
- **Extended Family Plan** pursuant to section 8 of the Act;
  - ~~▪—A parent voluntarily and temporarily places the child in the care of an adult who has an established familial, relational, or cultural connection to the child.~~
- **Permanent Transfer of Custody Order** with person other than a parent pursuant to section 54.01 or 54.1 of the Act;
  - ~~▪—An order in which the court permanently transfers custody to another (non-parent) family member or another adult with an established relational or cultural connection to the child.~~
- **Temporary Transfer of Custody** pursuant to section 41(1)(b) of the Act;
  - ~~▪—A protection order in which the court temporarily places the child in the custody of an adult, other than a parent, who has an established familial, relational, or cultural connection to the child.~~
- **Interim Custody Order with a Director** pursuant to section 35(2)(a);
- **Interim Custody Order with person other than a parent** pursuant to section 35(2)(a) of the Act;
- **Adoption;**
- **Under the Guardianship of a Director** pursuant to the Infants Act;
- **Under the Guardianship of a Director of adoption** under the Adoptions Act.

The award covers actual tuition costs and mandatory fees for the terms required for completion of a first undergraduate degree. Eligible applicants may also receive funding to assist with the costs of books, supplies and living expenses. Students who transfer to UVic from a university or college to complete their first undergraduate degree and meet all eligibility criteria will be considered for the award. Applicants must submit the application form, including the Release of Information consent form required to confirm eligibility, to Student Awards and Financial Aid by the application deadline of May 1<sup>st</sup>.

### **25th Olympiad Scholarship (Revised-UG)**

A One or more scholarships of at least of \$1,000 each \$2,000 is are awarded to a students entering the University of Victoria who ~~has~~ have demonstrated excellence in extramural athletics while maintaining a high academic standing. Students competing in any of the Vikes Varsity sports are eligible to apply. Vikes Varsity sports include: basketball, soccer, swimming, cross country and track, rowing, rugby, field hockey, and golf. Students must provide a coach's reference letter. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Associate Director, Sport.

### **Blakes Scholars ~~Scholarship~~ Award (Revised-UG)**

An award scholarship of \$5000 is available to a full-time or part-time (minimum 9.0 units) undergraduate student entering second year in the Faculty of Law who has demonstrated academic excellence in the first year of law studies. Additional criteria may include financial need, membership in a historically disadvantaged group as outlined by the relevant human rights legislation in the Province of British Columbia, involvement in the community, extra-curricular activities at the University or at the Law School, and whether a student has multiple responsibilities and limited support. If a student maintains a grade point average of 6.25 or higher, the award scholarship is automatically renewed for the third year of law studies.

### **Canadian National Scholarship\* (Revised-UG)**

One or more scholarships are awarded to academically outstanding undergraduate students enrolled in either the International Business specialization program or the Entrepreneurship specialization and Small Business program. Preference is given to students from the Kitimat-Stikine, Stikine, Bulkely-Nechako areas, the Cariboo, the Okanagan-Similkameen, Central Okanagan and North Okanagan regions. Students must apply to the School of Business by April 30. This scholarship may be awarded to a graduating student. Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business. By application to the School of Business by April 30.

### **Drs. Douglas & Anathalie Taylor Lee Memorial Bursary Award\* (Revised-UG)**

Two awards are given ~~Bursaries are awarded annually to undergraduate a female and a male students who are planning careers in medicine. The applicants must be studying in the general area of basic medical sciences, or a pre-medicine program- intend to pursue a career in medicine.~~ Preference will be given to students with demonstrated financial need. Of the candidates who demonstrate the greatest financial need, preference will be given to the student with the highest academic standing.

## **Henry & Marian Thiel International Business Award\* (Revised-UG)**

~~An award will be given to a Canadian undergraduate student entering fourth year in the Bachelor of Commerce program who has completed the Bachelor of Commerce core and who is specializing in International Business.~~

One or more awards of at least \$1,500 each will be given to academically outstanding undergraduate students who have chosen to specialize in International Business in the Bachelor of Commerce program at the Peter B. Gustavson School of Business. Graduating students are eligible to receive this award.

Students must submit a maximum 250 word essay that outlines:

- why they are pursuing the International Business specialization;
- their career ambitions and goals;
- what they have accomplished to-date that demonstrates their interest in International Business (e.g. international exchange, international co-op placement, involvement in clubs, volunteerism, leadership etc.); and
- why the funds are needed to meet financial need.

Applications must be submitted by June 15 to the International Business Office in the Peter B. Gustavson School of Business. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

## **Orca Book Publishers Student Mobility Award in Teacher Education (New-UG)**

One or more awards are given to undergraduate students in the Faculty of Education Teacher Education program to enhance the student learning experience through, but not limited to, field schools, conferences, practicum placements, etc. The award will also assist students with the costs of travel and fees associated with their activity. Preference will be given to students in spring practicum placements. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education.

## **Wilson S.C. Lai Scholarship (Revised-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 7.5/9.0 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

### **Harper Scholarship in History\* (Revised-UG)**

One or more scholarships of at least \$1000 each are awarded to academically outstanding undergraduate students in a Major or Honours program in History, with a strong preference for students with a demonstrated commitment to World History. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of History.

### **Robertson Wiens Mathematics Bursary\* (New-UG)**

One or more bursaries are awarded to undergraduate students in the Department of Mathematics and Statistics who are entering their fourth year of study.

### **Engineers & Geoscientists BC Municipal Engineers Division Award (New-UG)**

An award of \$1,000 is given to an undergraduate woman student entering fourth year in the Civil Engineering Program in the Faculty of Engineering. The student must have demonstrated involvement in extra-curricular or volunteer activities, either on campus or in the community. Applicants must submit a letter (maximum 250 words) detailing their involvement, such as: participation in student teams, mentoring, volunteerism at school and/or the community. Preference is given to a student who has a minimum 6.0 GPA. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Civil Engineering.

### **All Our My Relations Award (Revised-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~~ Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Human and Social Development.



The awards will rotate from year to year, in this order, between the following HSD Schools: Public Administration, Nursing, Public Health & Social Policy, Social Work, Health and Information Science and Child and Youth Care.

### **30 by 30 Women in Engineering Award (New-UG)**

One or more awards of \$1,000 each are given to undergraduate women students entering an engineering program. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering.

### **Mansell-McLellan Entrance Scholarship\* (Revised-UG)**

One or more scholarships of ~~at least \$3,000~~ ~~\$1,000~~ each are awarded to academically outstanding undergraduate women students entering the Faculty of Engineering from a BC ~~S~~secondary ~~S~~school. Preference is given to Canadian citizens or Canadian permanent residents ~~landed immigrants from British Columbia~~. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering.

### **Marion Ricker Memorial Scholarship in Nursing\* (Revised-UG)**

One or more ~~Two~~ scholarships of ~~\$550 each~~ are awarded to academically outstanding students who have completed ~~the first~~ third year of the nursing program ~~with good grades and~~ who have demonstrated potential to provide leadership within a professional role. Selection Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

Respectfully submitted,

2019/2020 Senate Committee on Awards

Annalee Lepp (Chair), Department of Gender Studies

Anne Cirillo, International Student Services

Helga Hallgrimsdottir, School of Public Administration

Elaine Laberge, Graduate Student Society Representative

Lori Nolt, Director, Student Awards and Financial Aid

Yvonne Rondeau, Scholarship Officer, Faculty of Graduate Studies

Marsha Runtz, Chair, Faculty of Graduate Studies Graduate Awards Committee

Charlotte Schallié, Faculty of Graduate Studies

Brock Smith, Peter B. Gustavson School of Business

Wendy Taylor, Acting Registrar

Ciel Watt, Alumni Association

Dawit Weldemichael, Student Senator

Linda Welling, Department of Economics

Lauren Hume (Secretary), Student Awards and Financial Aid



**Date:** September 17, 2019  
**To:** Senate  
**From:** Senate Committee on Continuing Studies  
**Re:** **2018/19 Annual Report**

---

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

The Senate Committee on Continuing Studies met 5 times during the Academic Year: October 23, 2018, November 27, 2018, January 24, 2019, March 13, 2019 and May 23, 2019. The committee considered a number of issues over the course of the year, including:

- the review of 3 diploma/certificate programs with approvals to approve the continued delivery for the next three years of the Public Relations Diploma, Ecological Restoration Professional Specialization Certificate and the Environmental and Occupational Health Certificate
- to suspend intake for the French Language Diploma
- to discontinue the Cultural Heritage Management Graduate Professional Certificate
- to approve the new Visitor and Community Engagement Professional Specialization Certificate
- to approve the suspension of new applications to the Professional Specialization Certificate in Teaching French Immersion
- Review of three program-like offerings: Current Concepts in Dentistry, English Language Program Intensive and Teacher Professional Development (non-credit)

### Public Relations Diploma

At the October meeting, it was noted that the Public Relations Diploma continues to attract strong enrollments of professionals seeking a flexible learning format to advance their knowledge and skills in public relations and communication management. Discussion focused on enrollment attrition over duration of the program, and options for bundling courses. A program survey would be timely in the next year or so. The committee approved the continued delivery of the Public Relations Diploma for the next three years.



### Ecological Restoration Professional Specialization Certificate

At the January meeting the committee was advised that moving the program online has resulted in a significant increase in registrations. A new partnership with the Professional Society of Ecological Restoration has increased awareness of the program worldwide. It was noted that this year's Distinguished Alumnus is a graduate of this program. The committee approved the continued delivery of the Ecological Restoration Professional Specialization Certificate for another 3 years.

### Environmental and Occupational Health Certificate

At the March meeting the committee was advised that this EOH certificate continues to meet a need for environmental and occupational health education within the Canadian health education system. In 2016/17, the Board of Canadian Registered Safety Professionals (BCRSP) announced they would be making significant changes to their certification options and requirements. This negatively impacted enrollment in 2017/18, however, BCRSP now has a structure in place outlining how our program meets their educational requirements for two certifications. Enrollments have re-stabilized and staff can focus on exploring other professional development opportunities for local occupational health and safety professionals.

### French Language Diploma

At the October meeting, a proposal was recommended to the committee that the FLDP be discontinued and replaced by a new set of comprehensive French language courses that are aligned with the internally recognized Diplôme d'études en langue française (DELF) certification. A special review was convened so that changes to existing courses can move forward without admitting new students. The committee approved to suspend intake for the French Language Diploma.

### Cultural Heritage Management Graduate Professional Certificate

This special review was presented to the committee at the November meeting. Since its launch in 2012, the Cultural Heritage Management Graduate Professional Certificate has not attracted enough enrollments to be sustainable. Students who wish to take advanced courses in heritage and museum studies can do so through other learning avenues at the University of Victoria. Existing students will be supported through the completion of their courses. The committee approved to discontinue the Cultural Heritage Management Graduate Professional Certificate.

### Visitor and Community Engagement Professional Specialization Certificate

At the November meeting, the committee reviewed a proposal for a new certificate which repackages existing courses to meet an emerging industry need and shift in museum practises towards more community engagement. The committee approved the Visitor and Community Engagement Professional Specialization Certificate.

### Professional Specialization Certificate in Teaching French Immersion

This special review was presented to the committee at the May meeting. The request was made to approve the suspension of new admissions to the PSC in TFI, effective August 1, 2019. In its current form, the program is not meeting the needs of school districts or teachers. Declining enrollment and an increasingly competitive market means the program is no longer viable. A suspension of new applications will allow program staff to work with stakeholders to develop a program that will work better for teachers wanting to teach French immersion. The committee approved the suspension of new admissions to the Professional Specialization Certificate in Teaching French Immersion.

The following programs were reviewed by the Senate Committee on Continuing Studies, but do not require Senate approval to continue:

### Current Concepts in Dentistry

At the January meeting, the committee was provided with an update on this 4-day continuing professional education program which celebrated its 20<sup>th</sup> anniversary in fall 2018. Each day features a current issue in dentistry and a well-known speaker, chosen by an advisory committee of dental professionals. This is always well-attended (600 to 800 registrants), especially in light of the fact that UVic does not have a School of Dentistry. Participants can earn up to 28 hours of continuing education credit of the 90 hours required by their regulatory body every three years.

### English Language Program Intensive

At the March meeting the committee was provided with an update on this 12-week academic and general language program that runs three times a year at 6 levels (high beginner to high advanced). Students may take one term or stay at the ELC for multiple sessions and move through the levels in order to enter the university's credit stream. Students who pass the highest level (University Admissions Preparation Course -UAPC) with 80% or higher do not need additional proof of English language proficiency to enter the university. Enrollments in ELPI fluctuate between 900 and 1100 students a year. Today, about 15% of students take ELPI as a precursor to credit studies at UVic.

### Education (non-credit)

At the March meeting, the committee was provided with an update on this offering. Working with the Faculty of Education, representatives of local school districts and other UVic faculty members, the Division offers non-credit professional development workshops for teachers annually in mid-October, mid-February and throughout the year as requested. The reputation of UVic is a strength as many in-service teachers are alums of the university.

## **Other Business**

At the January, 2019 meeting, Dr. Clarke requested feedback on a plan to implement a Professional Development Certificate. The new certificate is reserved for non-credit professional programs that have some form of formal assessment to demonstrate proficiency. These certificates do not require Senate approval; however, the committee endorsed the new certificates.

*Respectfully submitted,*

### **2019-20 Senate Committee on Continuing Studies**

Jo-Anne Clarke, (Chair), Division of Continuing Studies  
David Alexander, Convocation Senator  
Penny Bryden, Faculty of Humanities  
Carolyn Butler-Palmer, Faculty of Fine Arts  
Victoria Eaton, UVSS Representative  
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  
Connor Leshner, GSS representative  
Susan Lewis, Acting AVP Academic Planning (President's Nominee)  
James Nahachewsky, Faculty of Education  
Sanghoon Nam, Peter B. Gustavson School of Business  
Esther Sangster-Gormley, Faculty of Human and Social Development  
Poman So, Faculty of Engineering  
Kenneth Stewart, Faculty of Social Sciences  
Kirsten Kopp (Secretary), Division of Continuing Studies

### **2018-19 Senate Committee on Continuing Studies**

Jo-Anne Clarke, (Chair), Division of Continuing Studies  
Penny Bryden, Faculty of Humanities  
Carolyn Butler-Palmer, Faculty of Fine Arts  
Iris Fairley-Beam, Student Senator  
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  
Connor Leshner, GSS representative  
James Nahachewsky, Faculty of Education  
Sanghoon Nam, Peter B. Gustavson School of Business  
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, AVP Academic Planning (President's Nominee)  
Kirsten Kopp (Secretary), Division of Continuing Studies



**Date:** 18 September 2019  
**To:** Senate  
**From:** Senate Committee on Curriculum  
**Re:** **2018-2019 Annual Report**

---

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

The Senate Committee on Curriculum met three times during 2018-19: C1 (10 December 2018); C2 (6 March 2019); C3 (23 August 2019). The committee considered a number of issues over the course of the year, most of which were discussed in all meetings.

- Primarily, there was the regular business of the assessment and approval of curriculum change submissions, to proceed to Senate.
  - The Committee assessed 1,523 submissions over the three Cycles (893, 591, 39), an increase of 17.5% from last year.
- There was continued discussion with AVPAP to improve the consultation between that office, academic units and SCC regarding changes to the required courses in programs.
- A project was undertaken to ensure consistency in the presentation of cross-listed courses in the Calendar.
- The process for retaining or deleting sunsetted courses in the Calendar (courses not offered for five years) was stabilized and reviewed.

### **Continued Projects for the Upcoming Year**

- Implementation of Quali Workflow curriculum management software.
  - This project goes live in the current 2019-2020 curriculum Cycle 1, following test implementation in 2018-2019
- Coordination of SCC and SCP scheduling of submissions for new programs.
- Finalization of a yearly coordinated submission and process date chart for new programs, as they move through the two committees and on to Senate, Board of Governors and Ministry.

*Respectfully submitted,*

**2019/2020 Senate Committee on Curriculum**

Tim Haskett (Chair), Faculty of Humanities  
Alex Brolo, Faculty of Science  
Laurie Barnas, Associate Registrar  
Neil Burford, Chair, Senate Committee on Academic Standards  
Adam Con, Faculty of Fine Arts  
Steve Evans, Faculty of Graduate Studies  
Gordon Fulton, Designate for Vice-President Academic & Provost  
Andrea Giles, Co-operative Education & Career Services  
Chris Graham, Peter B. Gustavson School of Business  
Sarina de Havelyn, Student Senator  
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  
Michele Martin, Division of Medical Sciences  
Catherine McGregor, Faculty of Education  
Nilanjana Roy, Faculty of Social Sciences  
Ada Saab, Associate University Secretary  
Esther Sangster-Gormley, Faculty of Human and Social Development  
Lisa SurrIDGE, Faculty of Humanities  
Wendy Taylor, Acting Registrar  
James Wigginton (Secretary), Office of the Registrar

**2018/2019 Senate Committee on Curriculum**

Tim Haskett (Chair), Faculty of Humanities  
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  
Wendy Taylor, Acting Registrar  
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  
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), Office of the Registrar



**Date:** 18 September 2019  
**To:** Senate  
**From:** Senate Committee on Curriculum  
**Re:** **2019/2020 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 '2019 - 2020 Senate Meeting Agendas and Materials' then select the folder 'Curriculum Changes effective January 1, 2020'.

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2019-2020 academic calendar, effective January 1, 2020.

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.

2019/2020 Senate Committee on Curriculum

Tim Haskett, Chair, Faculty of Humanities  
Laurie Barnas, Associate Registrar  
Alex Brolo, Faculty of Science  
Neil Burford, Chair, Senate Committee on Academic Standards  
Adam Con, Faculty of Fine Arts  
Steve Evans, Faculty of Graduate Studies  
Gordon Fulton, Designate for Vice-President Academic & Provost  
Andrea Giles, Co-operative Education & Career Services  
Chris Graham, Peter B. Gustavson School of Business  
Sarina de Havelyn, Student Senator  
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  
Michele Martin, Division of Medical Sciences  
Catherine McGregor, Faculty of Education  
Nilanjana Roy, Faculty of Social Sciences  
Ada Saab, Associate University Secretary  
Esther Sangster-Gormley, Faculty of Human and Social Development  
Lisa Surridge, Faculty of Humanities  
Wendy Taylor, Acting Registrar  
James Wigginton (Secretary), Office of the Registrar





Office of the Vice-President Academic and Provost  
Michael Williams Building PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-7013 | F 250-721-7216 | provasst@uvic.ca | www.uvic.ca/vpacademic

# memo

Date: September 18, 2019  
To: The Secretary of the Senate  
From: Dr. Valerie S. Kuehne, Vice-President Academic and Provost  
Cc: Dr. Susan Lewis, 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.

UVIC's internal academic program review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs.

In fall 2018, UVIC underwent a Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB). The main objectives of the QAPA are to ascertain that the institution: continues to meet the program review policy requirements outlined in the DQAB's Exempt Status Criteria and Guidelines and the Degree Program Review Guidelines; has appropriate program review processes and policies; and applies its quality assurance process and responds to review findings appropriately. Details about exempt status and the Degree Quality Assessment Board are available on the [Ministry](#) Web site. The DQAB site visit included consideration of the role and functions of Senate and Faculty Committees in new program development and approval, and academic program review process implementation for three sample programs (Political Science, Teacher Education, and Business).

The assessors' report including recommendations is available [here](#).

A summary was prepared by the Degree Quality Assessment Board Secretariat using the Institutional Report, the Expert Panel Report, and the Response to the Expert Panel Report (see attached).

## Implementation of Audit Recommendations

Recommendations are areas the panel identified for improvement:

1. The panel recommended the creation of a Quality Assurance website. The site is complete and content will be updated and enhanced on an ongoing basis.  
<https://www.uvic.ca/vpacademic/resources/howto/quality-assurance/>

2. The panel recommended a systematic and public follow-up on recommendations from an external review after appropriate intervals (normally 12 months, 3 years and 5 years). Milestone meetings are now part of the Academic Program Review cycle to ensure ongoing monitoring of action plans and their impact.
3. The panel recommended concerted effort to involve more students in program review processes. A review of best practices is underway. Greater attention is now paid to the scheduling of site visits and communications with students so that they are integrally involved in the Academic Program Review.
4. The panel recommended all units include Enhanced Planning Tools data as the centre of their self-study reports. The recommendation aligns with current practice. The EPT Refresh underway this fall will also look for opportunities to link EPT directly to the Strategic Framework, make it easier to use, and address our current Academic Program Review needs and academic environment.
5. The panel observed that the program review process would benefit from a more concerted effort at meeting the challenge of determining the extent to which university teaching is informed by research, scholarship and creative activity. This is congruent with the goals of UVic's Strategic Framework. Consultations this fall on EPT Refresh will be one opportunity to consider how best to report on our integration of research and education.
6. The panel recommended that all programs specify learning outcomes within the broader rubric of those defined more generally by UVIC. The Division of Learning and Teaching Support and Innovation will lead the implementation of this recommendation in collaboration with Deans and other academic leaders.

#### Scheduling of Reviews

The following is a summary of academic units that underwent site visits during the 2018/19 academic year and academic units up for review in 2019/20. Executive summaries of the assessors' reports may be found on the Quality Assurance website, <https://www.uvic.ca/vpacademic/resources/howto/quality-assurance/>

Reviews Conducted in 2018/19	Scheduled to Initiate a Review in 2019/20
Department of Geography	Department of Anthropology
School of Public Health & Social Policy	School of Earth and Ocean Sciences
Department of Physics & Astronomy	Department of Computer Science
Department of Sociology	Department of Chemistry
Department of Economics	School of Exercise Science, Physical and Health Education
Department of Educational Psychology & Leadership Studies	Medieval Studies Program
Department of Writing	Department of Linguistics
School of Nursing (MN and PhD in Nursing programs)	
Department of Psychology (unaccredited graduate programs)	
Indigenous Governance Program	

**2018/19 Committee Membership:**

Dr. Nancy Wright, Chair  
Ms. Ashlee Kirby  
Dr. Abdul Roudsari  
Dr. Nilanjana Roy  
Dr. David Castle  
Dr. Robin Hicks  
Dr. Ralf St. Clair  
Dr. Valerie Kuehne

Ms. Nicole Greengoe (on leave)  
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  
C. Osborne

File#: 60-100-70/UVIC

August 16, 2019

*Sent via email:* [avpap@uvic.ca](mailto:avpap@uvic.ca)

Susan Lewis  
Acting Associate Vice President Academic Planning  
University of Victoria

Dear Dr. Lewis:

I am writing to you about the University of Victoria (UVic) Quality Assurance Process Audit (QAPA). The Quality Assurance Audit Committee (Committee) reviewed the QAPA panel report and UVic's response at its July 31, 2019 meeting. The Committee would like to commend UVic on its quality assurance practices. The Committee determined that UVic is not required to provide a follow-up progress report.

I have attached the QAPA Summary, the formal document that will be posted on the Degree Quality Assessment Board website. The summary includes excerpts from the Institution Report and the panel report, both lightly edited for length and for consistency with the QAPA scope. Ministry staff will be in touch to discuss the next steps.

On behalf of the Committee, I would like to thank UVic for completing this process. If you have questions or concerns, please contact the Secretariat at [DQABSecretariat@gov.bc.ca](mailto:DQABSecretariat@gov.bc.ca).

Sincerely,

Original signed by Doug Owram

Doug Owram  
Chair

Attachment

## 2018/19 QUALITY ASSURANCE PROCESS AUDIT THE UNIVERSITY OF VICTORIA

*The Summary was prepared by the Degree Quality Assessment Board Secretariat using the Institutional Report, the Expert Panel Report, and the Response to the Expert Panel Report. The University of Victoria was one of three public post-secondary institutions to undertake the Quality Assurance Process Audit in 2018/19.*

### Introduction

The Terms of Reference for the Degree Quality Assessment Board establish that audits will be based on information provided by public post-secondary institutions to ensure that rigorous, ongoing program and institutional quality assessment processes have been implemented.

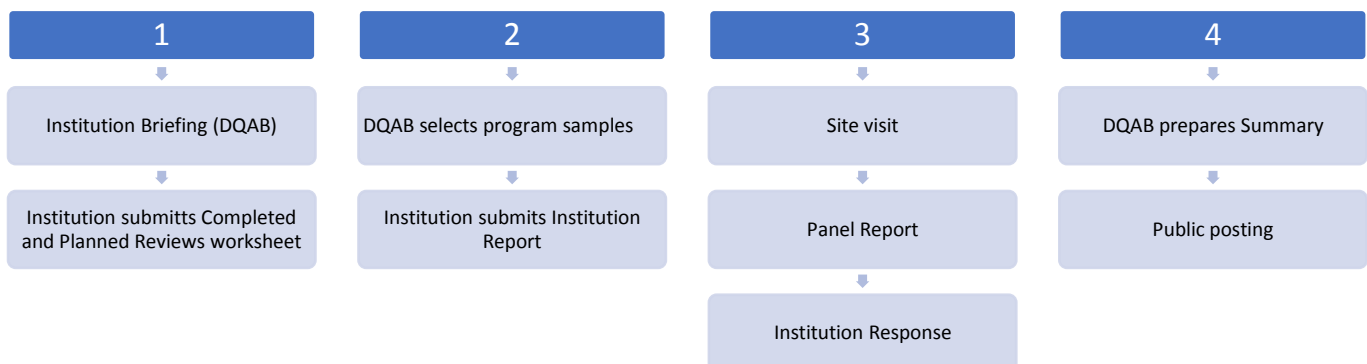
The main objectives of the quality assurance process audit (QAPA) are to ascertain that the institution:

- a) Continues to meet the program review policy requirements outlined in the DQAB's *Exempt Status Criteria and Guidelines* and the *Degree Program Review Criteria and Guidelines*, as applicable to the institution;
- b) Has and continues to meet appropriate program review processes and policies for all credential programs; and
- c) Applies its quality assurance process in relation to those requirements and responds to review findings appropriately.

The QAPA assessment is focused on answering questions in two categories:

1. Overall process
  - a. Does the process reflect the institution's mandate, mission, and values?
  - b. Is the scope of the process appropriate?
  - c. Are the guidelines differentiated and adaptable to respond to the needs and contexts of different units, e.g. faculties or departments or credential level?
  - d. Does the process promote quality improvement?
2. Review findings
  - a. Were the responses to the sample program review findings adequate?
  - b. Does the process inform future decision making?
  - c. Are the review findings appropriately disseminated?

**Figure 1: QAPA Process**



## The University of Victoria – Institutional Context

The University of Victoria (UVic) has its roots in Victoria College, founded in 1903 as an affiliate of McGill University. Since being granted autonomy by the *University Act* in 1963, UVic has become a mid-sized, comprehensive research university. UVic’s Strategic Framework identifies key strategies to advance research excellence and intensify dynamic learning. The university offers students a wide range of opportunities for experiential learning that include research-enhanced courses, community-based field schools, internships and practicum placements in professional settings as well as cooperative education work terms. Students in all Faculties can participate in cooperative education programs (co-op).

**Table 1: Student enrollment (2017-2018)**

	<b>Undergraduate</b>	<b>Graduate</b>	<b>Degree Programs</b>	<b>Non-Degree Programs</b>
<b>Full-time equivalent (FTE)</b>	16,172	2,865	18,683	354

UVic offers undergraduate and graduate programs on its campus in Victoria and in off-campus and distance education formats. Programs range from traditional academic programs to professional, accredited programs. Nine Faculties offer academic degree programs, including the Faculties of Business, Education, Engineering, Fine Arts, Human and Social Development, Humanities, Law, Science, and Social Sciences. In addition, the Division of Medical Sciences offers the Island Medical Program and graduate programs in Neuroscience, and the Division of Continuing Studies offers courses to support pathways programs and lifelong learning.

UVic provides an extensive range of opportunities for research-enriched and work-integrated learning. Its educational programs include co-op, internship and practicum opportunities in professional settings in BC and across Canada. Many of UVic’s 24 Indigenous-focused programs, such as Certificate and Diploma programs in Indigenous Language Revitalization, are offered in community.

**Table 2: Program offerings (2017-2018)**

<b>Credential Type</b>	<b># of Programs</b>
Baccalaureate	94
Undergraduate Certificate	10
Undergraduate Diploma	17
Undergraduate Professional Specialization Certificate	11
Master’s	85
PhD	40
Graduate Certificate	7
Graduate Diploma	4
Graduate Professional Specialization Certificate	2

## **Institution Self-Study**

The UVic QAPA review was initiated with an Institution Briefing on April 9, 2018 at the Victoria campus. The Institution Briefing provides an overview of the QAPA process and the documentation institutions are requested to submit.

At its meeting on June 22, 2018, the Quality Assurance Audit Committee reviewed the Completed and Planned Review worksheet submitted by UVic and selected three reviews for sampling. The selected samples are those that the DQAB considers to be representative of various areas of the institution's educational activities. The reviews selected were: Political Science; Teacher Education; and Bachelor of Commerce. UVic submitted its Institution Report on November 9, 2018.

### Self-Evaluation Approach

The evaluation was led by the Office of the Vice-President Academic and Provost. The university's self-evaluation approach focused on policies and procedures related to quality assurance, particularly processes for academic program review, revision and approval, as well as their practice and implementation. Policies and procedures of the Ministry of Advanced Education, Skills and Training (AEST) regarding proposing new degree programs for approval as well as policies internal to UVic that address quality assurance of academic programs were reviewed, particularly Senate policies. In addition, the existing database recording the reviews of academic programs, accreditations and reaccreditations from 2005 to 2011 and 2012 to 2018, held in the Provost's office, were reviewed for accuracy and complete documentation.

The self-study was drafted by the Associate Vice President Academic Planning, with input from members of the UVic Quality Assurance Working Group that includes:

- Dean, Faculty of Graduate Studies
- Executive Director, Academic Resource Planning
- Associate Dean, Faculty of Graduate Studies
- Acting Executive Director, Cooperative Education and Career Services
- Executive Director, Division of Learning and Teaching Support and Innovation
- Executive Director, Indigenous Academic and Community Engagement.

Evidence for the self-study includes information drawn from:

1. the VPAC Academic Program Review and Accreditation Databases (2005-2011; 2012-2018),
2. the Enhanced Planning Tools Reports that each academic and administrative unit updates as part of the annual academic and resource planning cycle,
3. Institutional Planning and Analysis data and reports, including UVic's annual Institutional Accountability Plan and Report, and
4. Collective Agreement provisions for study leave and professional development.

### Quality Assurance Policy and Practices

UVic's new Strategic Framework (2018-2023) serves as a guide to the future for planning in every academic and administrative area over the coming five years. UVic aims to intensify learning by designing and continually updating curricular and co-curricular programs that positively impact the student experience and support the achievement of educational goals and timely graduation. Quality assurance guides UVic's academic resource planning, including academic program review and approval processes.

Since fall term 2016, UVic's Enhanced Planning Tools (EPT) reporting system has been used to inform annual Academic and Resource Planning (ARP) and Integrated Planning budget processes. The EPT reporting system provides tools for organizational forecasting and decision making for all units, faculties and departments. Data for the reporting system is provided centrally by the Office of Institutional Planning and Analysis. The EPT reporting system uses six broad criteria as measures. The academic criteria are:

- **Quality** to assess the quality of a unit's programs and services through evaluation of faculty / staff personnel levels and evaluation of the outcomes achieved by the unit.
- **Demand** to assess the internal and external demand for academic and research programs offered by the university.
- **Productivity and efficiency** to assess available resources and evaluate the productivity and efficiency of programs and services for academic and research programs.
- **Impact and contributions** to evaluate the impact, benefits and contributions of each academic unit's programs and services towards: 1) the university's mission, core values, strategic initiatives, integrated plans and goals, and 2) the needs of the community, government, agencies and society, as well as the needs of other units on campus.
- **Financial considerations** to determine the unit's overall financial health and its impact on university resources.
- **Context and opportunity** to assess the academic unit's unique context and possible opportunities.

The annual Enhanced Planning processes and reports use these six criteria as a means to assure quality. The EPT reporting system enables UVic to align best practices and available resources to deliver academic programs, and align goals and priorities with the university's approved planning documents, such as the Strategic Framework, Strategic Research Plan, International Plan, Indigenous Plan and Campus Plan.

UVic's annual institutional process for ARP integrates the EPT reports, criteria and measures. All academic and administrative units complete an ARP submission in parallel with their EPT reports each academic year. This requires all units to indicate how resource requests for the coming two years contribute to achieving improvements, including: 1) improving academic and professional programs by implementing the recommendations of an Academic Program Review Committee or a reaccreditation Review Team, and / or 2) maintaining excellence aligned with the criteria of the EPT. Academic resource requests must also indicate how they align with the EPT criteria and will advance the Strategic Framework and associated planning documents, such as the Strategic Research, Indigenous, International, and Campus plans.



The academic resource planning process involves submissions made by academic units, such as a school or department, to the Dean of its Faculty who prioritizes them within a Faculty-level resource request submitted to the Provost. The resource request information collated from all academic units' submissions is presented to the Integrated Planning Committee. After the priorities of all Vice Presidents' portfolios are reviewed by the Integrated Planning Committee, a Planning and Budget Framework is prepared and reviewed with the President. The Senate Committee on the University Budget (SCUB) is also kept up-to-date throughout the development of the Planning and Budget Framework. The Framework is reviewed by the SCUB at two points for discussion before its presentation to the Board of Governors for their final approval each year.

In May 2014, UVic's university-wide learning outcomes, originally developed in 2006, were reviewed and revised by Senate. The learning outcomes include a broad range of high level skills relevant across disciplines. They provide guidance about the skills and capacities students can expect to achieve through their education. Faculties, units (i.e., departments and schools) and academic programs are encouraged to interpret the learning outcomes in discipline-specific ways. The university-wide learning outcomes allow for program-specific and course-specific learning outcomes appropriate to standards of specific fields of study. Many professional programs at UVic also adhere to learning outcomes identified through accreditation and/or regulatory approval processes.

As part of its ongoing processes for quality assurance, the university in the 2016/17 academic year initiated a new learning outcomes project to further explicate the relationship of the institution learning outcomes to program-level learning outcomes for all undergraduate and graduate programs. Under the leadership of the Executive Director, Division of Learning and Teaching Support and Innovation, the project will move from the pilot stage, involving a Working Group that reported to the Senate Committee on Learning and Teaching in 2017/18, towards university-wide engagement in 2019/20. The project aims to build capacity within academic Faculties to develop program-level intended learning outcomes.

The following also support quality assurance and practice:

- faculty scholarship and research; and
- student assessment and progression.

### *Program Development*

The new program approval processes as well as procedures for revision of established programs are addressed in Senate Policy AC 1120 Calendar Submissions. Senate Policy AC 1135 specifically addresses the academic quality expected of non-degree Certificate and Diploma programs at the undergraduate and graduate levels. In accordance with Senate Policy AC 1120, proposals involving the following 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); and
- Programs involving partnerships or agreements with other institutions.

Curriculum Submissions, such as course descriptions that require approval, may be submitted to the Senate Curriculum Committee concurrently with, or subsequent to, a program proposal's submission to the Senate Committee on Planning. Approval of Curriculum Submissions for new or changed programs is contingent upon approval by the Faculty of Graduate Studies, when a graduate program is involved, the Senate Committee on Planning, Senate, the Board of Governors, and AEST, as required.

UVic's procedures for new programs are set out in detailed guidelines and templates on the website of the Provost. Procedures and levels of approval for new program proposals specified in these guidelines and templates are based on the requirements of AEST. The procedures for new program approval include the following steps:

1. The academic unit prepares a viability index for the proposed program for submission to the Dean of the academic Faculty who determines if there is evidence, for example, of sufficient demand and existing resources, particularly the number of faculty members with relevant disciplinary expertise, to offer the program.
2. The Chair of the academic unit or of the Faculty's Curriculum Committee consults with the Provost's Office for guidance about procedures to prepare a program proposal and, if appropriate, a template to propose non-standard tuition for the new program.
3. The academic unit prepares program documentation based on a required internal UVic template. After consultation within the unit, the proposal is submitted for review and approval to the Faculty Curriculum Committee with evidence of necessary consultation with internal and external experts.
4. When a graduate program is proposed, the Graduate Executive Committee (GEC) and subsequently the Faculty of Graduate Studies Council will evaluate and approve the proposed program on the basis of the quality of the curriculum in relation to degree level standards as well as adequate resources, such as funding for graduate fellowships and stipends.
5. The proposed program is then forwarded to the Senate Committee on Planning.
6. A Faculty delegation presents the program proposal at a meeting of the Senate Committee on Planning to address questions about the curriculum and its appropriateness for the degree level (i.e., Baccalaureate, Master's or PhD) as well as demand for the program. The Senate Committee on Planning votes on a motion to approve the proposal and to recommend to Senate that it approve and recommend the proposal to the Board of Governors for approval.
7. The academic unit proposing the new program prepares the template required by AEST and forwards it to the Provost's Office for review.
8. After Senate approves the proposed program, a) the Tuition Committee reviews and recommends the proposal for non-standard tuition to the Board of Governors for review and approval, and b) the new program proposal is included in the agenda of the Board of Governors for review and approval of the proposed resource plan.
9. After the Board of Governors approves the program, the Provost's Office reviews and finalizes all documentation required for the new program proposal to be submitted to the PSIPS website for review and approval by AEST. As UVic has exempt status, its new degree program proposals go through an expediated review process.
10. After the proposed program is approved by AEST, the Senate Committee on the Curriculum includes course and program information in the upcoming Calendar Cycle.

### *Program Review*

UVic's Academic Program Review policy and processes sit within the context of the university's annual Academic and Resource Planning cycle (ARP) that supports annual evaluation of the effectiveness of educational programs and services, and their responsiveness

to student, labour market and social needs. The annual cycle for academic and resource planning is part of an integrated planning process that contributes to the continuous improvement of the university.

Academic program reviews are implemented on a cycle of five to seven years for all programs in an academic unit, i.e., either a non-departmentalized Faculty or an individual academic department or school within departmentalized Faculties. The Dean of an academic unit may request to initiate a review outside the cycle to address specified circumstances. Approximately eight to ten academic units will participate in a review each academic year. The Provost's Office manages the annual planning process to schedule academic program reviews. Accreditations and reaccreditations are managed by administrative units within each Faculty, and monitored and recorded by the Provost's Office.

In order to accommodate differentiation among academic and accredited professional programs, accreditation and reaccreditation of professional schools or programs, at the discretion of the Provost, may be substituted for an Academic Program Review (APR) when the processes are commensurate, that is, the reaccreditation process has equal or greater scope in terms of the criteria specified in Senate Policy AC 1145. However, both the academic program review and accreditation processes are implemented when an academic unit has both unaccredited and accredited programs. In addition, provision is made in the policy to enable a Dean, with the approval of the Provost's Office, to set goals for the APR to address "particular areas of concern or interest" and to request the Review Committee to address them. The Review Committee is comprised of two members external to UVic and one UVic faculty member external to the Faculty whose programs are to be reviewed.

The key components of the review are:

- the Self-Study prepared by the academic unit using data from EPT report and other data supplied by the Office of Institutional Planning and Analysis.
- the Dean's review of the accuracy of the content of the Self-Study, and the Provost Office's review of its compliance with Senate Policy AC 1145 before distributing the Self-Study to the Review Committee in advance of their site visit.
- the 2 day site visit of the Academic Program Review Committee.
- the Academic Program Review Committee's written Report and recommendations that is distributed to: 1) the Provost, Vice President Research, Deans of the academic Faculty and the Faculty of Graduate Studies, and 2) the Dean of the academic Faculty, the Chair or Director of the academic unit, and the faculty.
- the written responses to the Review Committee's Report by the academic unit and the Dean, submitted to the Provost's Office.
- two meetings to discuss the Review Committee Report and its recommendations: the first, with the Provost's Office, the Deans of the academic Faculty and the Faculty of Graduate Studies, and the academic unit's Chair or Director, to review and approve an Action Plan that specifies the milestones and timeline for the academic unit to implement responses to the Committee's report, and the second, approximately one year after the first, to review the academic unit's progress implementing the Action Plan. Thereafter, updates on implementation plans are included in the unit's annual Enhanced Planning Tools Report.

- an Executive Summary of the Academic Program Review's Report and Recommendations published on the Provost Office website. Similarly, the outcome of an accreditation is posted on the website of the relevant Faculty.
- a written report that identifies all academic program reviews completed in the previous academic year and those planned for the current academic year submitted to Senate by the Provost's Office. This report also includes information about revision and approval of academic programs in the previous academic year.

### **QAPA Review**

The QAPA panel conducting the assessment were Dr. Ross Paul, panel chair, and panel members Dr. Ronald Bond and Dr. Brenda Brouwer. The site visit was held on December 11 and 12, 2018. In addition to the panel, Ms. Dao Luu, a member of the DQAB Secretariat, also attended the site visit.

The QAPA panel submitted its report on December 28, 2018. The panel noted it was impressed with the scope and substance of the University of Victoria's commitment to effective quality assurance across the institution. The panel report provided commendations, affirmations and recommendations. UVic provided a response on April 12, 2019.

Commendations are areas where the institution has shown exemplary practice:

- The university's Enhanced Planning Tools (EPT) contribute substantially to the UVic quality assurance processes by encouraging data-driven decision-making, the development of appropriate matrices, and the use of templates while providing useful data to each department. The EPT reports save faculty time and render the QA process more efficient.
- Another custom-made UVic tool, the Viability Index, greatly facilitates consideration of program proposals by serving as an important early check on their suitability for further development. Other post-secondary institutions could benefit significantly by developing instruments similar to the EPT and Viability Index for their own quality assurance purposes.
- The department of Political Science is to be commended for its embracing of experiential learning and its efforts to improve the scholarly recognition of faculty research.
- The Teacher Education Program is saluted for its regular celebration events around practice teaching and community liaison. Its TRUVic initiative, which encourages teacher education students to reflect on their application of theory to practice in the schools, is particularly noteworthy and should be expanded.
- The School of Business, through its AACSB and EQUIS accreditations, has systematically developed a quality assurance culture that is a model for the rest of the institution.

Affirmations are areas where the institution has identified weaknesses and intends to correct it:

- The University is in the process of revising and developing new learning outcomes for each program. There are institution-wide learning outcomes and, in many cases, program specific learning outcomes. This is a work in progress which needs to be better integrated within the institution but the direction is the right one. The process should differentiate outcomes at the undergraduate program level from those at the Master's level and, in turn, at the doctoral level.

- At the time of the review and after broad-based consultation, the University was about to launch a Strategic Enrolment Planning initiative which has the promise of contributing significantly to the integration of all of the elements of quality assurance into institutional planning and implementation.
- Led by the School of Business, the University is developing a culture of sharing best practices in quality assurance across the institution.
- The University has an ambitious Indigenous Plan which needs to be widely considered and integrated into all components of the institution.
- The Faculty of Education has introduced “double mentoring” for research and scholarship whereby new scholars are mentored by experienced faculty members both in research and in subject-matter expertise.

Recommendations are areas the panel identified for improvement:

- UVic should consider creating a “Quality Assurance” (QA) website. This would address the panel’s concerns about a lack of transparency around QA in a number of ways:
  - Public accountability for how every recommendation in external reviews is handled by the relevant unit.
  - Providing an opportunity to showcase what UVic does well in QA.
  - Encouraging an open and proactive approach to challenges and shortfalls, the acknowledgement of which is central to an effective QA process.
  - Ensuring that programs are following through on external review recommendations by publicizing the status of each one (i.e., “implemented”, “in process”, “on hold”, “rejected”), including the rationale for whatever action is taken.
- A systematic and public follow-through on each recommendation from an external review after appropriate intervals (normally 12 months, 3 years and 5 years, assuming 7-8 year review cycles). This will ensure ongoing monitoring of action plans and their impact and greatly facilitate subsequent academic program reviews and continuous improvement.
- That there be a concerted effort to involve more students and other stakeholders in program review processes. The practice is uneven across disciplines and students can not only contribute significantly to the review but may also learn a lot in the process (see the Ontario Guide to the Quality Assurance Framework for useful advice in this area).
- That the program review process should be more prescriptive than it has been, notably in requiring all units to use the Enhanced Planning Tools reports at the centre of their processes so that there is less unevenness across the institution.
- The program review process would benefit from a more concerted effort at meeting the challenge of determining the extent to which university teaching is informed by research, scholarship and creative activity.
- That all programs complete the specification of measurable learning outcomes within the broader rubric of those defined more generally for the University. The panel recommends as a useful guide for consideration in the UVic process, the Queen’s University comprehensive approach to both undergraduate and graduate learning outcomes. Another useful resource tool is the Canadian Degree Qualifications Framework.

UVic acknowledged the recommendations in its response to the panel’s report and provided an action plan addressing each of the recommendations.



Office of the Vice-President Academic and Provost  
Michael Williams Building PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-7013 | F 250-721-7216 | provasst@uvic.ca | www.uvic.ca/vpacademic

# memo

To: Members of Senate

From: Valerie S. Kuehne, Vice-President Academic & Provost

Date: September 18, 2019

**Re: Recommendation to Add non-voting Invitees to Senate**

---

As members will recall, the position of Vice-Provost was established earlier this year as the senior member of the Provost's team working with and on behalf of the Provost to advance the academic mission of the University and implement the Strategic Framework. The Vice-Provost will lead progress on strategic initiatives, including those related to our International Plan, our Indigenous Plan, and our community-university engagement aspirations. The Vice-Provost will also provide academic leadership and oversight of the Office of Indigenous Academic and Community-University Engagement and CanAssist, and will support the priorities established by the Office of the Vice-President Research in the Strategic Research Plan.

Dr. Cathie Krull joined the Vice-President Academic & Provost's office in the new temporary (6 month) position of Special Advisor to the Provost on July 1, 2019. The Special Advisor supports the Provost in meeting the academic goals and objectives of the university by providing support and advice and collaborating with university partners in advancing the International Plan, the Indigenous Plan, and our community-university engagement portfolio. This temporary role also provides leadership and support to the Office of Indigenous Academic and Community Engagement and CanAssist.

Due to the direct link to academic issues being considered by Senate in both positions described, it is proposed that the Vice-Provost is added to Senate as a non-voting invitee with speaking rights. It is also proposed that while the search is underway for the Vice-Provost, the Special Advisor to the Provost be added to Senate as a non-voting invitee with speaking rights. As non-voting invitees, these positions would inform Senate about emerging issues and initiatives, and provide important feedback as proposals come forward to Senate for consideration and approval. The Special Advisor and the Vice-Provost would also gain awareness of Senate's priorities, which could inform planning of various strategies and activities. As Senate members are aware, two other associate vice-presidents, the AVP Academic Planning and the AVP Student Affairs, as well as the Registrar, already attend Senate in this capacity.

## **Recommended Motions:**

That Senate approve that the Vice-Provost be added to Senate as a non-voting invitee with speaking rights.


That Senate approve that the Special Advisor to the Vice-President Academic and Provost be added to Senate as a non-voting invitee with speaking rights until the position is concluded.



## MEMORANDUM

**DATE:** September 18, 2019

**TO:** Dr. Jamie Cassels, Chair, Senate

**FROM:** Dr. Lisa Kalynchuk, Vice President Research 

**RE:** Policy GV0715 (Duties and Responsibilities of Directors of Research Centres)

---

Changes to several policies including policy GV0715 (Duties and Responsibilities of Directors of Research Centres) were negotiated as part of the collective bargaining between the University of Victoria Faculty Association and the University of Victoria. Policy GV0715 was incorporated into the 2015-2019 Collective Agreement with the Faculty Association, and therefore, it could only be updated with the agreement of the Faculty Association.

The policy was redrafted following consultations with the AVP Research, AVP Research Operations, and VP Research and further revised during bargaining. The final draft as signed off by the bargaining principals is attached as an appendix to this memo. The current version of the policy is also attached for reference.

Policy GV0715 clarifies that Research Centre Directors must provide administrative leadership to ensure coordination and orderly closure if a Centre is disestablished. No other substantive changes were made.

Policy GV0715 was presented to the Operations and Facilities Committee of the Board of Governors in September 2019, with a motion to approve the updated policy contingent on approval by Senate.

Therefore, I request the following motion:

*MOTION: That Senate approve, and recommend to the Board of Governors that it also approve the revisions to policy GV0715 (Duties and Responsibilities of Directors of Research Centres), effective immediately.*

Attached: Appendix A: Policy GV0715 - Revised signed version  
Appendix B: Policy GV0715 - Currently in force

[Signoff.062719 \(subject to approval of BOG\)](#)



## DUTIES AND RESPONSIBILITIES OF DIRECTORS OF RESEARCH CENTRES

**University Policy No:** GV0715

**Classification:** Governance

**Approving authority:** Board of Governors (on the recommendation of Senate)

**Effective date:** January 2010

**Supersedes:** April 2005

**Last Editorial Change:**

**Mandated review:** January 2017

### PURPOSE

1.00 The purpose of this policy is to provide direction on the duties and responsibilities of Directors (or equivalent) of research centres at the University of Victoria.

### DEFINITIONS

2.00 A Director is the leader of a research centre. The title 'Director' may be changed to a more appropriate title depending on the type of research centre.

### JURISDICTION/SCOPE

3.00 This policy applies to the duties and responsibilities of research centre Directors (or equivalent) at the University of Victoria

### POLICY

#### Terms of Appointment

4.00 The Director of a research centre shall normally be appointed for a term of five years. Searches and reappointments shall be carried out under the terms of the Procedures for Appointment and Review of Research Centre Directors GV0705.

#### Qualifications

5.00 The position description and criteria for the position of research centre Director shall be set by the Committee struck under the terms of the procedures, following a proportionate model. The position description will normally include the duties and responsibilities detailed in Section 10.00 of this policy.

6.00 A research centre Director will normally be a faculty member of the University of Victoria.

7.00 The university expects that research centre Directors will be research leaders, capable of:



Signoff.062719 (subject to approval of BOG)

- maintaining the confidence and cooperation of research centre members;
- managing effectively and efficiently the research program and administrative affairs of the research centre; and
- creating an environment conducive to intellectual and research growth.

8.00 University faculty members who lead research centres may negotiate arrangements for other duties to be correspondingly revised subject to the approval of the respective Chair, Dean, and/or the Vice-President Research as appropriate.

**Duties and Responsibilities**

9.00 The role of a research centre Director (or equivalent) should be determined using a proportionate approach based on the type of centre they lead. Specific duties and responsibilities should be negotiated with the appropriate Administrative Leader (i.e. Dean or Vice-President Research).

10.00 Research centre Directors are responsible for providing research leadership, which normally includes:

- a. promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the university;
- b. building, and providing sufficient support for, a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;
- c. developing networks between the research centre and researchers in the field in the public and private sectors, locally, nationally and internationally;
- d. acting as the nexus between the university and the community with respect to research initiatives of mutual benefit;
- e. where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research;
- f. transferring knowledge to society through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property);
- g. developing strong linkages with appropriate academic departments and units and adding value to line departments through:
  - aiding faculty and student recruitment and retention by enriching the research environment;
  - advancing curriculum;
  - informing the teaching of colleagues;
  - mounting workshops and seminars;
  - providing interdisciplinary research training and mentoring for undergraduate and graduate students; and

Signoff.062719 (subject to approval of BOG)

- regular communication of research centre activities and opportunities for faculty and students' involvement.

11.00 Research centre Directors are responsible for providing administrative leadership, which normally includes:

- a. leading strategic planning for the research centre to ensure that the centre's objectives are aligned with the university's Strategic Plan objectives;
- b. overseeing the proper discharge of administrative duties of the research centre including supervising personnel, financial management, and operations;
- c. coordinating the appropriate and orderly closure of the Centre if required;
- e.d. working effectively with the research centre's governance committee(s);
- e.e. pursuing the equity goals of the university in the operations of the research centre;
- e.f. managing the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behaviour are met;
- f.g. managing the space needs of the research centre in cooperation with appropriate university authorities;
- g.h. representing the interests of the research centre internally with senior academic administration;
- h.i. enhancing the reputation of the research centre and the university by undertaking quality research and communicating that research to the society; and
- i.j. encouraging and supporting the raising of funds for research conducted by the research centre, capital and operating funds, including cooperation with the Alumni and Development Department's fundraising initiatives.

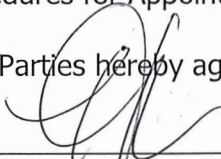
### **AUTHORITIES AND OFFICERS**

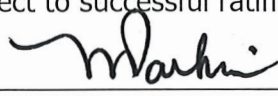
- i) Approving Authority: Board of Governors (on the recommendation of Senate)
- ii) Designated Executive Officer: Vice-President Research
- iii) Procedural Authority: Vice-President Research
- iv) Procedural Officer: Vice-President Research

### **RELATED POLICIES AND DOCUMENTS**

Establishment, ~~and Review~~ and Closure of Research Centres RH8300  
Procedures for Appointment and Review of Research Centre Directors GV0705

The Parties hereby agree to interim sign-off subject to successful ratification of these terms.

  
\_\_\_\_\_  
President, Faculty Association

  
\_\_\_\_\_  
AVP Faculty Relations and Academic Administration



## DUTIES AND RESPONSIBILITIES OF DIRECTORS OF RESEARCH CENTRES

**University Policy No:** GV0715

**Classification:** Governance

**Approving authority:** Board of Governors (on the recommendation of Senate)

**Effective date:** January 2010

**Supersedes:** April 2005

**Last Editorial Change:**

**Mandated review:** January 2017

### PURPOSE

- 1.00 The purpose of this policy is to provide direction on the duties and responsibilities of Directors (or equivalent) of research centres at the University of Victoria.

### DEFINITIONS

- 2.00 A Director is the leader of a research centre. The title 'Director' may be changed to a more appropriate title depending on the type of research centre.

### JURISDICTION/SCOPE

- 3.00 This policy applies to the duties and responsibilities of research centre Directors (or equivalent) at the University of Victoria

### POLICY

#### Terms of Appointment

- 4.00 The Director of a research centre shall normally be appointed for a term of five years. Searches and reappointments shall be carried out under the terms of the *Procedures for Appointment and Review of Research Centre Directors* GV0705.

#### Qualifications

- 5.00 The position description and criteria for the position of research centre Director shall be set by the Committee struck under the terms of the procedures, following a proportionate model. The position description will normally include the duties and responsibilities detailed in Section 10.00 of this policy.
- 6.00 A research centre Director will normally be a faculty member of the University of Victoria.
- 7.00 The university expects that research centre Directors will be research leaders, capable of:

- maintaining the confidence and cooperation of research centre members;
- managing effectively and efficiently the research program and administrative affairs of the research centre; and
- creating an environment conducive to intellectual and research growth.

8.00 University faculty members who lead research centres may negotiate arrangements for other duties to be correspondingly revised subject to the approval of the respective Chair, Dean, and/or the Vice-President Research as appropriate.

### **Duties and Responsibilities**

9.00 The role of a research centre Director (or equivalent) should be determined using a proportionate approach based on the type of centre they lead. Specific duties and responsibilities should be negotiated with the appropriate Administrative Leader (i.e. Dean or Vice-President Research).

10.00 Research centre Directors are responsible for providing research leadership, which normally includes:

- a. promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the university;
- b. building, and providing sufficient support for, a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;
- c. developing networks between the research centre and researchers in the field in the public and private sectors, locally, nationally and internationally;
- d. acting as the nexus between the university and the community with respect to research initiatives of mutual benefit;
- e. where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research;
- f. transferring knowledge to society through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property);
- g. developing strong linkages with appropriate academic departments and units and adding value to line departments through:
  - aiding faculty and student recruitment and retention by enriching the research environment;
  - advancing curriculum;
  - informing the teaching of colleagues;
  - mounting workshops and seminars;
  - providing interdisciplinary research training and mentoring for undergraduate and graduate students; and
  - regular communication of research centre activities and opportunities for faculty and students involvement.

11.00 Research centre Directors are responsible for providing administrative leadership, which normally includes:

- a. leading strategic planning for the research centre to ensure that the centre's objectives are aligned with the university's Strategic Plan objectives;
- b. overseeing the proper discharge of administrative duties of the research centre including supervising personnel, financial management, and operations;
- c. working effectively with the research centre's governance committee(s);
- d. pursuing the equity goals of the university in the operations of the research centre;
- e. managing the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behaviour are met;
- f. managing the space needs of the research centre in cooperation with appropriate university authorities;
- g. representing the interests of the research centre internally with senior academic administration;
- h. enhancing the reputation of the research centre and the university by undertaking quality research and communicating that research to the society; and
- i. encouraging and supporting the raising of funds for research conducted by the research centre, capital and operating funds, including cooperation with the Alumni and Development Department's fundraising initiatives.

#### **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Board of Governors (on the recommendation of Senate)
- ii) Designated Executive Officer: Vice-President Research
- iii) Procedural Authority: Vice-President Research
- iv) Procedural Officer: Vice-President Research

#### **RELATED POLICIES AND DOCUMENTS**

Establishment and Review of Research Centres RH8300

Procedures for Appointment and Review of Research Centre Directors GV0705



University  
of Victoria | University  
Secretary

# MEMO

**Date:** September 18, 2019

**To:** Members of Senate

**From:** Carrie Andersen   
University Secretary

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

---

Attached for Senate's approval is a revised Academic Year Important Dates Calendar for the period January 2021 through April 2021. 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 2021 through April 2021 for submission to the online academic calendars and for the academic calendars' January 2020 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 <[www.uvic.ca/equity/education/religious/index.php](http://www.uvic.ca/equity/education/religious/index.php)>. 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.

### 2019/2020 ACADEMIC YEAR

See [www.uvic.ca/calendar/undergrad/info/tuition](http://www.uvic.ca/calendar/undergrad/info/tuition) for Summer Session add and drop dates

### Winter Session - Second Term

#### January 2020

1	Wednesday	New Year's Day <sup>1</sup>
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 <a href="http://www.uvic.ca/course-registration/add-drop">www.uvic.ca/course-registration/add-drop</a> 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 <a href="http://www.uvic.ca/course-registration/add-drop">www.uvic.ca/course-registration/add-drop</a>
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 <sup>1</sup>
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 <sup>1</sup>
13	Monday	Easter Monday <sup>1</sup>
24	Friday	Examinations end for all faculties End of Winter Session

## 2020/2021 OFFICIAL ACADEMIC YEAR BEGINS

### Summer Session 2020

See [www.uvic.ca/calendar/undergrad/info/tuition](http://www.uvic.ca/calendar/undergrad/info/tuition) for Summer Session add and drop dates

#### May 2020

1	Friday	Senate meets
4	Monday	May-August courses begin for all faculties
11	Monday	May and May-June courses begin  Last day for Faculty of Law course changes (for more details regarding Summer 2020 and Summer 2020 Important Dates <a href="https://www.uvic.ca/law/jd/courseregistration/index.php">https://www.uvic.ca/law/jd/courseregistration/index.php</a> )
17	Sunday	Last day for graduate students to register in a personal leave in summer
18	Monday	Victoria Day <sup>1</sup>
21	Thursday	Senate Committee on Academic Standards meets to approve Convocation lists
31	Sunday	Fees deadlines for summer (see Add and Drop Dates for Standard Summer Courses <a href="https://www.uvic.ca/current-students/home/course-registration/add-drop">https://www.uvic.ca/current-students/home/course-registration/add-drop</a> )

#### June 2020

3	Wednesday	May courses end
4	Thursday	June courses begin
8-12	Monday – Friday	Spring Convocation
26	Friday	May-June and June courses end

#### July 2020

1	Wednesday	Canada Day <sup>1</sup>
1 & 2	Wednesday & Thursday	Reading Break May-August sections only
6	Monday	July and July-August courses begin
15	Wednesday	Deadline to apply to graduate for Fall Convocation (all faculties)
28	Tuesday	July courses end
29	Wednesday	August courses begin
29 – 31	Wednesday - Friday	Supplemental and deferred examinations for Winter Session 2019-2020 (except for Business and Law courses)



## UVIC UNDERGRADUATE CALENDAR JANUARY 2020

31 Friday May-August classes end for all faculties

**August 2020**

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

**Winter Session - First Term****September 2020**

7 Monday Labour Day<sup>1</sup>  
 8 Tuesday First year registration and opening assembly for Faculty of Law  
 9 Wednesday First term classes begin for all faculties  
 17 Thursday Last day for course changes in Faculty of Law  
 22 Tuesday Last day for graduate students to register in a personal leave in first term  
 Last day for 100% reduction of tuition fees for standard first term and full year courses.  
 50% of tuition fees will be assessed for courses dropped after this date. For non-standard  
 courses see [www.uvic.ca/course-registration/add-drop](http://www.uvic.ca/course-registration/add-drop)  
 25 Friday Last day for adding courses that begin in the first term  
 30 Wednesday Last day for paying first term fees without penalty

**October 2020**

2 Friday Senate meets  
 12 Monday Thanksgiving Day<sup>1</sup>  
 13 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](http://www.uvic.ca/course-registration/add-drop)  
 14 Wednesday Senate Committee on Academic Standards meets to approve Convocation lists  
 31 Saturday Last day for withdrawing from first term courses without penalty of failure

**November 2020**

6 Friday Senate meets  
 11 Wednesday Remembrance Day<sup>1</sup>  
 9 – 11 Monday – Wednesday Reading Break (except Faculty of Law)  
 9 & 10 Monday & Tuesday Fall Convocation  
 15 Sunday Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation  
 (students completing in the Fall term only)

**December 2020**

3	Thursday	Last day of classes in the first term for Faculty of Law
4	Friday	Senate meets 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>
7	Monday	First-term examinations begin for all faculties
15	Tuesday	Undergraduate deadline to apply to graduate for Spring Convocation
21	Monday	First term examinations end for all faculties
25	Friday	Christmas Day <sup>1</sup>
26	Saturday	Boxing Day <sup>1</sup>
25 – 3	Friday - Sunday	University closed

**Winter Session - Second Term**

**January 2021**

1	Friday	New Year's Day <sup>1</sup>
4	Monday	Second term classes begin for all faculties
8	Friday	Senate meets
14	Thursday	Last day for course changes for Faculty of Law
17	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 <a href="http://www.uvic.ca/course-registration/add-drop">www.uvic.ca/course-registration/add-drop</a> Last day for graduate students to register in a personal leave in second term
20	Wednesday	Last day for adding courses that begin in the second term
31	Sunday	Last day for paying second term fees without penalty

**February 2021**

5	Friday	Senate meets
7	Sunday	Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see <a href="http://www.uvic.ca/course-registration/add-drop">www.uvic.ca/course-registration/add-drop</a>
15	Monday	Family Day <sup>1</sup> Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)
15 – 19	Monday – Friday	Reading Break for all faculties
28	Sunday	Last day for withdrawing from full year and second term courses without penalty of failure

**March 2021**

5 Friday Senate meets

**April 2021**

1 Thursday Last day of classes for all faculties  
2 Friday Good Friday<sup>1</sup>  
5 Monday Easter Monday<sup>1</sup>  
6 Tuesday Examinations begin for all faculties  
9 Friday Senate meets  
22 Thursday 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:	01Jan2020		
Line-Faculty:	CO-OP EDUCATION	Academic Unit:	Co-op
Contact Name:	Andrea Giles	Local:	6211
		Email:	agiles@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Other: Clarification for Undergraduate Post-Study Internship Program	OREG: Calendar

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01JAN2020			
Faculty: Education	Academic Unit: EPHE		
Contact Name: Atavina, Vera	Local: 8374	Email: epheao@uvic.ca	

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Change name for BA in Recreation and Health Education program (RHED)	CO-OP
2	Change name for BA in Recreation and Health Education program	CO-OP
3	Change name and description of BA RHED	CO-OP
4	Change in BA RHED admission requirements	CO-OP
5	Change in BA RHED program requirements	CO-OP
6	Change work terms requirements in BA RHED	CO-OP
7	Change work terms requirements in BA RHED	CO-OP
8	Change listing of course sequence in BA RHED	CO-OP, EPLS (ED-D418)

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date:	01JAN2020		
Line-Faculty:	Engineering	Academic Unit:	Electrical & Computer Engineering
Contact Name:	Michael Adams	Local:	6025
		Email:	ececcc@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Other: Editorial change - Removal of CENG academic schedule	N/A
2	Other: Editorial change - Removal of ELEC academic schedule	N/A

## UVic Course Curriculum Change

### Summary Course Curriculum Changes:

Effective Date:	01JAN2020		
Line-Faculty:	Engineering	Academic Unit:	Electrical and Computer Engineering
Contact Name:	Michael Adams	Local:	6025
		Email:	ececc@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 number:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	ECE	427	New or reinstated course: <b>Photovoltaics</b>	N/A

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date:	01JAN2020		
Line-Faculty:	Engineering	Academic Unit:	Mechanical Engineering
Contact Name:	Daniela Constantinescu	Local:	6040
		Email:	danielac@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Other: Editorial change - Removal of academic schedule	N/A



## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01Jan2020			
Line-Faculty: HUMS	Academic Unit: ENGL		
Contact Name: Mary E. Leighton	Local: 7244	Email: mleight@uvic.ca	

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Change in listing of eligible courses to meet ENGL major requirements	n/a

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date:	01JAN20		
Line-Faculty:	Humanities	Academic Unit:	Latin American Studies
Contact Name:	Beatriz de Alba-Koch	Local:	Email: albakoch@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Updating interdisciplinary courses for Latin American Studies	

### UVic Program Curriculum Change

**Summary of Program Curriculum Changes:**

Effective Date: 01JAN20		
Line-Faculty: Humanities	Academic Unit:	Linguistics
Contact Name: Martha McGinnis	Local: 7429	Email: mjmcginn@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Change in the description of a program or credential not involving any change in program or credential requirements	N/A
2	Change of the required courses for a program	N/A
3	Change of the required courses for a program	N/A

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date: 01JAN20		
Faculty: Graduate Studies	Academic Unit: Educational Psychology and Leadership Studies	
Contact Name: Zoria Crilly	Local: 7760	Email: edpsych@uvic.ca

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

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

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Change to Program Title: ICCP Program (Degrees and Specializations Offered)	N/A
2	Change to Program Title: ICCP Program (Admission Requirements)	N/A
3	Change to Program Title: ICCP Program (Program Requirements)	N/A

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date:	01Jan2020		
Line-Faculty:	Human and Social Development and Graduate Studies	Academic Unit:	School of Public Administration MA in Dispute Resolution (MADR)
Contact Name:	Heather Kirkham, Program Manager	Local:	8067
		Email:	hkirkham@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	<ul style="list-style-type: none"> <li>• Creation, reinstatement, <b>discontinuance</b>, or change in name of a program or credential</li> <li>• Suspension of admission, re-admission, or declaration in a program</li> </ul>	In process: VPAC, Senate Planning, Faculty of Graduate Studies, Faculty of Law and Co-operative Education
2	<ul style="list-style-type: none"> <li>• Creation, reinstatement, <b>discontinuance</b>, or change in name of a program or credential</li> </ul>	In process: VPAC, Senate Planning, Faculty of Graduate Studies, Faculty of Law and Co-operative Education
3	<ul style="list-style-type: none"> <li>• Creation, reinstatement, <b>discontinuance</b>, or change in name of a program or credential</li> </ul>	In process: VPAC, Senate Planning, Faculty of Graduate Studies, Faculty of Law and Co-operative Education

## UVic Course Curriculum Change

### Summary Course Curriculum Changes:

Effective Date:	01Jan2020		
Line-Faculty:	Graduate Studies	Academic Unit:	Nursing
Contact Name:	Lori Klear	Local:	7961
		Email:	nurscoord@uvic.ca

Types of course change:		
New or reinstated course	Change or addition of a pre- or co-requisite	Other: Grading
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 number:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	NUHI	598	Course title or description; grading	HINF, FGS

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date:	01JAN 2020		
Line-Faculty:	Humanities	Academic Unit:	Germanic and Slavic Studies
Contact Name:	Ulf Schuetze	Local:	7323
		Email:	ulfs@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Change in credential not involving any change in program or credential requirements for the MA streams in Germanic Studies and Slavic Studies program	N/A

## UVic Program Curriculum Change

### Summary of Program Curriculum Changes:

Effective Date:	01Jan2020		
Line-Faculty:	Humanities	Academic Unit:	Humanities
Contact Name:	Lisa Surridge	Local:	7246
		Email:	humsada@uvic.ca

Types of program change:		
<ul style="list-style-type: none"> <li>• Creation, reinstatement, discontinuance, or change in name of a program or credential; or</li> <li>• a modification that significantly changes a program or credential's focus, content, structure, or requirements</li> </ul>	Change of the required courses for a program	Change in the description of a program or credential not involving any change in program or credential requirements
Suspension of admission, re-admission, or declaration in a program	Change in a listing of eligible or elective courses that can be used to meet program or credential requirements	Other: Describe in 'Type of change' field

All program changes should be in the order in which they will appear in the Calendar.

Submission #:	Type(s) of change	Other units consulted: (list all)
1	Discontinuance of DHUM program	ENGL, Graduate Studies
2	Discontinuance of DHUM program	ENGL, Graduate Studies
3	Discontinuance of DHUM program	ENGL, Graduate Studies
4	Discontinuance of DHUM program	ENGL, Graduate Studies
5	Discontinuance of DHUM program	ENGL, Graduate Studies



## UVic Course Curriculum Change

### Summary Course Curriculum Changes:

Effective Date:	01Jan20		
Line-Faculty:	Humanities	Academic Unit:	Humanities
Contact Name:	Lisa Surridge	Local:	7246
		Email:	humsada@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 number:	Type(s) of change: (if new or reinstated, include title)	Other units consulted: (list all)
1	DHUM	501	Deletion	ENGL, Grad Studies
2	DHUM	502	Deletion	ENGL, Grad Studies
3	DHUM	503	Deletion	ENGL, Grad Studies
4	DHUM	504	Deletion	ENGL, Grad Studies
5	DHUM	505	Deletion	ENGL, Grad Studies
6	DHUM	590	Deletion	ENGL, Grad Studies