



The next open meeting of the Senate of the University of Victoria is scheduled for Friday, April 5, 2024 at 3:30 p.m. in the Senate and Board Chambers, Jamie Cassels Centre, Room A180.

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

1. APPROVAL OF THE AGENDA ACTION
2. MINUTES ACTION
  - a. March 1, 2024 (SEN-APR 5/24-1)

Motion: That the minutes of the open session of the meeting of the Senate held on March 1, 2024 be approved and that the approved minutes be circulated in the usual way.
3. BUSINESS ARISING FROM THE MINUTES
4. REMARKS FROM THE CHAIR
  - a. President's Report INFORMATION
  - b. Presentation on Transnational Education INFORMATION
5. CORRESPONDENCE
6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES
  - a. Senate Committee on Academic Standards – Yasmine Kandil, Chair
    - i. Change to admission requirements for Bachelor of Science Physics and Computer Science Major (SEN-APR 5/24-2) ACTION

Motion: That Senate approve the proposed changes to the admission requirements for Bachelor of Science Physics and Computer Science Major.

- ii. Faculty of Engineering and Computer Science – Admission Requirements for the West Shore Computing Gateway program **(SEN-APR 5/24-3)** **ACTION**

Motion: That Senate approve the proposed admissions requirements for the West Shore Computing Gateway program.

- iii. Change to Admission Requirements for the Bachelor of Education: Indigenous Language Revitalization **(SEN-APR 5/24-4)** **ACTION**

Motion: That Senate approve the proposed change to admission requirements for the Bachelor of Education: Indigenous Language Revitalization.

- iv. Greek and Roman Studies – Revisions to the Admission and Readmission Requirements for Master of Arts and Doctor of Philosophy programs **(SEN-APR 5/24-5)** **ACTION**

Motion: That Senate approve the revisions to the admission and readmission requirements for the Master of Arts and Doctor of Philosophy programs in Greek and Roman Studies for the September 2024 graduate academic calendar.

b. Senate Committee on Awards - Maureen Ryan, Chair

- i. New and Revised Awards **(SEN-APR 5/24-6)** **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:

- Association of Former MLAs of BC Student Scholarship\* (Revised)
- David Ritchie Business Grant\* (Revised)
- Derrik Hiron Graduate Scholarship\* (New)
- Dr. Ian Stuart MBA Scholarship in Service Management\* (Revised)
- Emma Machado Memorial Scholarship\* (Revised)
- Geoff McKay Vikes Men's Basketball Annual Award (New)
- James A. Mossey (SM) Award\* (Revised)
- Law Foundation of BC Black Legal Scholar Award (New)
- Law Foundation of BC Black Legal Scholar Entrance Award (New)
- Law Foundation of BC Legal Scholar Award (New)
- MBA Leadership/Citizenship Award\* (Revised)
- MBA Pay-it-Forward Award\* (Revised)
- Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship\* (Revised)

- Peter Gustavson MGB Scholarship (Revised)
- Ritchie Foundation Graduate Entrance Scholarship\* (Revised)
- Ritchie Foundation MBA Scholarship\* (Revised)
- Ritchie Foundation Travel Award\* (Revised)
- Stikeman Elliott Entrance Award (Revised)
- Strathcona Hotel Award\* (Revised)
- Wayne and Nancy MacDonald Vikes Athletics Award\* (Revised)

*\* Administered by the University of Victoria Foundation*

- c. Ad-hoc Senate Committee on Academic Health Programming  
 - Helga Hallgrímsdóttir, Chair

- i. Update from Chair

**INFORMATION**

**7. PROPOSALS AND REPORTS FROM FACULTIES**

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

- a. Office of the Vice-President Academic and Provost Update **INFORMATION**
- b. Launch of UVic’s inaugural Academic Action Plan **INFORMATION**  
 (SEN-APR 5/24-7)
- c. Digital Learning Plan (SEN-APR 5/24-8) **INFORMATION**
- d. Recommendation to rescind Off-Campus Graduate Programs policy (AC1115) (SEN-APR 5/24-9) **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, rescinding the Off-Campus Graduate Programs policy (AC1115) effective immediately.

**9. OTHER BUSINESS**

- a. 2023 Policy Annual Report (SEN-APR 5/24-10)

**INFORMATION**

**10. ADJOURNMENT**



Meeting of Senate  
March 1, 2024

MINUTES

A meeting of the Senate of the University of Victoria was held on March 1, 2024 at 3:30 p.m. in the Senate and Board Chambers, Jamie Cassels Centre, Room A180.

**1. APPROVAL OF THE AGENDA**

Motion: (K. Diether/S. Nair)  
That the agenda be approved as circulated.

CARRIED

**2. MINUTES**

**a. February 2, 2024**

Motion: (R. Gupta/S. Minshall)  
That the minutes of the open session of the meeting of the Senate held on February 2, 2024 be approved and that the approved minutes be circulated in the usual way.

CARRIED

**b. Special Meeting February 9, 2024**

Motion: (M. McGinnis/H. Brown)  
That the minutes of the open session of the special meeting of the Senate held on February 9, 2024 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**

Kevin Hall began his report by acknowledging the current challenges we are all experiencing. From the global state of affairs, protests on campus, international visa restrictions, current budget cuts, and pressures in our own lives, he acknowledged that we all have a lot to process. Nevertheless, he said it was important to think about what we need to do rather than what is always done. K. Hall reminded Senators that the campus is more interconnected than we often realize, and our decisions have larger ripple effects. As a result, he stated he was encouraged to hear and see units facing these challenges together and that

leaders are speaking with their teams and working collaboratively to carry on. K. Hall thanked Senate for their perseverance and flexibility during these challenging times.

Regarding days of recognition, K. Hall noted that March 8 is International Women's Day, with this year's campaign theme being "Inspire Inclusion." He reminded Senators that the new Equity Action Plan is an excellent resource for embedding a culture of equity and inclusion to work toward conditions where everyone can feel like they belong and have what they need to thrive. In addition to International Women's Day, March 15 is the International Day to combat Islamophobia, March 21 is the International Day for the Elimination of Racial Discrimination, and March 31 is the International Transgender Day of Visibility and the National Indigenous Languages Day.

For a quick awards update, K. Hall announced that Dr. Ross Chapman, Professor Emeritus at the School of Earth and Ocean Sciences, has been awarded the biennial Munk Medal from the Oceanography Society. Dr. John Borrows, Canada Research Chair of Indigenous Law, was appointed an Officer of the Order of Canada in 2020 and was formally invested on February 22.

A Senator asked whether the budget cuts would affect academic programming and whether the increased funding from the provincial government would affect the planned cuts. K. Hall explained that the provincial funding boost of \$602 million was earmarked for specific initiatives, such as medical school funding at Simon Fraser University.

Another Senator asked if doing things differently, as the President noted in the report, would mean making structural changes. K. Hall explained that doing things differently is possible regardless of budget cuts.

## **5. CORRESPONDENCE**

There was none.

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

### **a. Senate Committee on Academic Standards**

#### **i. Change to the admission requirements for Bachelor of Science Psychology and Computer Science Major**

Yasmine Kandil, Chair of the Senate Committee on Academic Standards, introduced the proposal. There were no questions.

Motion: (Y. Kandil/M. Pendergast)

That Senate approve the change to the admission requirements for the Bachelor of Science Psychology and Computer Science Major in the September 2024 undergraduate academic calendar.

**CARRIED**

**ii. Change to the admission requirements for Bachelor of Science Geography and Computer Science (Geomatics) Major**

Y. Kandil introduced the proposal. There were no questions.

Motion: (Y. Kandil/R. Gupta)

That Senate approve the change to the admission requirements for the Bachelor of Science Geography and Computer Science (Geomatics) Major in the September 2024 undergraduate academic calendar.

**CARRIED**

**iii. Proposal to change Faculty of Science undergraduate Co-operative Education admission requirements**

Y. Kandil introduced the proposal. There were no questions.

Motion: (Y. Kandil/J. Salinas)

That Senate approve the removal of the GPA admission requirements for the Faculty of Science Co-operative Education Program in the September 2024 undergraduate academic calendar.

**CARRIED**

**iv. Faculty of Humanities – Additional AWR-designated course ENSH 103**

Y. Kandil introduced the proposal. There were no questions.

Motion: (Y. Kandil/S. Minshall)

That Senate approve the addition of ENSH 103 to be designated as an Academic Requirement Writing course effective the September 2024 undergraduate academic calendar.

**CARRIED**

**v. New Process to maintain data integrity of the UVic Parchment**

Y. Kandil introduced the proposal. There were no questions.

Motion: (Y. Kandil/M. McGinnis)

That Senate approve the proposed process to maintain the data integrity of the UVic Parchment effective Spring 2024.

**CARRIED**

**vi. Grading Report for 2022/2023**

Y. Kandil introduced the grading report. She noted that the committee was willing to help the Provost with any measures taken regarding grade inflation. There were no comments or questions.

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

**i. Nomination to the *Ad hoc* Senate Committee on Academic Health Programming**

Phalguni Mukhopadhyaya, Chair of the Senate Committee on Agenda and Governance Nominations Subcommittee, introduced the nomination. There were no questions.

Motion: (P. Mukhopadhyaya/S. Minshall)

That Senate approve Anastasia Mallidou, Faculty of Human and Social Development, to serve on the *Ad hoc* Senate Committee on Academic Health Programming.

**CARRIED**

**c. Senate Committee on Awards**

**i. New and Revised Awards**

Maureen Ryan, Chair of the Senate Committee on Awards, introduced the new and revised awards.

A Senator asked if the Faculty of Education Emergency Bursary had considered the parameters required of graduate students undertaking part-time study. M. Ryan thanked the Senator for their comment and noted the slight amendment for clarity to ensure this was corrected.

Noting the number of entrance scholarships for specific international schools, a Senator commented on the focus on only one or two countries, which contrasts with comments regarding the need to diversify recruitment efforts. M. Ryan explained that these awards reflected existing relationships and more would be coming to Senate in the future.

Finally, a Senator asked how “outstanding” was defined. Lori Hunter, Director of Student Awards and Financial Aid, explained the A-level target process.

Motion: (R. Gupta/J. Salinas)

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:

- Victoria Canada-China Friendship Association Scholarship\* (Revised)
- Joyce Bewley Undergraduate Award (New)
- Ajaib Singh Sangha & Family Memorial Scholarship\* (Revised)
- Alan Steven John Awards in Visual Arts (Revised)
- BMO Alliance for Women in Business Award (New)
- Carol Ann Mitchell Graduate Scholarship\* (Revised)
- Co-op Changemaker Award (New)
- Dave Ian Dunnet Music Education Scholarship\* (Revised)
- David F. Strong Research Scholarship\* (Revised)
- Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in HEIS\* (Revised)
- Elaine Gallagher Award\* (Revised)

- Faculty of Education Emergency Bursary (Revised)
- Georgi Ignatov MBA in Sustainable Innovation Scholarship (New)
- Iranian Student Graduate Memorial Scholarship\* (Revised)
- Gilbert and Marie Alice Peart Award in English Literature\* (Revised)
- John Dobereiner Award\* (Revised)
- Lloyd Milburn Undergraduate Scholarship (New)
- Lucas Main Elevator Award (Revised)
- Minh Ly Scholarship for International Students (New)
- Mosaic Forest Management Award in Indigenous Language Revitalization (Revised)
- Pooni Family Award in Business (Revised)
- Pooni Family Award in Geography (Revised)
- Reese Daytona McClenahan Graduate Scholarship in Greek & Roman Studies (New)
- Ritchie Foundation MBA Scholarships\* (Revised)
- Wendy Diane Esdale Graduate Scholarship\* (Revised)
- International School, Manilla, Entrance Scholarship (New)
- Jamnabai Narsee School, Mumbai, Entrance Scholarship (New)
- Le Hong Phong High School for The Gifted, Vietnam, Entrance Scholarship (New)
- Mercer Island High School, USA, Entrance Scholarship (New)
- Roosevelt High School, USA, Entrance Scholarship (New)
- Springdales School, New Delhi, Entrance Scholarship (New)
- St. Andrews International School, Thailand, Entrance Scholarship (New)
- Stonehill International School, Bangalore, Entrance Scholarship (New)
- United Nations International School of Hanoi Entrance Scholarship (New)
- The American School Foundation, Mexico City, Entrance Scholarship (New)
- The American School Foundation, Guadalajara, Entrance Scholarship (New)
- Yokohama International School, Japan, Entrance Scholarship (New)
- American School of Monterrey Entrance Scholarship (New)
- The American School of Puerto Vallarta, Entrance Scholarship (New)
- Bainbridge High School, USA, Entrance Scholarship (New)
- Ballard High School, Washington State, USA Entrance Scholarship (New)
- Beacon Academy, Jakarta, Entrance Scholarship (New)
- Canadian International School, Vietnam, Entrance Scholarship (New)
- Delhi Public School R.K. Puram, New Delhi, Entrance Scholarship (New)
- Don Bosco High School, Mumbai, Entrance Scholarship (New)
- G.D. Goenka Public School, New Delhi, Entrance Scholarship (New)
- Greengates School, Mexico, Entrance Scholarship (New)
- Indus International School, Pune, Entrance Scholarship (New)
- Ingraham High School, USA, Entrance Scholarship (New)
- Woodstock School, India, Entrance Scholarship (New)
- Kodaikanal International School, India, Entrance Scholarship (New)

\* Administered by the University of Victoria Foundation

**CARRIED**



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

**i. Course Delivery Modes for 2023/24**

Alexandra D’Arcy, Chair of the Senate Committee on Learning and Teaching, introduced the annual report. There were no questions.

**ii. Evaluation of student achievement: Assessment techniques**

A. D’Arcy introduced the proposed calendar revision. She noted the consultation with the Senate Committee on Academic Standards on the issue presented.

A. D’Arcy responded to questions on the revision’s intention to introduce enough flexibility to ensure the spirit of the regulation was applicable across all disciplines without adding an undue burden on instructors. She also clarified the deadline referred to as the final academic drop deadline and explained that the type of feedback provided would be up to the course instructor.

Motion: (F. Kodar/H. Brown)

That Senate approve the revisions to the “Evaluation of student achievement: Assessment techniques” to include assessment expectations in the September 2024 academic calendars.

**CARRIED**

**e. Senate Committee on Planning**

**i. Proposal for delivery of the UBC Faculty of Medicine Distributed programs**

Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs and Chair of the Senate Committee on Planning, introduced the proposal. She answered questions regarding intellectual property in the agreement with the University of British Columbia.

In response to questions regarding the funding provided for the programs, E. Adjin-Tettey explained that this was a UBC-funded program accompanied by government funding for needed building renovations at the Vancouver Island Technology Park.

Motion: (B. Wright/A. Wang)

That Senate approve, and recommend to the Board of Governors that it also approve, the University of Victoria to sign a Memorandum of Agreement for delivery of the University of British Columbia Faculty of Medicine Master of Physical Therapy and Master of Science in Speech Language Pathology programs as distributed programs at UVic in accordance with the Memorandum of Agreement as described in the Memo on Delivery of the UBC Faculty of Medicine Distributed Programs.

**CARRIED**

**ii. Proposal for changes to the Pathway Program in the Division of Continuing Studies**

E. Adjin-Tetty introduced the proposal. Senators noted concern regarding the Pathway students' ability to succeed in the program without more robust support. E. Adjin-Tetty explained the intentional hybrid design of the program and the supports put in place by the Division of Continuing Studies. Seppy Masoodi, Director of the English Language Centre, added that support was in place for these students and that student success is consistently monitored. Jo-Anne Clarke, Dean of the Division of Continuing Studies, noted that the program's expansion allowed students to enter courses they were most interested in and could be successful. In contrast, the old model was too narrowly focused and prescriptive.

In response to a question regarding tracking student success, S. Masoodi outlined the coordinator and committee structure currently in place and added that a matrix would be identified. She noted that this information could be shared with Senate if desired.

Another Senator asked why this model had not expanded across all Faculties. S. Masoodi noted that this would be desired eventually, but for now, the program is starting with an expansion from two to four faculties.

To ensure students are not too stressed to resort to academic integrity violations, J. Clarke explained that the ED 101 course should help support students in addition to the coordinated support provided by the program.

Finally, a Senator noted that while consultation among the participating Faculties was conducted, this was not done at the departmental level. E. Adin-Tetty noted that the English Language Centre was subject to program review and the quality assurance process. She assured Senators that this proposed program would be closely monitored.

Motion: (M. Prendergast/A. Mallidou )

That Senate approve the proposed changes to the Pathway Program in the Division of Continuing Studies as described in the document "Continuing Studies Pathway Program".

**CARRIED**

**iii. Proposal for program changes to the Masters and PhD Programs in the Faculty of Law**

E. Adjin-Tetty introduced the proposal. In response to a question, she explained the interdisciplinary course requirements. Sara Ramshaw, Director of the Cultural, Social & Political Thought Program, expanded on the additional course requirements for the combined programs.

Motion: (F. Kodar/D. Curran)

That Senate approve the proposed Cultural, Social and Political Thought concentration in the LLM in Law and Society Program in the Faculty of Law, as described in the document "Concentration in Cultural, Social and Political Thought".

**CARRIED**

Motion: (F. Kodar/J. Salem)

That Senate approve the proposed Cultural, Social and Political Thought concentration in the PhD in Law and Society Program in the Faculty of Law, as described in the document “Concentration in Cultural, Social and Political Thought”.

**CARRIED**

**iv. Proposal for program change and name change of the PhD Program in the Gustavson School of Business**

E. Adjin-Tetty introduced the proposal. There were no questions.

Motion: (A. Bhappu/J. Salem)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposed changes to the PhD Program in International Management and Organization in the Gustavson School of Business, as described in the document “PhD in International Management and Organization”.

**CARRIED**

Motion: (A. Bhappu/M. Prendergast)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposed name change of the PhD Program in International Management and Organization in the Gustavson School of Business, as described in the document “PhD in International Management and Organization”.

**CARRIED**

**v. Proposal to establish a Master of Engineering in Building Envelopes and Structures in the Department of Civil Engineering in the Faculty of Engineering and Computer Science**

E. Adjin-Tetty introduced the proposal. There were no questions.

Motion: (J. Salinas/L. Zhou)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to establish a Master of Engineering in Building Envelopes and Structures in the Department of Civil Engineering in the Faculty of Engineering and Computer Science as described in the document “MEng in Building Envelopes and Structures’ and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

**CARRIED**

**vi. Proposal to establish a Computing Gateway Program in the Faculty of Engineering and Computer Science**

E. Adjin-Tetty introduced the proposal. Regarding the ongoing consultation with Indigenous Academic & Community Engagement, it was explained that the non-standard program design has resulted in larger discussions with the Faculties involved that go beyond the academic proposal.

Motion: (D. Curran/R. Gupta)

That Senate approve, and recommend to the Board of Governors that it also approve, the Computing Gateway program for delivery at the West Shore Campus as described in the document “West Shore Computing Gateway” and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

**CARRIED**

**vii. Proposal to establish a School of Languages, Linguistics and Cultures in the Faculty of Humanities**

E. Adjin-Tetty introduced the proposal. Annalee Lepp, Dean of the Faculty of Humanities, outlined the process by the programs involved. She noted the collaborative work by the four academic Chairs of the programs and emphasized the continued priority of each unit’s autonomy within the proposed School.

Justin Salinas, Senator and student in the French and Francophone Studies program, asked if any consultation had been done with the undergraduate or graduate students in the four departments. A. Lepp responded that it would have been the responsibility of the Chairs to do this work. J. Salinas expressed concern that although the province’s status as the 3rd least bilingual province in Canada is changing for the better, this proposed amalgamation would hamper the positive momentum. He noted 17 different consultation sessions, but none were students. A. Lepp explained that there was no intention to render a French and Francophone program invisible as all degrees would remain intact, and the websites would remain as currently represented.

Motion: (A. Lepp/F. Kodar)

That Senate approve, and recommend to the Board of Governors that it also approve:

1. Establishment of the School of Languages, Linguistics, and Cultures (SLLC) in the Faculty of Humanities amalgamating the following academic units: Department of French and Francophone Studies, Department of Germanic and Slavic Studies, Department of Hispanic and Italian Studies, and Department of Linguistics effective September 1, 2024.
2. That all programs and courses approved for offering in the Departments of French and Francophone Studies, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics continue to be approved for offering in the SLLC effective September 1, 2024.

3. That the Departments of French and Francophone Studies, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics shall be dissolved effective September 1, 2024.

AND THAT, subject to approval by the Board of Governors of the above motions requiring Board approval, Senate approve:

4. All proceedings initiated in the Departments of French and Francophone Studies, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics continue in the SLLC as appropriate.

**CARRIED**

**J. Salinas opposed the motion.**

**viii. Proposal for changes to the Master of Counselling Psychology Programs in the Department of Educational Psychology and Leadership Studies**

E. Adjin-Tetty introduced the proposal. There were no questions.

Motion: (J. Salem/J. Salinas)

That Senate approve, and recommend to the Board of Governors that it also approve, the proposed changes to the Master of Arts in Counselling Psychology Project Program in the Department of Educational Psychology and Leadership Studies, as described in the document "Counselling Psychology MA Programs".

**CARRIED**

Motion: (M. Prendergast/J. Salem)

That Senate approve the proposed changes to the Master of Arts in Counselling Psychology Thesis Program in the Department of Educational Psychology and Leadership Studies, as described in the document "Counselling Psychology MA Programs".

**CARRIED**

**f. Ad hoc Senate Committee on Academic Health Programming**

**i. Faculty of Health proposal**

Helga Hallgrimsdottir, Deputy Provost and Chair of the Ad hoc Senate Committee on Academic Health Programming, introduced the proposal. She thanked Senators for their thoughtful feedback on the process and the discussion at the February 9 special Senate meeting. There were no questions.

Motion: (C. Kennedy/V. Andreotti)

That Senate approve, and recommend to the Board of Governors that it also approve:

1. That UVic establish the Faculty of Health effective May 1, 2024.

2. That UVic establish a School of Medical Sciences in the Faculty of Health effective May 1, 2025 and migrate faculty, staff and students in the Division of Medical Sciences to the new School effective May 1, 2025, and that the Division of Medical Sciences be disestablished effective May 1, 2026.
3. That the School of Exercise Science, Physical and Health Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; and School of Social Work become part of the Faculty of Health effective May 1, 2025, and persons holding academic and staff appointments in these academic units on May 1, 2025 shall hold the same appointment in the Faculty of Health.
4. That all programs and courses approved for offering in the School of Exercise Science, Health and Physical Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; and School of Social Work continue to be approved for offering in the Faculty of Health.
5. That the Faculty of Human and Social Development continue from May 1, 2025 until April 30, 2026 with a faculty comprised solely of the Acting Dean of Human and Social Development. The Faculty of Human and Social Development shall be disestablished effective May 1, 2026.
6. That the Division of Medical Sciences continue from May 1, 2025 until April 30, 2026 with a faculty comprised solely of the Acting Head of the Division of Medical Sciences. The Division of Medical Sciences shall be dissolved effective May 1, 2026.
7. That the School of Child and Youth Care (CYC) become part of the Faculty of Education effective May 1, 2025, and persons holding academic and staff appointments in CYC on May 1, 2025 shall hold the same appointment in the Faculty of Education.
8. That all programs and courses approved for offering in the School of Child and Youth Care be continued in the academic unit and Faculty of Education effective May 1, 2025.
9. That the School of Indigenous Governance (IGOV) become part of the Faculty of Social Sciences effective May 1, 2025, and persons holding academic and staff appointments in IGOV on May 1, 2025 shall hold the same appointment in the Faculty of Social Sciences.
10. That all programs and courses approved for offering in the School of Indigenous Governance be continued in the academic unit and Faculty of Social Sciences effective May 1, 2025.
11. That the School of Public Administration (PADM) become part of the Faculty of Social Sciences effective May 1, 2025, and persons holding academic and staff appointments in PADM on May 1, 2025 shall hold the same appointment in the Faculty of Social Sciences.

12. That all programs and courses approved for offering in the School of Public Administration be continued in the academic unit and Faculty of Social Sciences effective May 1, 2025.
13. That students in the School of Exercise Science, Physical and Health Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; School of Social Work; School of Child and Youth Care; School of Indigenous Governance; and School of Public Administration who complete their studies in the 202501 term or earlier will graduate from their Faculty at the time they completed their program requirements regardless of when they apply to graduate.
14. The appointment committee composition for the inaugural Dean, Faculty of Health (*see attached for committee composition*).
15. That the Procedures for the Appointment of the Associate Dean of Human and Social Development (GV0640) be rescinded effective May 1, 2025.

AND that, subject to approval by the Board of Governors of the above motions requiring Board approval, Senate approve:

16. All duly established committees in the School of Exercise Science, Physical and Health Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; and School of Social Work continue as properly established in the academic unit and the Faculty of Health as appropriate, until such time as the Faculty of Health establishes faculty and unit governance structures.
17. That all proceedings initiated in the School of Exercise Science, Physical and Health Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; and School of Social Work be continued in the academic unit and the Faculty of Health as appropriate.
18. The creation of interim faculty governance structure for the Faculty of Health effective May 1, 2025 (to be presented to Senate for approval before May 1, 2025).
19. That all duly established committees and proceedings initiated in the School of Indigenous Governance and School of Public Administration continue in the academic unit and the Faculty of Social Sciences as appropriate.
20. That all duly established committees and proceedings initiated in the School of Child and Youth Care continue in the academic unit and the Faculty of Education as appropriate.



21. Amending Senate membership to add Faculty of Health Dean as an additional member under s.35(2)(i) of the University Act effective January 1, 2025 or when appointed, whichever is earlier, to April 30, 2025.
22. Amending Senate membership to add Faculty of Health Dean, faculty and student representatives effective May 1, 2025.
23. Amending Senate membership to remove the Dean, Faculty of Human and Social Development from the Deans category effective May 1, 2025.
24. Amending Senate membership to remove the Faculty of Human and Social Development faculty and student representatives effective May 1, 2025.
25. Amending Senate membership to add Acting Dean, Faculty of Human and Social Development as an additional member under s.35(2)(i) of the University Act effective May 1, 2025 to May 1, 2026.
26. Amending Senate membership to remove the Head, Division of Medical Sciences as an additional member under s.35(2)(i) of the University Act effective May 1, 2026.

**CARRIED**

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

There were none.

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

### **a. Office of the Vice-President Academic and Provost Update**

Elizabeth Croft, Vice-President Academic and Provost, presented her report. She noted the dramatic increase in academic accommodations and that the university would need to approach the issue differently than it had in the past to be able to accommodate this need. E. Croft noted the end of the temporary supports for accommodated assessments by the Office of the Registrar and Enrolment Management (OREM) this May, provided an update on the midterm pilot and upcoming report, outlined the guidance on universal design provided by the Learning and Teaching Support and Innovation Teach Anywhere site, and reported that the revisions to the Policy on Academic Accommodation and Students with a Disability (AC1205) is expected to come to Senate in May for approval.

Regarding the ending of the temporary OREM support for accommodated assessments, a Senator asked what was planned to replace this support for the campus. E. Croft replied that the growing need for accommodated assessments was unexpected but that the work to find a solution was ongoing.

Another Senator commented on the need for increased accessibility rather than accommodation and asked if students beyond those participating in the midterm pilot would be surveyed. E. Croft confirmed this request.



A Senate member confirmed that the staff at the Centre for Accessible Learning (CAL) were overworked. E. Croft added that there have been significant challenges, particularly the need for extra time for assessments.

Another Senator stressed that previous notification regarding changes to how accommodated assessments will be made was done without sufficient time for Faculty members to prepare. The Senator advised that plans for supporting the campus are needed now. E. Croft explained that a solution would not fit all areas on campus and that there were ongoing conversations with the Deans. For example, she noted that the Faculty of Engineering and Computer Science had managed their accommodated assessments internally and was ready for the May term. E. Adin-Tettey noted that the working group for accommodated assessments was working toward a more streamlined process over the summer. E. Croft added that universal design principles will lighten the load for accommodated assessment needs.

In response to a question on the details of CAL services regarding exam support as stated in AC1205, E. Croft remarked that operational hours are not a detail that should be included in a policy, and the revisions to AC1205 will address this.

**b. Enrolment Projections for 2024/25**

E. Croft introduced the enrolment projections. A Senate member noted the report that the additional domestic and graduate enrolment was over what was provincially funded. Tony Eder, Associate Vice-President Academic Resource Planning, stated that this information was new to the report and had been included for increased transparency. He noted that replacing domestic and international students on a one-to-one ratio was impossible.

A Senator asked if the recent news regarding a cap on international enrolment will affect the campus. E. Croft reported that the government numbers had arrived and that she was confident the university would be successful. T. Eder added that the international enrolment numbers were not specifically a cap but a specified number of allowable attestation letters for students admitted to the university. As there are typically more admitted students than those who accept our offer, we must provide more attestation letters than we will receive registrants. He confirmed attestation letters are not transferrable between various institutions.

Senators discussed the need for post-secondary education, the forecasted targets for international enrolment, issues with student visa renewals needing attestation letters, and the state of post-secondary institutions across Canada.

Motion: (E. Croft/J. Salinas)

That Senate approve, and recommend to the Board of Governors that it also approve, a recommended enrolment level of 20,175 FTE for the 2024/25 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, and/or application rates.

**CARRIED**

**9. OTHER BUSINESS**

**a. Revised GV0305 - Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost**

K. Hall introduced the change to the policy. A Senator asked what would fall under a situation considered “normal”. K. Hall explained that abnormal circumstances would be when dealing with an emergency such as the pandemic.

Motion: (M. Prendergast/R. Hancock)

That Senate recommend to the Board of Governors that it approve the attached revised GV0305 - Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost.

**CARRIED**

**b. Revised GV0350 - Procedures for the Appointment and Reappointment of the Deputy Provost and Academic Associate Vice-Presidents**

E. Croft introduced the change to the policy. There were no questions.

Motion: (E. Croft/J. Salinas)

That Senate recommend to the Board of Governors the attached revised GV0350 - Procedures for the Appointment and Reappointment of the Deputy Provost and Academic Associate Vice-Presidents.

**CARRIED**

There being no other business the meeting was adjourned at 5:21 p.m.

Name	In Attendance	Regrets		Position
Adjin-Tetty, Elizabeth	X		Associate Vice-President Academic Programs	By Invitation
Aikau, Hokulani	X		Faculty of Human and Social Development	Elected by the Faculty
Andersen, Carrie	X		University Secretary	Secretary of Senate
Andreotti, Vanessa	X		Dean, Faculty of Education	Ex officio
Anyaeibunam, Chekwube	X		Student Senator	Elected from the student societies
Bengtson, Jonathan	X		University Librarian	Ex officio
Bhappu, Anita	X		Dean, Peter B. Gustavson School of Business	Ex officio
Brown, Hannah	X		Student Senator	Elected from the student societies
Buller, Marion	X		Chancellor	Ex officio
Campbell, Erin	X		Faculty of Fine Arts	Elected by the faculty members
Clarke, Jo-Anne	X		Dean, Division of Continuing Studies	Ex officio
Croft, Elizabeth	X		Vice-President Academic and Provost	Ex officio
Curran, Deborah	X		Faculty of Law	Elected by the Faculty
Diether, Kelly	X		Convocation Senator	Elected by the convocation
Dunsdon, Jim		X	Associate Vice-President Student Affairs	By Invitation
Eagle, Chris	X		Faculty of Science	Elected by the faculty members
Empringham, Kyle		X	Student Senator	Elected from the student societies
Fyfe, Benjamin			Student Senator	Elected from the student societies
Gaudet, Loren			Faculty of Humanities	Elected by the Faculty
Gupta, Rishi	X		Faculty of Engineering and Computer Science	Elected by the Faculty
Hall, Kevin	X		President and Vice-Chancellor	Chair of Senate
Hallgrimsdottir, Helga	X		Deputy Provost	By invitation
Hancock, Rob	X		Faculty of Social Sciences	Elected by the Faculty
Harder, Lois	X		Dean, Faculty of Social Sciences	Ex officio
Harding, Catherine			Faulty of Fine Arts	Elected by the Faculty
Harris, Moronke			Student Senator	Elected from the student societies
Hicks, Robin	X		Dean, Faculty of Graduate Studies	Ex officio
Hier, Sean			Faculty of Social Sciences	Elected by the faculty members
Holdaway, Anais			Convocation Senator	Elected by the convocation
Hoorfar, Mina			Dean, Faculty of Engineering and Computer Science	Ex officio
Hope Tucker, Nathaniel			Student Senator	Elected from the student societies
Huang, Li-Shih	X		Faculty of Humanities	Elected by the faculty members
Humphreys, Sara	X		Faculty of Humanities	Elected by the faculty members
Hundza, Sandra	X		Faculty of Education	Elected by the Faculty
Jeffery, Donna	X		Faculty of Human and Social Development	Elected by the faculty members
Kalynchuk, Lisa	X		Vice-President Research and Innovation	Ex officio
Kandil, Yasmine	X		Faculty of Fine Arts	Elected by the faculty members
Kelly, Erin	X		Faculty of Humanities	Elected by the faculty members
Kennedy, Cole			Student Senator	Elected from the student societies
Koch, Matthew	X		Continuing Sessional	Elected by the Continuing Sessionals
Kodar, Freya	X		Dean, Faculty of Law	Ex officio
Laidlaw, Mark	X		Faculty of Science	Elected by the Faculty
Lee, Kelvin			Student Senator	Elected from the student societies
Lepp, Annalee	X		Dean, Faculty of Humanities	Ex officio
Lindgren, Allana	X		Dean, Faculty of Fine Arts	Ex officio
Loock, Peter			Dean, Faculty of Science	Ex officio
Mallidou, Anastasia	X		Faculty of Human and Social Development	Elected by the faculty members
Marks, Lynne	X		Faculty of Humanities	Elected by the Faculty
Martin, Travis	X		Faculty of Science	Elected by the Faculty
McGinnis, Martha	X		Faculty of Graduate Studies	Elected by the Faculty
Minshall, Simon	X		Faculty of Human and Social Development	Elected by the Faculty
Mukhopadhyaya, Phalguni			Faculty of Engineering and Computer Science	Elected by the faculty members
Nair, Sudhir	X		Peter B. Gustavson School of Business	Elected by the Faculty
Newcombe, Andrew			Faculty of Law	Elected by the Faculty
Pavlik, Sophie			Student Senator	Elected from the student societies
Prendergast, Monica	X		Faculty of Education	Elected by the Faculty
Prince, Michael	X		A/Dean, Faculty of Human and Social Development	Ex officio
Rose-Redwood, CindyAnn	X		Faculty of Socia Sciences	Elected by the Faculty
Saab, Ada	X		Associate University Secretary	By Invitation
Salem, Joseph	X		Faculty of Fine Arts	Elected by the Faculty
Salinas, Justin	X		Student Senator	Elected from the student societies
Sirois Ennis, Daniela			Student Senator	Elected from the student societies
Smith, Brock	X		Peter B. Gustavson School of Business	Elected by the Faculty
Stinson, Danu	X		Faculty of Graduate Studies	Elected by the Faculty
Struchtrup, Henning	X		Faculty of Engineering and Computer Science	Elected by the Faculty
Sukhdeo, Nathaniel	X		Student Senator	Elected from the student societies
Taylor, Wendy	X		Acting Registrar	By Invitation
Voss, Graham	X		Faculty of Social Sciences	Elected by the faculty members
Wang, Alivia	X		Convocation Senator	Elected by the convocation
Wang, Emily			Student Senator	Elected from the student societies
Warburton, Rebecca		X	Convocation Senator	Elected by the convocation
Wilson, Lara	X		Professional Librarian	Elected by the Professional Librarians
Wright, Bruce	X		Head, Division of Medical Sciences	Additional Member
Zhou, Lina	X		Faculty of Engineering and Computer Science	Elected by the faculty members

## MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

**Effective January 1, 2024**EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)

Chancellor: Marion Buller (31/12/24)  
 President and Vice-Chancellor: Kevin Hall, Chair  
 Vice-President Academic and Provost: Elizabeth Croft  
 Vice-President Research and Innovation: Lisa Kalynchuk  
 Dean of Peter B. Gustavson School of Business: Anita Bhappu  
 Dean of Education: Vanessa Andreotti  
 Dean of Engineering: Mina Hoorfar  
 Dean of Continuing Studies: JoAnne Clarke  
 Dean of Fine Arts: Allana Lindgren  
 Dean of Graduate Studies: Robin Hicks (Vice-Chair)  
 Dean of Humanities: Annalee Lepp  
 Acting Dean of HSD: Michael Prince  
 Dean of Law: Freya Kodar  
 Dean of Science: Peter Loock  
 Dean of Social Sciences: Lois Harder  
 University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI: Sudhir Nair (30/6/25)  
 Brock Smith (30/6/24)  
 EDUC: Sandra Hundza (30/6/25)  
 Monica Prendergast (30/6/26)  
 ENGR: Rishi Gupta (30/6/25)  
 Henning Struchtrup (30/6/26)  
 FINE: Catherine Harding (30/6/25)  
 Joseph Salem (30/6/24)  
 GRAD: Martha McGinnis (30/6/26)  
 Danu Stinson (30/6/25)  
 HSD: Hokulani Aikau (30/6/24)  
 Simon Minshall (30/6/25)  
 HUMS: Loren Gaudet (30/6/25)  
 Lynne Marks (30/6/24)  
 LAW: Deborah Curran (30/6/25)  
 Andrew Newcombe (30/6/26)  
 SCIE: Mark Laidlaw (30/6/26)  
 Travis Martin (30/6/26)  
 SOSC: Rob Hancock (30/6/24)  
 CindyAnn Rose-Redwood (30/6/26)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Erin Campbell (FINE) (30/6/26)  
 Chris Eagle (SCIE) (30/6/26)  
 Sean Hier (SOSC) (30/6/24)  
 Sara Humphreys (HUM) (30/6/26)  
 Li-Shih Huang (HUM) (30/6/24)  
 Donna Jeffery (HSD) (30/6/24)  
 Yasmine Kandil (FINE) (30/6/26)  
 Erin Kelly (HUM) (30/6/24)

MEMBERS ELECTED BY THE FACULTYMEMBERS (continued)

Anastasia Mallidou (HSD) (30/6/26)  
 Phalguni Mukhopadhyaya (ENGR) (30/6/25)  
 Graham Voss (SOSC) (30/6/24)  
 Lina Zhou (ENGR) (30/6/26)

MEMBERS ELECTED FROM THE STUDENTSOCIETIES – Section 35 (2) (h)

Chekwube Anyaegbunam (GRAD) (30/6/24)  
 Hannah Brown (GRAD) “  
 Kyle Empringham (GRAD) “  
 Benjamin Fyfe (BUSI) “  
 Moronke Harris (GRAD) “  
 Nathaniel Hope Tucker (SOSC) “  
 Cole Kennedy (GRAD) “  
 Kelvin Lee (ENGR) “  
 Sophie Pavlik (SCIE) “  
 Justin Salinas (HUMS) “  
 Daniela Sirois Ennis (SOSC) “  
 Nathaniel Sukhdeo (LAW) “  
 Emily Wang (LAW) “  
 Vacancy (EDUC) “  
 Vacancy (FINE) “  
 Vacancy (HSD) “

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

Kelly Diether (30/06/24)  
 Anaïs Holdaway (30/06/24)  
 Alivia Wang (30/06/24)  
 Rebecca Warburton (30/06/24)

ADDITIONAL MEMBERS - Section 35 (2) (k)

Head, Division of Medical Sciences: Bruce Wright  
 Member elected by the Professional Librarians:  
 Lara Wilson (30/06/24)  
 Continuing Sessional: Matthew Koch (30/06/26)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Carrie Andersen

BY INVITATION - Seated with specified speaking rights

Deputy Provost: Helga Hallgrímsdóttir  
 Assoc. VP Student Affairs: Jim Dunsdon  
 Assoc. VP Academic Programs: Elizabeth Adjin-Tetty  
 A/Registrar: Wendy Taylor  
 Associate University Secretary: Ada Saab



**Date:** March 20, 2024

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **Change to admission requirements for Bachelor of Science Physics and Computer Science Major**

---

At its March 6, 2024 meeting, the Senate Committee on Academic Standards reviewed a proposal from the Faculties of Engineering and Computer Science, and Science regarding revisions to the admission requirements for the Bachelor of Science Physics and Computer Science Major. After discussion, the committee approved the proposal.

**Recommended motion:**

That Senate approve the revisions to the proposed changes to the admission requirements for the Bachelor of Science Physics and Computer Science Major.

Respectfully submitted,

**2023/2024 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts

Elizabeth Adjin-Tettey, Associate Vice-President Academic and Planning

Hōkūlani Aikau, Faculty of Human and Social Development

Chekwube Anyaegbunam, Student Senator

Ashley de Moscoso, Acting Associate Registrar

Dennine Dudley, President's nominee

Steve Evans, VPAC's designate

Jade Fischer, GSS representative

Andrea Giles, Executive Director, Coop Education and Career Services

Rob Hancock, Faculty of Social Sciences

Tim Haskett, Faculty of Humanities

Julio Navarro, Faculty of Science

Andrew Newcombe, Faculty of Law

Sorin Rizeanu, Peter B. Gustavson School of Business

Tim Pelton, Faculty of Education

Cleo Philp, UVSS representative

Yang Shi, Faculty of Engineering and Computer Science

Danu Stinson, Faculty of Graduate Studies

Nathaniel Sukhdeo, Student Senator

Wendy Taylor, Acting Registrar

Diana Varela, Associate Dean, Academic Advising (Tri-Faculties)

Laura Vizina, Division of Continuing Studies

Alivia Wang, Convocation Senator

Ada Saab (Secretary), Associate University Secretary

DATE: March 26, 2024  
TO: Senate Committee on Academic Standards (SCAS)  
FROM: Dr. LillAnne Jackson, Associate Dean Undergraduate Programs, Faculty of Engineering and Computer Science, and Dr. Adam Monahan, Associate Dean Academic, Faculty of Science  
RE: Change to admission requirements for Bachelor of Science Physics and Computer Science Major

This is a request to change the admission requirements in the Bachelor of Science Physics and Computer Science Major, as jointly offered by the Faculty of Science and the Faculty of Engineering and Computer Science. At present, admission to the program occurs via declaration, using the Faculty of Science Requirements, following the completion of their first year.

Current Faculty of Science Requirements for declaration into the Major:

*All students registered and continuing in the Faculty of Science must submit a Request to Declare Program (RDP) to the Academic Advising Centre after completion of 12.0 units (normally at the end of first year) and before registering for subsequent courses.*

The proposed admission requirements will add the following:

*Students who wish to be admitted to the Bachelor of Science Physics and Computer Science Major should apply in writing to the Undergraduate Adviser of the Physics Department on completion of their first year (completion of 12.0 units). Undergraduate Advisers will accept applications from April 1 until the program is full for entry in the following Fall term.*

*A student will be admitted only if there is space in the program and the following conditions are met, except in cases where extenuating circumstances are concerned:*

Declaration
<ul style="list-style-type: none"><li>- Complete a minimum of 12 units of courses required for this program, including:<ul style="list-style-type: none"><li>o Complete 1 of:<ul style="list-style-type: none"><li>▪ CSC110 - Fundamentals of Programming I (1.5)</li><li>▪ CSC111 - Fundamentals of Programming with Engineering Applications (1.5)</li></ul></li><li>o Complete all of:<ul style="list-style-type: none"><li>▪ CSC115 - Fundamentals of Programming II (1.5)</li></ul></li><li>o Complete all of the following<ul style="list-style-type: none"><li>▪ Complete 1 of:<ul style="list-style-type: none"><li>• MATH100 - Calculus I (1.5)</li><li>• MATH109 - Introduction to Calculus (1.5)</li></ul></li></ul></li></ul></li></ul>

- Complete all of:
  - MATH101 - Calculus II (1.5)
  - MATH122 - Logic and Foundations (1.5)
- Complete 1 of the following
  - Complete all of:
    - PHYS120 - Physics I (1.5)
    - PHYS130 - Physics II (1.5)
  - Complete all of:
    - PHYS110 - Introductory Physics I (1.5)
    - PHYS111 - Introductory Physics II (1.5)
- Earned a minimum grade of C in all courses taken from the following subject codes: CSC, SENG, MATH, STAT, ATWP, ECE, ENGR, PHYS, or ASTR

This proposal brings the program's admission and graduation requirements into consistency with the requirements for participating in the Computer Science major program, which are:

*All students admitted into the Computer Science program must declare into either a Major or Honours degree program once they have successfully completed, at a minimum, CSC 115 (or CSC 116) and MATH 122. Required Computer Science, Software Engineering, Math, Statistics and English courses completed with a grade below a C must be repeated with a grade of C or better prior to graduation.*

This proposed admission change ensures that students only declare into the program once they have completed the entry-level courses and meet a minimum grade standard before declaration, indicating they are prepared to succeed. Also, this is consistent with declaration in the Computer Science Major program.

At present, the numbers of students entering into the Computer Science and related programs at UVic are growing, supported by expansion funding in BC's Future Ready Skills plan. As the student numbers reach the target size, it will be important to ensure that the number of students in the programs are matched to the resources available in the Computer Science department. In consultation with departments hosting combined Computer Science programs, the Computer Science department will track the available space in the programs, the number of students seeking declaration, and inform the partner department, in this case, the Department of Physics and

Astronomy how many students can be declared each year.

The Undergraduate Adviser in Physics and Astronomy would determine which students they were being admitted to the program. The Undergraduate Adviser would notify the students, and copy the Academic Advising Centre (AAC) and the Academic Adviser in CSC. Students would then submit their Request to Declare Program through the DeclareMe online portal and only students on the list provided by the Undergraduate Adviser would be declared by academic advisers in the AAC.

The proposed Quali curriculum entry is [here](#).

Observe that this proposed change indirectly affects the combined Physics and Computer Science Honours program, With Quali link [here](#). Students entering the Honours program must already be admitted to the Major program.

Sincerely,




LillAnne Jackson, PhD, P.L.Eng.  
Associate Dean Undergraduate Programs  
Faculty of Engineering and Computer Science  
University of Victoria



Adam Monahan, PhD  
Associate Dean Academic  
Faculty of Science  
University of Victoria

Cc: Jennifer Holmes, *Engineering Undergraduate Administrative Officer*  
Celina Berg, *CSC Curriculum Committee Chair*  
Mark Laidlaw, *Physics and Astronomy Curriculum Committee Chair*







**Date:** March 20, 2024

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **Faculty of Engineering and Computer Science – Admission Requirements for the West Shore Computing Gateway program**

---

At its March 6, 2024 meeting, the Senate Committee on Academic Standards reviewed a proposal from the Faculty of Engineering and Computer Science regarding BC High School admission requirements for the West Shore Computing Gateway program. After discussion, the committee approved the proposed admission requirements.

**Recommended motion:**

That Senate approve the proposed admission requirements for the West Shore Computing Gateway program.

Respectfully submitted,

**2023/2024 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts  
Elizabeth Adjin-Tettey, Associate Vice-President Academic and Planning  
Hökūlani Aikau, Faculty of Human and Social Development  
Chekwube Anyaegbunam, Student Senator  
Ashley de Moscoso, Acting Associate Registrar  
Dennine Dudley, President's nominee  
Steve Evans, VPAC's designate  
Jade Fischer, GSS representative  
Andrea Giles, Executive Director, Coop Education and Career Services  
Rob Hancock, Faculty of Social Sciences  
Tim Haskett, Faculty of Humanities  
Julio Navarro, Faculty of Science  
Andrew Newcombe, Faculty of Law  
Sorin Rizeanu, Peter B. Gustavson School of Business  
Tim Pelton, Faculty of Education  
Cleo Philp, UVSS representative  
Yang Shi, Faculty of Engineering and Computer Science  
Danu Stinson, Faculty of Graduate Studies  
Nathaniel Sukhdeo, Student Senator  
Wendy Taylor, Acting Registrar  
Diana Varela, Associate Dean, Academic Advising (Tri-Faculties)  
Laura Vizina, Division of Continuing Studies  
Alivia Wang, Convocation Senator  
Ada Saab (Secretary), Associate University Secretary





# MEMO

## Engineering Undergraduate Office

PO Box 1700, STN CSC  
Victoria, British Columbia, V8W 2Y2  
250-721-6023 | [enr@uvic.ca](mailto:enr@uvic.ca) | [uvic.ca/ecs](http://uvic.ca/ecs)

---

**DATE:** February 16, 2024  
**TO:** Senate Committee on Academic Standards (SCAS)  
**FROM:** Dr. LillAnne Jackson, Associate Dean Undergraduate Programs,  
Faculty of Engineering and Computer Science  
**RE:** **West Shore Computing Gateway Curriculum Proposal**

The West Shore Computer Gateway program is a new initiative providing a learner centred entry point leading to three programs that each include significant and common course work offered by the departments of Computer Science and Math & Statistics, specifically, Computer Science, Data Science and Software Engineering. Providing a common starting point allows new students to complete courses leading to these degrees, as fully registered University of Victoria students, while delaying the decision on which exact degree they will complete. Throughout the program, students will be provided with concise advising on how courses contribute to each of the degrees and assistance in their planning for their transfer to the specific degree.

The West Shore Computing Gateway program serves as a common starting point for undeclared students who are indicating, by joining this program, that they will complete one of the three participating degrees: Computer Science, Data Science or Software Engineering. The proposed admission requirements for the program are a fusion of the separate admission requirements for the three degrees.

The proposed common BC High School admission requirements for the West Shore Computing Gateway are:

Grade 11	Grade 12
<ul style="list-style-type: none"><li>Approved English 11</li><li>Pre-calculus 11</li><li>Two approved Science 11 courses (<i>Chemistry 11 and Physics 11 recommended</i>)*</li><li>Approved social studies 11/12</li></ul>	<ul style="list-style-type: none"><li>English Studies 12 or English First Peoples 12 with at least 67%</li><li>Pre-calculus 12 with at least 73%</li><li>One approved science 12 course</li><li>One approved academic 12 course</li></ul>

\*Students transferring into the BSEng Software Engineering degree must have completed Chemistry 11 or equivalent.

(continued)

A decorative graphic in the bottom right corner consisting of several parallel diagonal stripes in yellow, red, and blue.

By way of comparison, the BC High School admission requirements for the participating degrees are as follows:

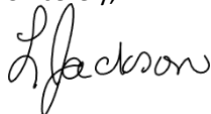
<b>BSC in <u>Computer Science or Data Science</u> through Faculty of Engineering and Computer Science:</b>	
<b>Grade 11</b>	<b>Grade 12</b>
<ul style="list-style-type: none"> <li>▪ Approved English 11</li> <li>▪ Pre-calculus 11</li> <li>▪ Approved science 11</li> <li>▪ Approved social studies 11/12</li> </ul>	<ul style="list-style-type: none"> <li>▪ English Studies 12 or English First Peoples 12 with at least 67%</li> <li>▪ Pre-calculus 12 with at least 73%</li> <li>▪ One approved science 12 course</li> <li>▪ One approved academic 12 course</li> </ul>
<b>BSC in <u>Data Science</u> through Faculty of Science:</b>	
<b>Grade 11</b>	<b>Grade 12</b>
<ul style="list-style-type: none"> <li>▪ Approved English 11</li> <li>▪ Pre-calculus 11</li> <li>▪ Chemistry 11</li> <li>▪ Physics 11</li> <li>▪ Approved social studies 11/12</li> </ul>	<ul style="list-style-type: none"> <li>▪ English Studies 12 or English First Peoples 12 with at least 67%</li> <li>▪ Pre-calculus 12 with at least 67%</li> <li>▪ Two approved science 12 courses</li> </ul>
<b>BSENG in <u>Software Engineering</u> through Faculty of Engineering and Computer Science:</b>	
<b>Grade 11</b>	<b>Grade 12</b>
<ul style="list-style-type: none"> <li>▪ Approved English 11</li> <li>▪ Pre-calculus 11</li> <li>▪ Chemistry 11</li> <li>▪ Physics 11</li> <li>▪ Approved social studies 11/12</li> </ul>	<ul style="list-style-type: none"> <li>▪ English Studies 12 or English First Peoples 12 with at least 67%</li> <li>▪ Pre-calculus 12 with at least 73%</li> <li>▪ Approved Science 12 course or Calculus 12</li> <li>▪ One approved academic 12 course</li> </ul>

All admitted students to the West Shore Computing Gateway program will be able to progress into the Computer Science or Data Science programs through the Faculty of Engineering and Computer Science. Students who have successfully completed 9 units of science courses including Math 100 or 109 and Math 101 by the time they declare may choose to register in Data Science through either the Faculty of Science or the Faculty of Engineering and Computer Science. Students who have completed the recommended Chemistry 11 plus 12 units in the Gateway Program can transfer into Software Engineering. All students must meet any minimum grade requirements for progression for the programs at the time of declaration.

Academic advising will include early consultations with students to determine their target degree programs and assessment for transfer admission criteria.

For the reference of the Senate committee, the curriculum proposal is available here: <https://uvic.kuali.co/cm/#/programs/view/6580ebca0614de756ff07576> or appended to the end of this memo.

Sincerely,



LillAnne Jackson, PhD, P.L.Eng.  
Associate Dean Undergraduate Programs  
Faculty of Engineering and Computer Science

Cc: Jennifer Holmes, *Engineering Undergraduate Administrative Officer*  
Adam Monahan, *Associate Dean Academic, Faculty of Science*



**BSC-WCG\***  
**Westshore Computing Gateway**  
Under Review | September 2024

## Proposal Information

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### Workflow Status

In Progress

**Academic unit curriculum committee: acknowledgement, Faculty of Engineering and Computer Science**

expand ▲

Acknowledgement Requested | Librarian

Aditi Gupta (Librarian)

**Academic unit curriculum committee: acknowledgement, Faculty of Engineering and Computer Science**

Acknowledgement Requested | UG Curriculum committee attendee

LeAnne Golinsky

Meeta Khurana

Steve Geddes

Mimi Lin

**Faculty Curriculum Committee: acknowledgement, Faculty of Engineering and Computer Science**

Acknowledgement Requested | Adviser, Librarian, Records Officer (UG)

Alejandra De La Hoz (Records Officer)

Aditi Gupta (Librarian)

Irene Statham (Adviser)

**Faculty Curriculum Committee: acknowledgement, Faculty of Science**

Acknowledgement Requested | Adviser, Librarian, Records Officer (UG)

Devin Stark (Records Officer)

Kathleen Matthews (Librarian)

Janine Mayers (Adviser)

Kelly Colby (Adviser)

**Faculty Curriculum Committee: acknowledgement (optional step - not used by all faculties), Faculty of Engineering and Computer Science**

Acknowledgement Requested | UG Faculty Curriculum Committee Member

Skipped | No name for role found

**SCC, Curriculum and Calendar**

Waiting for Approval | Curriculum and Calendar

Sara Henderson

Asia Longphee

## Effective date of change

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### Effective term

September 2024

## Create a new program

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### Initial steps

Creating a new program requires additional steps that are managed outside Quali Curriculum Management, as described on the AVPAP website for creating an academic program. The following steps must be completed before creating a curriculum proposal for a new program:

1. You must consult with the head of your academic unit to confirm the new program is a priority
2. The head of your academic unit must consult with the disciplinary dean
3. The head of the academic unit and disciplinary dean must consult with the Associate VP Academic Planning (AVPAP) and, for graduate programs, the Dean of the Faculty of Graduate Studies; if non-standard tuition and/or special fees are proposed, a tuition template must be submitted to the AVPAP

To ensure your submission goes as smoothly as possible, we also recommend that you contact the Curriculum and Calendar unit prior to completing a proposal for a new program. Email [calendar@uvic.ca](mailto:calendar@uvic.ca).

**Confirm steps 1-3 have been completed:**

## Senate Committee on Planning

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### Proposal to Senate Committee on Planning (SCP)

A separate proposal must be submitted to the Senate Committee on Planning (SCP) using the relevant forms and guidelines from the Program Planning section of the AVPAP website. SCP approval may only occur before or at the same time as approval of this curriculum proposal.

### Deadlines

- **Undergraduate programs:** Academic units are encouraged to contact the Academic Planning Unit early via [apasst@uvic.ca](mailto:apasst@uvic.ca) to seek guidance in the required processes and deadlines for SCP proposals.
- **Graduate programs:** Program proposals to SCP are coordinated in collaboration with the Faculty of Graduate Studies (FGS) and must follow the deadlines specified by FGS. Academic units should contact [fgscirc@uvic.ca](mailto:fgscirc@uvic.ca) as early as possible to seek guidance in the required processes and deadlines for SCP proposals.

Deadlines for both undergraduate and graduate proposals may be viewed on the Curriculum and Calendar Connect site.

### Program details

The credential type and program name entered in the program details section of this proposal (below) must match the proposal that is sent to SCP (via FGS for graduate programs).

**Date submitted to SCP**

## Rationale

---

### Proposal rationale

Based on BC's Future Ready Action plan and the Labour Market Outlook documents, the university has decided that the initial offering on its new Westshore Campus will be years 1 and 2 of the computing-centric programs, namely the Computer Science, Data Science and Software Engineering programs.

## Consultation

---

### Consultation ⓘ

Yes

### Select academic units to consult

Department of Computer Science  
Department of Electrical and Computer Engineering  
Department of Mathematics and Statistics  
Software Engineering  
Academic and Technical Writing Program

### Consultation information

Technicalities: this program will be given a distinct program code and, for those choosing Co-op also a distinct co-op code. Students will need to apply to transfer into the particular degree as they transfer to the Gordon Head campus to complete their degrees.

Note: 2nd Year edited on Jan 21 on advice of units Computer Science and Math & Statistics.

### Upload any consultation that has occurred outside of Kuali

- Westshore Schedule - Computer Science.pdf
- Westshore Schedule - Data Science.pdf
- Westshore Schedule - Software Engineering.pdf

## Program details

---

### Program title ⓘ

Westshore Computing Gateway

### Program level

Undergraduate

### Academic unit(s) ⓘ

Faculty of Engineering and Computer Science

### Credential type ⓘ

Bachelor of Science

### Faculty ⓘ

Faculty of Engineering and Computer Science

### General information

The Westshore Gateway program is an admission route into the computing-centric degrees, namely: Computer Science, Data Science and Software Engineering. The curriculum offered is relevant to all of the degrees, allowing students to delay the decision on which program to complete until declaring their intention to transfer to the Gordon Head campus. Advice is provided regularly to assist students to make elective decisions related to their intended degree.

## Requirements

---

### Admission requirements ⓘ

The academic qualification from secondary school is high school graduation with a competitive average. The admission average is calculated using all required grade 12 courses. Each faculty determines their cutoff and it changes on an annual basis due to limits on enrollment and the competitiveness of the selection process for certain programs. As determined by Senate, at no point will the cutoff be below 67%.

**Required Grade 11 Courses:**

- approved English 11
- Pre-calculus 11
- two Approved Science 11 courses (Physics 11 and Chemistry 11 recommended)
- approved social studies 11/12

**Required Grade 12 Courses:**

- English Studies 12 or English First Peoples 12 with at least 67%
- Pre-calculus 12 with at least 73%
- one approved science 12 course
- one approved academic 12 course

**Admission rules** ⓘ

No Rules

**Inherit from** ⓘ

**Inherited description text**

No Parent Selected

**Inherited rules**

No Parent Selected

**Inherited notes**

No Parent Selected

**Academic regulations**

Refer to the Faculty of Engineering and Computer Science's Bachelor of Science requirements for academic regulation information.

**Program requirements** ⓘ

**Program rules** ⓘ

## Year 1

- Complete all of the following
  - Complete all of:
    - CSC110 - Fundamentals of Programming I (1.5)
    - CSC115 - Fundamentals of Programming II (1.5)
    - ENGR110 - Design and Communication I (2.5)



- ENGR120 - Design and Communication II (2.5)
- MATH101 - Calculus II (1.5)
- MATH110 - Matrix Algebra for Engineers (1.5)
- MATH122 - Logic and Foundations (1.5)
- Complete 1 of:
  - MATH100 - Calculus I (1.5)
  - MATH109 - Introduction to Calculus (1.5)
- 2 electives: STAT 123 recommended for Data Science; ENGR 130 recommended for Software Engineering & those participating in Co-operative Work Terms

## Year 2

- Complete all of the following
  - Complete all of:
    - CSC230 - Introduction to Computer Architecture (1.5)
    - CSC225 - Algorithms and Data Structures I (1.5)
    - CSC226 - Algorithms and Data Structures II (1.5)
    - SENG265 - Software Development Methods (1.5)
    - STAT260 - Introduction to Probability and Statistics I (1.5)
    - SENG275 - Software Testing (1.5)
  - 4 Electives: Math 200 and 204 and Stat 261 recommended for Data Science; Math 202 or Math 200 and 204 recommended for Computer Science; Work Term recommended for Software Engineering

### Total units

### Program notes

### Concentrations

**Code**

**Title**

### Inherited course list

No Parent Selected

### Other requirements

### Academic advice

### Co-op requirements

### Practicum or other work experience

## Academic unit use only

---



Technically, this program will be given a distinct program code and, for those choosing Co-op also a distinct co-op code. Students will need to apply to transfer into the particular degree as they transfer to the Gordon Head campus.



**Date:** March 20, 2024

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **Change to admission requirements for the Bachelor of Education:  
Indigenous Language Revitalization**

---

At its March 6, 2024 meeting, the Senate Committee on Academic Standards reviewed a proposal from the Department of Indigenous Education, Faculty of Education regarding changes to the admission requirements for the Bachelor of Education, Indigenous Language Revitalization. After discussion, the committee approved the proposal.

**Recommended motion:**

That Senate approve the proposed change to admission requirements for the Bachelor of Education: Indigenous Language Revitalization.

Respectfully submitted,

**2023/2024 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts

Elizabeth Adjin-Tettey, Associate Vice-President Academic and Planning

Hökūlani Aikau, Faculty of Human and Social Development

Chekwube Anyaegbunam, Student Senator

Ashley de Moscoso, Acting Associate Registrar

Dennine Dudley, President's nominee

Steve Evans, VPAC's designate

Jade Fischer, GSS representative

Andrea Giles, Executive Director, Coop Education and Career Services

Rob Hancock, Faculty of Social Sciences

Tim Haskett, Faculty of Humanities

Julio Navarro, Faculty of Science

Andrew Newcombe, Faculty of Law

Sorin Rizeanu, Peter B. Gustavson School of Business

Tim Pelton, Faculty of Education

Cleo Philp, UVSS representative

Yang Shi, Faculty of Engineering and Computer Science

Danu Stinson, Faculty of Graduate Studies

Nathaniel Sukhdeo, Student Senator

Wendy Taylor, Acting Registrar

Diana Varela, Associate Dean, Academic Advising (Tri-Faculties)

Laura Vizina, Division of Continuing Studies

Alivia Wang, Convocation Senator

Ada Saab (Secretary), Associate University Secretary



Faculty of Education | Department of Indigenous Education  
MaLaurin A260 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-7826 | [ied@uvic.ca](mailto:ied@uvic.ca) | [uvic.ca/education/indigenous](http://uvic.ca/education/indigenous)



## MEMORANDUM

**To:** Senate Committee on Academic Standards  
**From:** Jean-Paul Restoule, Chair, Department of Indigenous Education  
**Copy:** Leslee Francis-Pelton, Associate Dean, Undergraduate Programs, Faculty of Education  
Susan Chambers, Assistant to the Associate Deans, Faculty of Education  
Aliko Marinakis, IED Language Program Manager  
Bethany McNeil, IED Administrative Officer  
Ada Saab, Associate University Secretary  
**Date:** 11 December, 2023  
**Re:** Change to Admission Requirements for the Bachelor of Education: Indigenous Language Revitalization

---

The Department of Indigenous Education has submitted a curriculum change proposal to broaden options for completing the Diploma in Indigenous Language Revitalization (DILR) program, which in turn ladders into the BED-EDIL (Bachelor of Education in Indigenous Language Revitalization) program. These changes are designed to create a pathway for students who complete the online Certificate in Language Revitalization, and who may not have access to proficiency training in their own language, into the DILR. In order that DILR graduates who complete the non-proficiency stream have an option to continue onto the Bachelor of Education, the new pathway requires a minor adjustment to the admission requirements to the BED-EDIL program, removing the requirement of 12.0 units of specifically Indigenous Language Revitalization courses.

The Kuali entry for this proposed change includes the following:

### Proposal rationale

The change in admissions is to reflect the growing demand for alternative pathways into Indigenous focused teacher education for Indigenous students, specifically those interested in language revitalization. The BEDILR will always function for language specific cohorts, but this change allows students to apply who did not have the opportunity to study their language in their community. This provides more pathways to Indigenous teacher education in order to create more Indigenous teachers.



Faculty of Education | Department of Indigenous Education  
MaLaurin A260 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
T 250-721-7826 | [ied@uvic.ca](mailto:ied@uvic.ca) | [uvic.ca/education/indigenous](http://uvic.ca/education/indigenous)



## Admission requirements

The [Diploma in Indigenous Language Revitalization](#) ladders into the Bachelor of Education in Indigenous Language Revitalization. Normally, students will enter the BEd program after completing the Diploma, provided they meet the following admission requirements:

1. Admissibility to the university;
2. At least 30 units of coursework that includes:
  - approved English (3.0 units);
  - Indigenous language studies (22.5 units, including [a preferred](#) 12.0 units focused on Indigenous language proficiency);
3. A sessional grade point average of at least 3.0 (C+) on the most recent session; if that session is less than 12 units, a grade point average of at least 3.0 on the most recent 12.0 units.

Students who have completed the Diploma in Indigenous Language Revitalization should contact UVic Undergraduate Admissions for information on how to apply to the Bachelor of Education in Indigenous Language Revitalization. There will be no fee associated with the application.

### ***Transfer Credit***

Up to 30 units of relevant coursework may be applied to the program, with a potential addition of 3.0 units of approved English. ~~At least~~ [Preferably](#), 12.0 units ~~must be~~ [are](#) focused on proficiency in an Indigenous language.



**Date:** March 20, 2024

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **Greek and Roman Studies – Revisions to the Admission and Readmission Requirements for the Master of Arts and Doctor of Philosophy programs**

---

At its March 6, 2024 meeting, the Senate Committee on Academic Standards reviewed a proposal from the Department of Greek and Roman Studies regarding revisions to the admission and readmission requirements for the Master of Arts and Doctor of Philosophy programs. After discussion, the committee approved the proposal.

**Recommended motion:**

That Senate approve the revisions to the admission and readmission requirements for the Master of Arts and Doctor of Philosophy programs in Greek and Roman Studies for the September 2024 graduate academic calendar.

Respectfully submitted,

**2023/2024 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts

Elizabeth Adjin-Tettey, Associate Vice-President Academic and Planning

Hökūlani Aikau, Faculty of Human and Social Development

Chekwube Anyaegbunam, Student Senator

Ashley de Moscoso, Acting Associate Registrar

Dennine Dudley, President's nominee

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Rob Hancock, Faculty of Social Sciences

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Julio Navarro, Faculty of Science

Andrew Newcombe, Faculty of Law

Sorin Rizeanu, Peter B. Gustavson School of Business

Tim Pelton, Faculty of Education

Cleo Philp, UVSS representative

Yang Shi, Faculty of Engineering and Computer Science

Danu Stinson, Faculty of Graduate Studies

Nathaniel Sukhdeo, Student Senator

Wendy Taylor, Acting Registrar

Diana Varela, Associate Dean, Academic Advising (Tri-Faculties)

Laura Vizina, Division of Continuing Studies

Alivia Wang, Convocation Senator

Ada Saab (Secretary), Associate University Secretary

February 14, 2024

To Yasmine Kandil, Chair, Senate Committee on Academic Standards:

The Department of Greek and Roman Studies has submitted the following four Cycle 2 Calendar changes for the September 2024 Calendar. These motions have been approved by the Department and the Humanities Curriculum and Academic Standards Committee.

### **Calendar Change 1: MA Admission Requirements**

The Department is revising its admission requirements for its Master of Arts Program. Previously, the Department required substantial language proficiency for admission into our program (“MA applicants should ideally have balanced strength in Greek and Latin, or substantial experience in one language and at least basic competence in the other”). Our experience with our applicants in the past decade has demonstrated that fewer students are able to enter MA programs with these requirements. At present, therefore, we have two options: we can either reject applicants with otherwise excellent profiles, or we can admit students with the requirement that they establish their language proficiencies during their MA program. The latter option necessitates that students do a three-year MA. (Our program is designed to be two years.)

We are currently in the process of revising our graduate program to meet the changing realities of the student population, by incorporating an exit rather than an entrance requirement for the languages. In order to maintain the program in the meantime, the Calendar needs to reflect the current admission practices of our program.

The proposed revision is indicated below:

**Current:** The basic admission requirement is a four-year bachelor degree with at least a B+ (6.0) GPA in one of the several areas of ancient Greek and Roman Studies. All MA applicants must be able to demonstrate a well-rounded, comprehensive knowledge of the ancient Greek and Roman worlds. MA applicants should ideally have balanced strength in Greek and Latin, or substantial experience in one language and at least basic competence in the other. Students who lack sufficient language preparation will be required, in addition to the normal requirements of the MA program, to complete language study to a minimum third-year undergraduate level of one language and second-year level of the other, with a minimum grade of B+ in both. Competency in reading French, German or Italian upon admission is advantageous; students will be required to demonstrate reading knowledge of one of these modern languages before completion of the MA degree. In addition to the documentation required by the Faculty of Graduate Studies (see [Faculty Admissions](#)), the Department of Greek and Roman Studies also requires a statement of intent from each prospective MA student outlining the student's research interests.

Applicants whose first language or language of instruction is not English must provide proof of English language proficiency. For details please refer to the Faculty of Graduate Studies [English Language Proficiency](#).

**Tracked Changes:** The basic admission requirement is a four-year bachelor degree in ancient Greek and Roman Studies with at least a B+ (6.0) GPA ~~in one of the several areas of ancient Greek and Roman Studies~~. All MA applicants must be able to demonstrate a well-rounded, comprehensive knowledge of the ancient Greek and Roman worlds. ~~MA~~ Substantial applicants ~~experience~~ should ideally have balanced strength in Greek ~~one~~ and of Latin, or ~~substantial~~ ancient experience Greek in one language and at least basic competence in the other. ~~Students is who an lack asset sufficient for language MA preparation~~ applicants but not a necessity. All students will be required, in addition to the normal requirements of the MA program, to complete language study to a minimum third-year undergraduate level of one language and second-year level of the other, with a minimum grade of B+ in both. Competency in reading French, German or Italian upon admission is advantageous; students will be required to demonstrate reading knowledge of one of these modern languages before completion of the MA degree. In addition to the documentation required by the Faculty of Graduate Studies (see [Faculty Admissions](#)), the Department of Greek and Roman Studies also requires a statement of intent from each prospective MA student outlining the student's research interests.

Applicants whose ~~first~~ primary language ~~or language of instruction~~ is not English must provide proof of English language proficiency. For details please refer to the Faculty of Graduate Studies [English Language Proficiency](#).



**Proposed:** The basic admission requirement is a four-year bachelor degree in ancient Greek and Roman Studies with at least a B+ (6.0) GPA. All MA applicants must be able to demonstrate a well-rounded, comprehensive knowledge of the ancient Greek and Roman worlds. Substantial experience in one of Latin and ancient Greek and at least basic competence in the other is an asset for MA applicants but not a necessity. All students will be required, in addition to the normal requirements of the MA program, to complete language study to a minimum third-year undergraduate level of one language and second-year level of the other, with a minimum grade of B+ in both. Competency in reading French, German or Italian upon admission is advantageous; students will be required to demonstrate reading knowledge of one of these modern languages before completion of the MA degree. In addition to the documentation required by the Faculty of Graduate Studies (see [Faculty Admissions](#)), the Department of Greek and Roman Studies also requires a statement of intent from each prospective MA student outlining the student's research interests.

Applicants whose primary language is not English must provide proof of English language proficiency. For details please refer to the Faculty of Graduate Studies [English Language Proficiency](#).

## **Calendar Change 2: MA Readmission Policies**

The Department is revising its readmission policies for its Master of Arts Program. The new policies clarify that readmission to the program after official withdrawal is not guaranteed and that credit for courses will be retained for a maximum of five years. These changes have been put forward in response to a situation with a student in which a clear policy would have been advantageous.

The proposed revision is indicated below:

**Current:** The expected completion time for the master's degree is two years. Part-time status may extend this completion time; funding, however, will normally not be available after the second year.

**Tracked Changes:** The expected completion time for the master's degree is two years. Part-time status may extend this completion time; funding, however, will normally not be available after the second year. [In the case of an official withdrawal from the Department's graduate program, readmission is not guaranteed and requires the approval of both GRS and the Faculty of Graduate Studies. In the case of re-admission approval, completed courses which are more than five years old will normally be considered out of date and will not be applied to the degree.](#)

**Proposed:** The expected completion time for the master's degree is two years. Part-time status may extend this completion time; funding, however, will normally not be available after the second year. In the case of an official withdrawal from the Department's graduate program, readmission is not guaranteed and requires the approval of both GRS and the Faculty of Graduate Studies. In the case of re-admission approval, completed courses which are more than five years old will normally be considered out of date and will not be applied to the degree.

### **Calendar Change 3: PhD Admission Requirements**

The Department is revising its admission requirements for its Doctor of Philosophy Program. The new policy clarifies that the Department is only able to admit students who have external funding. This policy reflects the Department's current practice, which has arisen in response to funding constraints.

The proposed revision is indicated below:

**Current:** Applicants to the PhD program are normally required to hold a BA and MA degree in one of the several areas of ancient Greek and Roman Studies. They will be expected to have focused experience in the area relevant to their intended topic of research and appropriate command of the ancient languages of Greek and Latin. Competency in reading German and either French or Italian upon admission is advantageous; students will be required to demonstrate reading knowledge of German and either French or Italian before completion of the PhD degree. Applicants to the PhD program are normally expected to have achieved a minimum GPA of 7.0 (or equivalent) in their Master's program, to have strong letters of reference, to present a clear statement of research interests, and to submit an example of scholarly work.

Applications will only be accepted from applicants who have made contact with a potential supervisor and the Graduate Committee will only make admission offers to students who have secured the support of a supervisor.

September is the normal entry point; we do not normally accept students at any other time of year. Courses at the graduate level, with the exception of the MA thesis and the PhD candidacy examination and dissertation, are not normally offered in the summer.

**Tracked Changes:** Applicants to the PhD program are normally required to hold a BA and MA degree in one of the several areas of ancient Greek and Roman Studies. They

will be expected to have focused experience in the area relevant to their intended topic of research and appropriate command of the ancient languages of Greek and Latin. Competency in reading German and either French or Italian upon admission is advantageous; students will be required to demonstrate reading knowledge of German and either French or Italian before completion of the PhD degree. Applicants to the PhD program are normally expected to have achieved a minimum GPA of 7.0 (or equivalent) in their Master's program, to have strong letters of reference, to present a clear statement of research interests, and to submit an example of scholarly work.

Applications will only be accepted from applicants who have made contact with a potential supervisor and the Graduate Committee will only make admission offers to students who have secured the support of a supervisor. The Department will normally only be able to accept students with funding for the PhD program.

September is the normal entry point; we do not normally accept students at any other time of year. Courses at the graduate level, with the exception of the MA thesis and the PhD candidacy examination and dissertation, are not normally offered in the summer.

**Proposed:** Applicants to the PhD program are normally required to hold a BA and MA degree in one of the several areas of ancient Greek and Roman Studies. They will be expected to have focused experience in the area relevant to their intended topic of research and appropriate command of the ancient languages of Greek and Latin. Competency in reading German and either French or Italian upon admission is advantageous; students will be required to demonstrate reading knowledge of German and either French or Italian before completion of the PhD degree. Applicants to the PhD program are normally expected to have achieved a minimum GPA of 7.0 (or equivalent) in their Master's program, to have strong letters of reference, to present a clear statement of research interests, and to submit an example of scholarly work.

Applications will only be accepted from applicants who have made contact with a potential supervisor and the Graduate Committee will only make admission offers to students who have secured the support of a supervisor. The Department will normally only be able to accept students with funding for the PhD program.

September is the normal entry point; we do not normally accept students at any other time of year. Courses at the graduate level, with the exception of the MA thesis and the PhD candidacy examination and dissertation, are not normally offered in the summer.

#### Calendar Change 4: PhD Readmission Policies

The Department is revising its readmission policies for its Doctor of Philosophy Program. The new policies clarify that readmission to the program after official withdrawal is not guaranteed and that credit for courses will be retained for a maximum of five years. These changes are intended to bring the PhD program into alignment with revisions (detailed above) in the MA program.

The proposed revision is indicated below:

##### Current:

- GRS 500 can be satisfied either at the MA or the PhD level.
- Students must complete 9 units of courses numbered 600 and above. Students are required to declare Classical Languages and Literature, Ancient History, or Classical Archaeology as their primary area of focus. The seminar courses normally follow the curriculum for the areas of specialization. Students may, however, with the permission of the supervisor, take a seminar course outside their stream if it is beneficial for their research.
- As part of the candidacy examination, a dissertation prospectus must be approved by the student's supervisory committee. Students will be required to display competence in German and either French or Italian through written exams.
- Students write a dissertation of 18 units which they defend in an oral examination (GRS 699).

##### Tracked Changes:

- GRS 500 can be satisfied either at the MA or the PhD level.
- Students must complete 9 units of courses numbered 600 and above. Students are required to declare Classical Languages and Literature, Ancient History, or Classical Archaeology as their primary area of focus. The seminar courses normally follow the curriculum for the areas of specialization. Students may, however, with the permission of the supervisor, take a seminar course outside their stream if it is beneficial for their research.
- As part of the candidacy examination, a dissertation prospectus must be approved by the student's supervisory committee. Students will be required to display competence in German and either French or Italian through written exams.
- Students write a dissertation of 18 units which they defend in an oral examination (GRS 699).
- In the case of an official withdrawal from the Department's graduate program, readmission is not guaranteed and requires the approval of both GRS and the

Faculty of Graduate Studies. In the case of re-admission approval, completed courses which are more than five years old will normally be considered out of date and will not be applied to the degree.

**Proposed:**

- GRS 500 can be satisfied either at the MA or the PhD level.
- Students must complete 9 units of courses numbered 600 and above. Students are required to declare Classical Languages and Literature, Ancient History, or Classical Archaeology as their primary area of focus. The seminar courses normally follow the curriculum for the areas of specialization. Students may, however, with the permission of the supervisor, take a seminar course outside their stream if it is beneficial for their research.
- As part of the candidacy examination, a dissertation prospectus must be approved by the student's supervisory committee. Students will be required to display competence in German and either French or Italian through written exams.
- Students write a dissertation of 18 units which they defend in an oral examination (GRS 699).
- In the case of an official withdrawal from the Department's graduate program, readmission is not guaranteed and requires the approval of both GRS and the Faculty of Graduate Studies. In the case of re-admission approval, completed courses which are more than five years old will normally be considered out of date and will not be applied to the degree.

The Department did not consult with the Faculty of Graduate Studies regarding the original Quali submission in Cycle 2, but in a subsequent email (dated to January 29, 2024) Yvonne Rondeau confirmed that "From the FGS point of view the Quali submission is fine and will proceed as usual through the FGS approval process."

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Nugent', with a large, sweeping flourish extending upwards and to the right.

Mark Nugent

Associate Teaching Professor and Acting Chair



**Date:** March 20, 2024  
**To:** Senate  
**From:** Senate Committee on Awards  
**Re:** **New and Revised Awards**

---

The Senate Committee on Awards met on March 13th, 2024 and approved a number of new and revised awards for Senate's approval. Terms contained within this document are defined in Appendix 1 and Terms of Reference for these awards are in Appendix 2.

**Recommended Motion:**

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

- Association of Former MLAs of BC Student Scholarship\* (Revised)
- David Ritchie Business Grant\* (Revised)
- Derrick Hirons Graduate Scholarship\* (New)
- Dr. Ian Stuart MBA Scholarship in Service Management\* (Revised)
- Emma Machado Memorial Scholarship\* (Revised)
- Geoff McKay Vikes Men's Basketball Annual Award (New)
- James A. Mossey (SM) Award\* (Revised)
- Law Foundation of BC Black Legal Scholar Award (New)
- Law Foundation of BC Black Legal Scholar Entrance Award (New)
- Law Foundation of BC Legal Scholar Award (New)
- MBA Leadership/Citizenship Award\* (Revised)
- MBA Pay-it-Forward Award\* (Revised)
- Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship\* (Revised)
- Peter Gustavson MGB Scholarship (Revised)
- Ritchie Foundation Graduate Entrance Scholarship\* (Revised)
- Ritchie Foundation MBA Scholarship\* (Revised)
- Ritchie Foundation Travel Award\* (Revised)
- Stikeman Elliott Entrance Award (Revised)
- Strathcona Hotel Award\* (Revised)
- Wayne and Nancy MacDonald Vikes Athletics Award\* (Revised)

\* Administered by the University of Victoria Foundation

Respectfully submitted,

**2023/2024 Senate Committee on Awards**

Maureen Ryan (Chair), Faculty of Human and Social Development

John Dower, Faculty of Graduate Studies

Leslee Francis Pelton, Faculty of Education

Rishi Gupta, Faculty of Engineering and Computer Science

Lori Hunter, Student Awards and Financial Aid

Alyssa Manankil-Lakusta, Alumni Association Representative

Alexandra (Sasha) Kovacs, President's Nominee / Theatre

Donja Roberts, Faculty of Graduate Studies

CindyAnn Rose-Redwood, Faculty of Social Sciences  
Justin Salinas, Student Senator  
Wendy Taylor, Office of the Registrar and Enrolment Management  
Sarah Roberts, GSS Representative  
Amanda Thornborough (Secretary), Student Awards and Financial Aid

## **Appendix 1**

### **Scholarships, medals and prizes**

Scholarships, medals and prizes are awarded to students primarily on the basis of academic merit. Other additional eligibility criteria, as specified in the terms of reference, will be considered when selecting recipients. Scholarships, medals and prizes for undergraduate students are administered by Student Awards and Financial Aid (SAFA). Detailed information about the terms of reference and application process (if applicable) for undergraduate scholarships, medals and prizes is available on the SAFA [website](#).

### **Awards**

UVic also offers non-repayable funding referred to as awards. Recipients are selected on the basis of the eligibility criteria specified in the terms of reference for each award. Eligibility criteria may include, but are not limited to, a minimum academic achievement, financial need, identifying with a group with historical and/or current barriers to equity, program of study or participation in a varsity sport.

Recipients of athletic awards are selected on the basis of the eligibility criteria specified in the terms of reference for the award and the requirements stipulated by U SPORTS; an organization external to UVic that establishes the funding rules for student athletes in varsity sport at participating universities in Canada. Entering student athletes must have a minimum admission average of 80% to receive an athletic award in their first year of post-secondary study.

Returning student athletes must have passed a minimum of 9.0 units for credit, with a minimum sessional GPA of 3.0, in the preceding academic year. The total combined value of athletic awards cannot exceed the student's assessed tuition and mandatory fees for the academic year in which they receive the funding.

### **Bursaries**

Bursaries are non-repayable financial assistance awarded on the basis of financial need and satisfactory academic standing. There may be additional selection criteria specified in the terms of reference, but financial need is the primary selection criteria.

Detailed information about the online bursary application process is available on the SAFA [website](#).



## Appendix 2

### Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

#### **Association of Former MLAs of BC Student Scholarship\* (Revised)**

Two scholarships are given to undergraduate students who are majors in Political Science and:

- have demonstrated financial need and
- have an interest in future public service, either elected or appointed, and
- have graduated from a secondary school in British Columbia.

Preference is for the scholarships to be given to two students of different gender identities. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

~~One or more scholarships are awarded to graduate students who have demonstrated an interest in future public service, either elected or appointed, through work they are doing on a specific research project, such as their Master's or PhD project or thesis.~~

~~Applicants must be currently registered in the fall term in ADMN/CD/MADR 598 or 599 or ADMN 699 and have made substantial progress on their research beyond the proposal stage.~~

~~Students must submit an application form and a 500 word statement of intent. The statement must outline the applicant's interest in a career in the public sector, either elected or appointed, and a description of their research, progress thus far, and projected defense date. Applications are available from the School of Public Administration office.~~

~~Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Public Administration.~~

#### **David Ritchie Business Grant\* (Revised)**

One or more grants will be awarded annually to either undergraduate students in the Peter B. Gustavson School of Business who are enrolled in a minimum of 1.5 units in one or two semesters term or graduate students enrolled in the MBA or MGB program. Scholarships Grants will be valued in the amount equaling a student's tuition and fees. Additional funds may be awarded to support living costs and/or expenses over and above a student's tuition and fees. Grant applicants must be recipients of the Horatio Alger Scholarship and in good standing with the committee and approved by the UVic 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.

#### **Derrick Hiron Graduate Scholarship\* (New)**

One or more scholarships are awarded to academically outstanding graduate students in Astronomy. Approval of the recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Physics and Astronomy.

**Dr. Ian Stuart MBA Scholarship in Service Management\* (Revised)**

One or more scholarships of at least \$1,350 each are awarded to academically outstanding students in the Sustainable Innovation program at the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business, who have a degree in Engineering or Applied Math and have an interest in sustainable operations management. Preference will be given to students who demonstrate financial need with an additional preference for students who are Canadian citizens. Applications must be submitted by ~~March 31~~ April 30 to the Dean's Office of the Peter B. Gustavson School of Business. Approval of the recipient(s) will be made by the Faculty of Graduate Studies, Graduate Awards Committee upon the recommendation of the Peter B. Gustavson School of Business.

**Emma Machado Memorial Scholarship\* (Revised)**

A scholarship is awarded to an academically outstanding student continuing or transferring into ~~entering~~ the School of Earth and Ocean Sciences in the Faculty of Science.

**Geoff McKay Vikes Men's Basketball Annual Award Scholarship (New)**

One or more awards are given to undergraduate or graduate students who compete on the Vikes Men's Basketball teams at the University of Victoria. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coach. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

**James A. Mossey (SM) Award\* (Revised)**

One ~~or more scholarships awards are will be~~ given to a graduate students who are is in good academic standing and entering their final year of the MBA program (either full-time or part-time) in the Sardul S. Gill Graduate School at the Peter B. Gustavson School of Business. Students may be nominated by other students, faculty or staff, or may apply for this award on their own behalf. Applications must be submitted by ~~March 31~~ April 30 to the Dean's Office of the Peter B. Gustavson School of Business. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Peter B. Gustavson School of Business.

**Law Foundation of BC Black Legal Scholar Award (New)**

Two awards are given to undergraduate students continuing in the Faculty of Law who self-identify as Black. Preference will be given to students who demonstrate 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.

**Law Foundation of BC Black Legal Scholar Entrance Award (New)**

Two awards are given to undergraduate students entering the Faculty of Law who self-identify as Black. Preference will be given to students with 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.

### **Law Foundation of BC Legal Scholar Award (New)**

Two awards are given to undergraduate students continuing in 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.

### **MBA Leadership/Citizenship Award\* (Revised)**

One or more awards of at least \$1,500 each will be awarded to graduate students who have made exceptional contributions to the educational experience of their classmates and/or to the Gustavson School of Business and the MBA program through outstanding, beyond-the-call-of-duty activities, involvement or leadership. Recipients must have completed the foundation module and be in good academic standing. Graduating students are eligible.

Students may self-nominate, or be nominated by other students, faculty and staff.

Applications must be submitted to the Sardul S. Gill Graduate School by July 31 for Weekend MBA students and by October 31 for MBA students enrolled in the daytime program. ~~Applications must be accepted by the Sardul S. Gill Graduate School by October 31st.~~ Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the MBA Awards Committee Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. ~~The awards can be given to students who have recently completed their degree.~~

### **MBA Pay-it-Forward Award\* (Revised)**

One or more awards of at least \$1,200 each are awarded to students who are in good academic standing in their final year of the MBA program in the Sardul S. Gill Graduate School in the Peter B. Gustavson School of Business. This award is to recognize students who facilitate and promote a welcoming and positive learning environment for all MBA students. Graduating students are eligible. Students may self-nominate, or be nominated by other students, faculty and staff. Applications for Weekend MBA students must be accepted by the Sardul S. Gill Graduate School by July 31<sup>st</sup>. Applications for MBA students enrolled in the daytime MBA is October 31<sup>st</sup>. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the MBA Awards Committee, Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. ~~The awards can be given to students who have recently completed their degree.~~

### **Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding graduate students participating in a co-op work program. Preference will be given to a member or the child of a member of the Peninsula Co-op. ~~Applications can be found on the Faculty of Graduate Studies website and must be submitted by July 31 to the Faculty of Graduate Studies.~~ Students may apply via the online graduate scholarship application between July 1<sup>st</sup> and September 15<sup>th</sup>. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee.

### **Peter Gustavson MGB Scholarship (Revised)**

One or more scholarships are awarded to academically outstanding graduate students in the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business Master of Global Business (MGB) Program who have ~~has~~ completed the first module (10 weeks) in the program and who facilitates and promotes a positive learning environment. Students enrolled in any of the program paths (September or January start) are eligible. Approval of the

recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the MBA Awards Committee Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. Graduating students are eligible. The ~~scholarships-awards can be given to students who have recently completed their degree.~~

**Ritchie Foundation MBA Graduate Entrance Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding graduate students entering a Masters level ~~the~~ MBA program in the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the ~~Faculty of Business~~ Sardul S. Gill Graduate School, Peter B. Gustavson School of Business.

**Ritchie Foundation MBA Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding graduate students in ~~the~~ MBA a Masters level program in the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. Graduating students are eligible. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the ~~Faculty of Business~~ Sardul S. Gill Graduate School, Peter B. Gustavson School of Business.

**Ritchie Foundation Travel Award\* (Revised)**

One or more ~~travel-awards are will be~~ given to graduate students in the Sardul S. Gill Graduate School, Gustavson School of Business to travel on exchange or participate in an international integrated management or applied learning exercise as part of their Master level degrees. ~~MBA program for exchanges, international integrated management exercises or additional academic activities through the MBA Program (e.g. MBA Games, Rock the Case Competition Circuit, etc.)~~. Approval of recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the ~~Faculty School of Business~~ Sardul S. Gill Graduate School, Peter B. Gustavson School of Business.

**Stikeman Elliot Entrance Award (New)**

One award of at least \$5,000 will be given to an entering undergraduate student in the Faculty of Law who has an undergraduate or graduate degree in Business and/or a background or work experience in a business field. Strong preference will be given to a student who has an interest in litigation. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**Strathcona Hotel Award\* (Revised)**

One or more awards are given to undergraduate and graduate ~~available to continuing~~ students who compete on the Vikes Men's or Women's Varsity Soccer team at the University of Victoria. Award recipients must meet all U SPORTS eligibility requirements and will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coaches. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics. ~~Successfully at level one Vikes Varsity Competition. The student(s) must have successfully completed nine units the previous academic year and must be registered in nine units the year in which they receive the award.~~

**Wayne and Nancy MacDonald Vikes Athletics Award\* (New)**

One or more awards are given to undergraduate and graduate students who compete on a Vikes Varsity team at the University of Victoria. Award recipients must meet all U

SPORTS eligibility requirements and will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coaches. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

**Faculty of Education Emergency Bursary (Revised)**

One or more bursaries, to a maximum of \$1,500 ~~\$750~~ each, are awarded to undergraduate or graduate students in the Faculty of Education. Part time students are eligible (undergraduate students registered in a minimum of 6.0 units for credit in two terms and graduate students registered in a minimum of 1.5 units ~~minimum 3.0 units~~). The bursary is intended to offer students one-time financial assistance in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

## Office of the Vice-President Academic and Provost

Michael Williams Building  
University of Victoria  
T 250-721-7013 | F 250-721-7216  
provasst@uvic.ca | uvic.ca/vpac

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**DATE:** March 26, 2024

**TO:** Members of Senate

**FROM:** Elizabeth Croft, Vice-President Academic and Provost

**CC:** Helga Hallgrímsdóttir, Deputy Provost

**RE:** Launch of UVic's inaugural Academic Action Plan

### Summary

The Academic Action Plan is a roadmap and framework to support the successful implementation of the university's Strategic Plan, other institutional plans, and key external commitments. It outlines goals, strategies and initiatives within the academic portfolio and ensures transparency by summarizing our progress towards achieving our aspirations, as well as who is accountable for ensuring success.


Initiatives are organized by three themes, often overlapping, that reflect our academic mission and priorities as a comprehensive research university:

- Enhancing the student experience
- Fostering innovation in scholarship
- Advancing scholarly culture

The inaugural Academic Action Plan will launch during the first week of April 2024 at <https://www.uvic.ca/academic-action>. Prior to launch it will be available as a draft at <https://test.uvic.ca/vpacademic/academic-plan/> (VPN needed to access if off campus). The website includes a form for community members to submit feedback and suggestions for future initiatives.

### Background and consultations

In May 2023, the Office of the Vice-President Academic and Provost (VPAC) shared the proposal for an Academic Action Plan with Senate, within the context of the new Strategic Plan that would launch September 2023. As stated in the presentation, the intent of the plan was to support the successful implementation of university plans across the academic portfolio while also honouring our external commitments.





The inaugural Academic Action Plan incorporates accomplishments from 2022/23 and goals for 2023/24 from across the academic portfolio, including through the annual review process for Deans and other senior academic leaders reporting to the Provost. The Plan was also informed by the fall 2022 Listening Tour with faculty and spring 2024 Engagement Tour with academic leaders. Through these processes and venues, input from academic leaders, faculty and staff shaped the priorities of the Academic Action Plan. As well, many of the initiatives listed in the Academic Action Plan reflect significant consultations with faculty, staff, students, Senators and the Board of Governors. Through this bottom-up approach, the Academic Action Plan reflects the diverse perspectives of our academic community.

Throughout the process, the VPAC Office has kept campus informed through the [project web page](#) and regular updates at Senate.

### Next steps

We welcome Senators to review the test or live website (when available) and provide feedback and suggestions using the online form. The Academic Action Plan is iterative and will continue to evolve based on ongoing feedback and engagement with the UVic community. The website will be updated regularly, and at least annually, as we reach important milestones and establish new initiatives in pursuit of our long-term vision and goals.

The Academic Action Plan contains several initiatives that will require Senate's approval and will come to Senate as per usual processes; Senators will note that several items listed were brought forward to the March 2024 Senate for vote (e.g., Faculty of Health, Computing Gateway, Pathway Programs, etc.). The Academic Action Plan provides transparency about initiatives planned or underway across the academic portfolio to advance our mission, and indicates some initiatives that Senators can anticipate in the future. The Academic Action Plan also includes initiatives that are outside of Senate's purview that Senators may find interesting.

In addition to usual governance processes, VPAC will endeavour to communicate Academic Action Plan milestones and significant changes through website updates, newsletters, broadcast emails and other communication channels for faculty, staff and students.

## Office of the Vice-President Academic and Provost

Michael Williams Building  
University of Victoria  
T 250-721-7013 | F 250-721-7216  
provasst@uvic.ca | uvic.ca/vpac

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DATE: March 13, 2024

TO: Members of Senate

FROM: Elizabeth Croft, Vice-President Academic and Provost

**RE: Digital Learning Plan**

### Summary

UVic's Digital Learning Plan (DLP) outlines a series of goals and priorities that will act as a guide to equip students, staff and faculty with the required skills for responsible and ethical engagement in digital spaces.


Rather than being a policy, the DLP provides a framework for advancing the use of digital technologies in learning and teaching while promoting approaches that are grounded in equity, inclusion and access. It affirms our commitment to increasing digital literacy for students, faculty and staff and acts as a guide for the continuous development of digital skills in ways that enable our community to navigate an increasingly digital world.

UVic's DLP is forward-facing, people-centric and focused on innovation. It promotes ethical and responsible digital citizenship by facilitating the development of transferable, future-oriented skills. It will support the professional development of our instructors and staff.

The DLP is solely web-based and will launch during the first week of April 2024 at <http://www.uvic.ca/digital-learning>. Prior to launch, it will be available as a draft at <https://test.uvic.ca/faculty-staff/academics-research/strategic-initiatives/digital-learning/index.php> (VPN needed to access if off campus).

### Background

In 2021, in response to the COVID-19 pandemic, the Ministry of Post-Secondary Education and Future Skills initiated a Digital Learning Advisory Committee to better understand and support the use of digital learning models in post-secondary education in British Columbia. The committee published [B.C.'s Post-Secondary Digital Learning Strategy](#) in 2022. Following this, the Ministry encouraged all publicly-funded post-secondary institutions to “develop their own digital learning strategies, reflective of their unique local context and digital needs” (p.7).





UVic's DLP aligns with the Provincial Government's Digital Learning Strategy and UVic's Strategic Plan, as well as other institutional plans such as the Equity Action Plan, Indigenous Plan and Accessibility Plan. The distinctly UVic approach is articulated in the DLP, and all three pillars—digital literacy, digital equity, and digital learning environments—identifies a set of priorities that promote digital literacy, competence and ethical engagement, while also embedding equity, access and inclusion into all that we do.

The DLP was developed by a cross-campus committee including representatives from the Office of the Vice-President Academic and Provost; the Division of Learning and Teaching Support and Innovation; University Systems; UVic Libraries; and student representatives. The committee acknowledges and thanks the contributions and input of stakeholders across campus in creating this inaugural plan to support our institutional ambitions related to digital learning.

### **Next steps**

Following the launch of the inaugural DLP in early April 2024, the committee will create a mechanism for sharing updates, review and monitor action items and outcomes, update related policies and practices as needed, and report on deliverables through the Academic Action Plan, which will also launch in early April 2024.



**Date:** March 20, 2024

**To:** Senate

**From:** Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read "Elizabeth Croft".

**CC:** Kristi Simpson, Vice-President Finance and Operations  
Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs  
Robin Hicks, Dean, Faculty of Graduate Studies

**Re:** **Recommendation to rescind Off-Campus Graduate Programs policy (AC1115)**

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### Background

UVic's Off-Campus Graduate Programs policy (AC1115) was approved in June 1997 by the Board of Governors. This appears to be an original policy (i.e., it does not supersede another policy document of the same name) and has not been updated since approved. Policy AC1115 was developed at a time when the infrastructure necessary to offer distance programming was just coming into use and did not anticipate the integrated online experience that UVic is now capable of offering. At the time of the original approval, both the VP Academic and Provost and VP Finance and Operations were listed as executive officers.

### Summary

In consultation with the Dean, Faculty of Graduate Studies and the Associate Vice-President Academic Programs (AVPAP), and with agreement from the Vice-President Finance and Operations, we are recommending that Senate and the Board of Governors rescind AC1115 based on the following rationale:

- AC1115 is outdated and does not reflect the current realities of offering distance or online graduate programming.
- AC1115 refers to a Strategic Plan that is decades out of date, with objectives and aspirations that have largely been met (e.g., a desire of academic units to offer distributed programming).
- AC1115 contains several statements that are either contained in other policy documents or are no longer relevant. For example:
  - subsection 1.2.1 (Entrance Standards) is a restatement of the requirements given in the current Graduate Calendar for admission to graduate school, which currently apply to all UVic graduate programs—distance or on-campus;
  - subsection 1.3. (Departmental Resources) as well as section 2 (Budgetary Implications) are covered in the general template for new programming offered by the AVPAP; and
  - subsection 1.4.1 under section 1.4 (Standards) defines the minimum proportion of course units (50%) required for the credential to be awarded to UVic, which is already defined in the Graduate Calendar.

- The structure does not conform to UVic's current template and is missing mandatory sections (*Purpose, Definitions, Jurisdiction, or Authorities and Officers*).
- AC1115 contains a few unique elements that are either redundant or undesirable. One example is in subsections 1.4.2 and 1.4.3, granting UVic the authority to examine and approve any instructors at participating institutions contributing to online programming taken by UVic students, which would be cumbersome and intrusive to administer.

New multi-institutional graduate programs can be fully served by other existing policies, agreements, regulations and procedures separate from AC1115. Of note, access to graduate programming offered at other institutions is available under the *Western Deans of Graduate Studies Agreement* (WDA), which has been updated several times since AC1115 was approved.

Distance programming is now well integrated into the repertoire of UVic graduate offerings, and the processes and standards set forth in AC1115 have either been superseded by other UVic policies or rendered obsolete by technological and pedagogical advancements of the last 27 years.

**Recommended Motion:**

*THAT the Senate approve, and recommend to the Board of Governors that it also approve, rescinding the Off-Campus Graduate Programs policy (AC1115) effective immediately.*

**Attached:** Off-Campus Graduate Programs policy (AC1115)



**OFF-CAMPUS GRADUATE PROGRAMS**

**University Policy No.:** AC1115  
**Classification:** Academic and Students  
**Approving Authority:** Board of Governors  
**Effective Date:** June/97  
**Supersedes:**  
**Last Editorial Change:**  
**Mandated Review:**

**Principles for Off-Campus Graduate Programs Based on  
Alternative Fee Structures**

1. **Academic Implications**
2. **Budgetary Implications**
3. **Approval Process**
4. **Contingency Planning**

1. **Academic Implications**

- 1.1 **Rationale**

The University of Victoria is committed to maintaining the integrity and excellence of existing graduate programs and, in keeping with the Strategic Plan, to enhancing their quality. However, the Strategic Plan also addresses the necessity to encourage new graduate initiatives in both on and off-campus programs. New initiatives necessitate the formulation of new guidelines and principles. Hence the creation of the current document.

The Office of the Dean of Graduate Studies recognizes the demand for, and desire of, academic units to mount new programs at a time when new internal resources are not forthcoming. Such programs will, therefore, be dependent on a variety of alternative fee structures. Many will be delivered at a distance, both in Canada and internationally, and can represent unique opportunities for both the University and the group of learners requesting specific program delivery.

The Faculty of Graduate Studies recognizes the potential benefit to existing graduate programs from the new educational and teaching modalities practiced by the faculty involved with off-campus, distributed learning models. Programs delivered by distributed learning methods to off-campus learners will adhere to the same principles of high academic standards and integrity as is required of on-campus graduate degree programs.

## 1.2. Comparability

Students admitted to off-campus programs will be University of Victoria graduate students and will have the rights and privileges of any such student. Moreover, the University has a responsibility both to these "off-campus" students and to the on-campus University of Victoria students, that their programs be comparable.

### 1.2.1 Entrance Standards

The minimum entrance standards which apply to any student seeking admission, must be maintained. These include the possession of a baccalaureate degree from an accredited institution, a GPA of 5.00 (University of Victoria) on the last 30 units of academic work, and a minimum TOEFL score of 550 in the case of an international student for whom English is a second language. It is possible that the range of acceptable standardized language tests could be broadened and more flexible timing of language skills measurement considered. It is also possible that a flexible definition of the mature student category could be applied where appropriate.

### 1.2.2 Program Content

Many of the off-campus graduate programs based on alternative fee structures are targeting specific audiences with special requirements. It is only natural that while retaining academic standards comparable to on-campus programs, the course content of an off-campus program will be sensitive to these requirements.

## 1.3. Departmental Resources

As a first step in considering the introduction of a new graduate program, the host academic unit should consider whether internal budgetary re-focusing is possible in order to give the new program first priority as a replacement of an existing one. It is likely, however, that most new programs will be proposed as additional to existing programs.

## 1.4 Standards

**1.4.1** At least 50% of the graduate courses in a new program should normally be taught by UVic faculty who are members of the Faculty of Graduate Studies at the University of Victoria. (This includes Adjunct Faculty members as defined in the document **Membership in the Faculty of Graduate Studies** approved by Senate in April, 1991.) UVic faculty will function in a supervisory capacity for graduate theses and projects. A UVic faculty member should also assume the role of program coordinator or director.

In keeping with the principle of extending the pool of expertise through adjunct appointment to the Faculty of Graduate Studies, individuals from outside the University of Victoria contracted to teach graduate courses must meet the academic standards and have a knowledge of UVic policies expected of those who are members of the Faculty of Graduate Studies.

According to a motion passed recently at a Faculty meeting: "Any sessional appointment of a person who is not a member of the Faculty of Graduate Studies in good standing to teach a course at the 500 level or greater, must be approved by the Dean of Graduate Studies...[and] referred to the Dean by the Chair of the department concerned."

- 1.4.2** Normally, in a program leading to a UVic degree which is taught by a consortium of post-secondary institutions, at least 50% of the courses constituting the program will be taught by faculty at the participating universities who have qualifications equivalent to Members of the Faculty of Graduate Studies at UVic.
- 1.4.3** The University of Victoria reserves the right to final approval of new courses and instructors from participating universities offering courses for a University of Victoria graduate degree.
- 1.4.4** Where a proposal includes release time for a UVic faculty member from teaching in order to deliver these graduate courses, the Chair/Director and Dean of the discipline Faculty should consider and address the potential impact of the faculty member's release time on the quality of the existing on-campus undergraduate and graduate programs. Inordinate dependence on sessional faculty to teach regular undergraduate and graduate programs is inappropriate.
- 1.4.5** The Chair/Director, and Dean of the Faculty should consider and address the effect of any extra-to-load expectation on the concerned faculty member's research and supervisory programs.
- 1.4.6** Normally, no new graduate program will be considered if based solely on extra-to-load teaching.
- 1.4.7** A program review process should be built into any off-campus graduate program proposal. This is particularly relevant to proposals based on a cohort principle or to those serving as pilot for other similar proposals.

## **1.5. Transportability**

It is expected that courses taught through off-campus programs would be eligible for consideration for inclusion in on-campus programs, and vice versa.

In cases where an on-campus learner wishes to take a new course offered in an off-campus program, the on-campus learner should have the opportunity to take such a UVic course. The on-campus learner will pay the standard graduate tuition and may be required to pay any surcharges appropriate to individual courses. This model is currently in existence for a number of undergraduate courses, specifically in the Fine Arts.

It is anticipated that very few students would be interested in transferring between off-campus and on-campus programs. However, consideration should be given for the cases where such transfers might occur. A decision on the appropriateness of the course for any given program would be made by the student's supervisory committee. As is the case with all graduate students, transfers from one program to another would occur only with permission of the academic unit offering the program.

## 2. Budgetary Implications

- 2.1 The plan for any such new program should deal specifically with the form of cost recovery or alternative fee structure that is being proposed.

The proposed approach would depend on the expense to the academic unit of delivering an off-campus program by distributed learning methods in order to meet the demands of a specific group of learners. The proposal will analyze and include such factors as locale of the learners (Canadian vs. Off-shore), the fee structure of similar programs offered by other institutions, and the learners' economic status as driven by the circumstances of their occupational or professional fields.

- 2.2 The budget analysis should include all additional costs associated with the delivery of the program, including, but not limited to, the costs of the academic unit, Student Support Services, Graduate Studies, Graduate Admissions and Records, and Library Services. The budget analysis should also include reasonable additional funding for fellowships.

- 2.3 The budget analysis should also incorporate an infrastructure charge in accordance with the (draft) **Policy on Overheads for Contracts, Agreements, and Off-Campus Programs**.

- 2.4 Where a new program carries an extra-to-load teaching honorarium, the amount of this honorarium must conform with the University's official salary policy for extra-to-load appointment.

As a consequence of these factors, the approved alternative fee structures may vary from one off-campus program to another. As well, the amount of internal or external subsidy may vary from program to program.

- 2.5 Since the fees collected through alternative fee structures for off-campus graduate programs are specifically required to meet the costs of the program, students transferring from such off-campus delivery to on-campus delivery of their graduate program will not have their off-campus

fees (based on higher fee structures) counted toward the minimum fee for all graduate degree programs.

Similarly, the fees paid for an on-campus graduate program, cannot be used to defray the costs of the off-campus program.

### **3. Approval Process**

The approval process for each new graduate program proposal will conform with the V-P's document describing the tracking process. Although the proposed fee structure and budget submission will be scrutinized during this process, the final approval will rest with the Board of Governors.

### **4. Contingency Planning**

There are two categories of contingencies that may arise:

#### **4.1 "Normal" contingencies which arise in on-campus programs**

These generally can be dealt with in a reasonably simple fashion locally, but may cause major difficulties at distance. The fact that programs by distributed learning and based on alternative fee structures are generally highly structured and "packaged" will restrict flexibility in dealing with problems. When the program is given to a cohort, options should be planned for a student who fails a required course or is not able to complete due to illness. The proposal should indicate if there will be opportunities to complete course requirements, to take additional courses, or if the student will be required to withdraw from the program.

#### **4.2 Contingencies unique to programs based on alternative fee structures**

Some programs will require a minimum enrollment in order to make it financially viable. Others will rely on external agency grants. Prior to approval of a program, the obligation which the University will have to students in a program mounted on a cost-recovery basis which ceases to exist, must be established and clearly communicated.

Contingency planning must occur at the program planning stage.

### **Related Documents Available in the Office of Graduate Studies**

- 1. Guidelines for the Development of a New Graduate Program Proposal.**
  - 2. Revised Guidelines for Submission of New Degree Proposals to the Ministry's Degree Program Review Committee (DPRC).** (Also available in the Office of the Vice-President Academic.)
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**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: March 20, 2024

To: Senate

From: Kevin Hall, President and Vice-Chancellor

A handwritten signature in black ink, appearing to read "Kevin Hall".

RE: 2023 Policy Annual Report

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**Background:**

The Policy on University Policies and Procedures (GV0100) calls for the President to report annually to the Senate and the Board of Governors on university policies developed and reviewed during the previous year. The attached report is presented for information only, for compliance purposes. The report captures institutional policy activity that occurred in the 2023 calendar year, and makes note of priorities and proposed activities for 2024.

More information about university policies can be found on the University Secretary's website at [www.uvic.ca/universitysecretary/policies](http://www.uvic.ca/universitysecretary/policies).

**Attachment(s):**

2023 Policy Annual Report

## Introduction

Policies are core governing documents for the university. Good policies support the achievement of strategic priorities, promote operational practices that align with identified institutional values, and contribute to the management of institutional risk.

## UVic's Policy Environment

UVic's [Policy on University Policies and Procedures \(GV0100\)](#) establishes a consistent framework for developing and reviewing university policies and procedures. The goal of this framework is to create and maintain user-friendly policies and procedures that are current and relevant to the needs of the university community.

Under the *Policy on University Policies and Procedures*, the President reports annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

## Policy Oversight and Central Support

Up-to-date institutional policies are necessary for effective governance, help the institution mitigate risk, and promote institutional values. The president and vice-presidents, as the Designated Executive Officers (DEOs) are responsible for the maintenance and review of policies and procedures within their portfolios. Regular policy reviews are mandated by the *Policy on University Policies and Procedures*, or in some cases by legislation.

The University Secretary's Office (USEC) provides a central support function to the university executive team when they are developing, maintaining or rescinding policies. USEC is a resource for navigating the policy management process, and ensures that policy changes are consistent and align with the university's policy framework.

## Policy Highlights from 2023

From January to December 2023, the following university policies and procedures were developed or revised:

New Policies Developed	Portfolio	Effective Date
Procedures for the Appointment of Acting Associate Deans Indigenous (GV0805)	VPI/VPAC	August 2023 (interim policy)

Policies with Completed Reviews	Portfolio	Effective Date
Policy for the Establishment of Micro-Certificate, Certificate and Diploma Programs (AC1135)	VPAC	May 2023
Policy on Scholarly Integrity (AC1105(A))	VPAC	June 2023
Policy on Scholarly Integrity (AC1105(B))	VPAC	June 2023
Signing Authority (FM5100)	VPFO	November 2023
Policy on Auditor Independence: Retention of External Auditors for Audit, Tax, and Other Non-Audit Services (GV0230)	VPFO	September 2023
Appointment and Review of the Associate Dean of Humanities (GV0600)	VPAC	November 2023
Post-Doctoral Fellows (HR6310)	VPRI	December 2023
Financial Conflicts of Interest in Public Health Service Funded Research (RH8215)	VPRI	April 2023

Policies with Editorial Changes	Portfolio	Effective Date
Calendar Submissions (AC1120)	USEC	March 2023
Policy for the Establishment of Certificate and Diploma Programs (AC1135)	VPAC	March 2023
External Reviews of Academic Units (AC1145)	VPAC	March 2023
Off-campus Activity Risk Management Policy (AD2210)	PRES	March 2023
Furnishings, Fittings, Finishes and Artwork (BP3130)	VPFO	October 2023
Fundraising and Gift Acceptance (ER4105)	VPER	March 2023
Procedures for the Appointment and Re-appointment of the Deputy Provost and Academic Associate Vice-Presidents (GV0350)	VPAC	March 2023
Procedures for the Appointment and Review of a Head of the Division of Medical Sciences (GV0500)	VPAC	March 2023

## Looking Ahead

Of UVic's 124 institutional policies, 78 are currently under review or require review. The University Secretary's Office continues to work with DEOs and other units and offices to proactively respond to university policy needs and changing regulatory requirements, and to prioritize reviews according to their institutional significance and the length of time since the policy was last reviewed. For 2024, the focus will be on identifying policies that are no longer relevant and should be rescinded, and those that could engage in a streamlined process for simpler and less in-depth reviews.