



OKANAGAN SENATE

MINUTES OF 27 OCTOBER 2016

Attendance

Present: Dr S. Ono (Chair), Dr K. Ross (Secretary), Ms L. Allan, Dr P. Arthur, Dr L. Berg, Ms H. Berringer, Dean B. Binsted, Dr D. Buszard, Dr R. Campbell, Dr D. Carter, Dr J. Corbett, Dr M. Evans, Ms A. Fleming, Dean M. Grant, Dr J. Jakobi, Dr J. Johnson, Dr D. Keyes, Dr C. Labun, Dr R. Lalonde, Mr J. Lammers, Dr R. Lawrence, Dr S. Lawrence, Dr M. Legault, Dr Y. Lucet, Dr V. Magnat, Dr C. Mathieson, Mr J. McEwan, Dr S. McNeil, Mr S. O’Leary, Dr F. Pena, Ms S. Sneg, , Dean W. Tettey, Ms K. Trapara, Ms J. Vinek, Dr G. Wetterstand, Dr P Wylie

Regrets: Dr P. Barker, Ms C. Comben, Mr I. Cull, Dr R. Eggleston, Chancellor L. Gordon, Dr. R. Sadiq, Dean R. Sugden, Dr J. Stites Mor, Dr E. Taylor

Clerk: Mr C. Eaton

Call to Order

The Chair of Senate, Dr Santa J. Ono called the second regular meeting of the Okanagan Senate for the 2016/2017 Academic Year to order at 3:36 pm.

Senate Membership

NOMINATING COMMITTEE

The Secretary announced that as a result of the call for nominations issued at the last meeting of Senate, one nomination has been received for the Senate Nominating Committee; Dr Stephen O’Leary. Therefore, she declared Senator O’Leary acclaimed as elected to the Senate Nominating Committee until 31 August 2017 and thereafter until replaced.

Minutes of the Previous Meeting

Cynthia Mathieson }
Shira Sneg } *That the Minutes of the Meeting of 29 September
2016 be adopted as presented.*

Approved

Business Arising

See Appendix A: Revised Awards

Marianne Legault
Peter Arthur

}

That Senate amend its previous resolution of 29 September 2016 approving awards by substituting the correct amended description set out as attached.

Approved

Remarks from the Chair

President Ono reminded Senate of two upcoming searches, for a Vice-President Academic & Provost in Vancouver, and for a Vice-President Research for all of UBC. He noted that the executive search firm of Boyden has been retained by the University to conduct both searches. Further, Dr Ono advised Senators of his intention to separate out international affairs from the Vice-President Research portfolio and add that area to the Vice-President Academic & Provost in Vancouver. He suggested that this re-arrangement was a common suggestion earlier in his presidency as there was a sentiment that having research and international initiatives in the same portfolio did not give sufficient attention to either. He noted that consideration was given to establishing a vice-presidential international portfolio; however, the President opined that he felt it was best situated as an associate vice-presidential position.

Senator Wylie asked if the international position would be system wide.

The President replied that he expected the position to focus system-wide, although for now it would be reporting to the Vancouver-based Vice-President Academic & Provost.

Senator Johnson asked if the Vice-President Research would remain system-wide.

The President confirmed that it would.

Principal Buszard explained that she was the Vice-President Academic & Research for the Okanagan campus, and there was a system-wide Vice-President Research, and the Okanagan Vice-Principal Research (who was also an associate vice-president research) reported to both her and the Vice-President Research.

The President further noted that both he and Principal Buszard were recently in Ottawa and it was beneficial for all of them to be present there to represent UBC for both campuses.

The President also reminded Senate that he was hiring for a Senior Advisor in his office from amongst UBC faculty members. He advised that that candidates from both campuses have applied for the position, but that a hiring decision had yet to be made.

Dr Ono advised that he would be interested in providing more context for decisions and initiatives by having a blog or podcast. He noted that he was presently hiring a communications person to assist. The President expressed his hope that this role would help better liaise between his office and students and faculty.

Dr Ono further advised that a planning group has been formed to evaluate proposals for consultants to help develop UBC's next strategic plan.

The President was pleased to inform Senate that UBC has joined two organizations – the APLU (American Association of Public and Land Grant Universities), and the AACU (Association of American Colleges and Universities). Dr Ono noted the low costs of joining both, and his hopes that they could provide linkages and benefits to the University.

Finally, the President noted that he sent out a broadcast email recently regarding the sexual assault policy, which spoke of creating a committee to bridge between the policy committee and the expert panel. This was to aid with considering feedback regarding how the policy was developed to help form broader consensus.

Senator Sneg asked if there was Okanagan representation on the committee and what its timeline would be for UBC approving and implementing its policy.

The President replied that there was an Okanagan member, and that while the Government's deadline was in May, we now know that they would like to see drafts by early next year and for their own legal counsel to review them.

Remarks from the Deputy Vice-Chancellor

Deputy Vice-Chancellor Buszard noted the recent research partnership with KalTire and the KalTire Mining Group, who were very supportive of education and other social programs in the Okanagan valley.

Secondly, Dr Buszard reminded Senators that in the campus master plan an area was identified as an innovation precinct. She noted that the precinct was near the Airport Business Park, and is where UBC can best locate partnerships with industries and others. She advised that there would be an important Knowledge Infrastructure Development Fund announcement at the precinct tomorrow.

Dr Buszard noted that UBC's 6th Thrive Week begins on Monday, with more than 60 activities spanned across both campuses focusing on mental health, stress management, and relaxation. She further advised that at the start of the week, UBC will formally sign the Okanagan *Charter: An International Charter for Health Promoting Universities and Colleges*.

Dr Ono thanked the Deputy Vice-Chancellor for her work, noting the importance of having an academic vice-president for and at the Okanagan campus.

Admissions & Awards Committee

NEW POLICY J-55: THIRD PARTY RECRUITMENT AGREEMENTS

See Appendix B: J-55

Marianne Legault }
Gordon Binsted } *That Senate approve Policy J-55: Third Party
Recruitment Agreements, effective immediately
upon approval by both the Okanagan and
Vancouver Senates.*

Dr Legault explained that this policy sets out rules for use of third party recruiters. The proposed policy broadened the scope of the guidelines approved by Vancouver in 2006, and its key purpose was protection for both UBC and potential students. She noted that international recruitment has evolved since the 2006 guidelines were established, and especially in Vancouver, there is a growth in the use of agents. While this is not yet an issue on the Okanagan campus, both the Senate Admissions & Awards Committee and the Vancouver Senate Admissions Committee are of the opinion that a joint policy between the two campuses was desirable to provide clarity and uniformity.

Dr Legault then introduced Ms Susan Allan, Associate Director of the International Student Initiative (ISI), who with permission of Senate spoke to the proposed policy.

Ms Allan stated that for ISI, this policy was a milestone in that it is likely the most thorough policy in Canada to regulate the use of agents. The benefits of the policy are setting out clear obligations and mitigating risks. She noted that with the creation of Vantage College and other programs, UBC was targeting a different profile of student than it had previously, and the use of agents to do so was piloted using the proposed policy's frameworks.

Senator O'Leary asked for the basis of Section 2 of the proposed policy on the legality of agreements.

The President commented that it was important to have a clause ensuring that ethical and legal obligations were taken into consideration for any contractual relationships.

Approved

Nominating Committee

The Chair of the Senate Nominating Committee, Dr Daniel Keyes, presented.

PRESIDENT'S ADVISORY COMMITTEE FOR THE CONSIDERATION OF THE EXTENSION OF APPOINTMENT OF THE VICE-PRESIDENT ACADEMIC & RESEARCH (AKA, THE DEPUTY VICE-CHANCELLOR AND PRINCIPAL)

Daniel Keyes }
Wisdom Tettey } *That Dr Michael Evans, Ms Catherine Comben,
and Dean Roger Sugden, be appointed to the*

*President's Advisory Committee for the
Consideration of the Extension of Appointment of
the Vice-President Academic & Research.*

Approved

ROLE OF ASSOCIATE PROVOST AT SENATE COMMITTEES

Daniel Keyes }
Wisdom Tettey } *That the composition of the Senate Academic Policy, Admission & Awards, Curriculum, and Learning & Research Committees be amended to strike "Provost" and replace it with "Provost, or in his or her absence, the Associate provost" from their voting memberships.*

As noted in his report, Dr Keyes advised that the Senate Nominating Committee has received a request from the Provost to allow her newly-appointed Associate Provost to participate in Senate Committees on her behalf. The Nominating Committee has considered her request, and, while mindful of balance of membership in Senate Committees, agrees that the Associate Provost's participation would be helpful. The Committee therefore would support the participation of the Associate Provost at Senate Committees, but only the granting of a vote to him or her in the absence of the Provost. The Committees notes that there may be instances where the participation of both the Provost and Associate Provost may be useful at committees and the Nominating Committee would encourage this when sensible, so long as it is understood that only the Provost would be able to exercise the rights and privileges of membership.

Approved

Report from the Provost

The Provost, Dr Cynthia Mathieson, informed Senate that the search for the next dean of the Faculty of Creative and Critical Studies was progressing. A search firm (Boyden) has been hired, and the elected membership of the search committee has been decided, with the appointed members to be determined shortly.

Dr Mathieson advised that Dean Gordon Binsted of Health & Social Development, and Dean Roger Sugden of Management, and both asked for their appointment of as deans to be extended. The relevant committees will be formed to consider those extensions, and external reviews of both faculties are being arranged. She expected both reviews to occur early next term.

Senator Keyes noted that people met on campus recently for the BA review and asked when we can expect their draft.

The Provost replied she expected it no later than mid-November. When it arrives it will be widely distributed, and she expected this would also help advise the work of the FCCS external review.

Reports from the Registrar

TRIENNIAL ELECTIONS

The Registrar reminded Senators that as we were in the third year of the triennium, elections would be occurring for the next Board of Governors and Senates of UBC. In keeping with past practice, UBC will be electing faculty members and staff to the Board of Governors, and the Joint Faculties members of Senate, in the autumn; and electing faculty-specific, convocation, and other senate positions in the spring.

STUDENT ELECTIONS

Dr Ross advised Senate that, the Council Elections Committee met in late September to consider the appeals of several candidates in the last Board of Governors and Senate elections against the decision to nullify the results of the vote. The Committee has upheld the decision of the Registrar, and thus confirmed that new elections should occur. The Committee further directed that we contact ALL candidates, including those who had earlier indicated that they did not desire to stand in a by-election, to confirm if they wished to stand in the subsequent election.

The Registrar further noted that in the course of complying with the directions of the Committee, her office discovered that several names on the ballots did not match any student records. Further inquiries determined that three candidates surnames were misspelt on the ballots produced, and five candidates ran under given names that were neither their legal given names nor their preferred names set in the UBC SIS. Although earlier indications were that sufficient candidates were not interested in participating in a by-election to require a vote to be held, we have now confirmed this not to be the case, and thus are expecting polls to be required.

Dr Ross informed Senate of her intention to conduct the required election(s) and have students in place before the next meetings of the Senate and Board of Governors.

Senator Johnson asked if the registrar would be allowing agents to act on her behalf again.

Dr Ross replied that it was not likely that we would allow the Okanagan Student Union to act as an agent for the Registrar again in the near future; we would need to regain confidence in their ability to conduct a proper election on an ongoing basis before being able to do so.

Adjournment

There being no further business, the meeting was adjourned at 4:21 pm.

Appendix A: Revised Awards Report

Previously-approved awards with changes in terms or funding source:

Amended Description: International Student Faculty Award (Okanagan)

Awards of up to \$10,000 each are offered to continuing international undergraduate students at The University of British Columbia, Okanagan campus. Students selected for these awards must have completed 30 credits towards their bachelor degree or be entering the third year of their program. Students must demonstrate strong academic achievement and engagement in their faculty, as well as the potential to make a scholarly contribution within their chosen field of study. The scholarships are made on the recommendation of the faculty in which the student is registered.

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Appendix B: Policy J-55: Third-Party Recruitment Agreements

Entry into and Management of Recruitment Agreements

- 1) The University and its *units* may seek to obtain *recruitment services* only from *authorized agents*.
- 2) The University may enter into written agreements with *recruitment agents* or *agencies* to provide *recruitment services* to the extent that those agreements do not contravene the policies or regulations of the University or the laws of Canada or British Columbia.
- 3) All *recruitment agreements* must be entered into on behalf of the University in accordance with this policy and must be signed pursuant to the applicable Signing Resolution. *Units* do not have the authority to enter into *recruitment agreements* independently of the University.
- 4) *Units* may recommend that the University enter into a *recruitment agreement* with a *recruitment agent* or *agency*. Prior to making such a recommendation, the *unit* must:
 - a. Perform proper and sufficient due diligence to ensure that the *recruitment agent* or *agency* is *bona fide* and of good repute;
 - b. Ensure that it has the capacity to support and manage the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agreement* would not result in any risk to the integrity of the University's admission processes or any adverse legal or reputational effects on the University or any *unit*;
 - c. Ensure that it has the capacity to monitor the activities of the *recruitment agent* or *agency* such that it can ensure that the *recruitment agent* or *agency* is in compliance with the *recruitment agreement*; and
 - d. Ensure that the *unit* is not so reliant on the services provided in a *recruitment agreement* that a loss of the agreement would threaten the viability of the *unit*.
- 5) All *recruitment agreements* must be consistent with the contents of this policy and must specifically require *recruitment agents* or *agencies* to comply with the obligations of *recruitment agents* and *agencies* as set out in this policy.
- 6) A copy of any *recruitment agreement* must be submitted to the Office of the Provost and Vice-President Academic of UBC Vancouver and the Office of the Provost and Vice-Principal of UBC Okanagan, which will maintain publicly available registries of all *authorized agents*.
- 7) *Units* must manage, support and monitor the activities of all *recruitment agents* and *agencies* with which they are engaged, and must ensure that a review of the activities of these *recruitment agents* and *agencies* is conducted no less frequently than once every three years. *Units* at UBC Vancouver must notify the Office of the Provost & Vice-President Academic and *Units* located at UBC Okanagan must notify the Office of the Provost and Vice-Principal of any instances of non-compliance with *recruitment agreements* on the part of *recruitment agents* or *agencies* that are discovered by the unit.

Protection of Privacy

- 8) The University, *units* and all *authorized agents* and *agencies* must at all times take all necessary steps to protect the private and personal information of students and *applicants* including compliance with the applicable laws of Canada and British Columbia, as well

as compliance with the applicable laws of any jurisdiction in which an *authorized agent* or *agency* operates.

- 9) The University and its *units* must not distribute the personal information of students or *applicants to recruitment agents* or *agencies* except in compliance with the laws of Canada and British Columbia.
- 10) *Authorized agents* and *agencies* must not collect the personal information of students or *applicants* except in compliance with the applicable laws of Canada and in which the *authorized agent* or *agency* operates.

Obligations of the University

- 11) The University must make all admission decisions according to the established admission standards and criteria of the University and any applicable *unit*. The admission standards and criteria applied to applications submitted with the assistance or involvement of a *recruitment agent* or *agency* must be identical to those applied to applications submitted without the assistance or involvement of a *recruitment agent* or *agency*.
- 12) No *recruitment agent* or *recruitment agency* shall be contracted as an exclusive agent for the University or for any *unit* generally, or in a defined geographical area.
- 13) The University must not enter into a *recruitment agreement* to procure *recruitment services* for the purpose of recruiting students who are citizens or permanent residents of Canada or the United States of America or who are eligible to receive federal aid from the government of the United States of America.

Mandatory Terms of Recruitment Agreements

- 14) Any *recruitment agreement* must require any *recruitment agent* or *recruitment agency* that is a party to the *recruitment agreement* to comply with the following obligations:
 - a. *Authorized agents* and *agencies* must advise all *applicants* with whom they engage that *applicants* are not required to apply to the University through, or with the assistance of, any *recruitment agent* or *recruitment agency*.
 - b. An *authorized agent* or *agency* must not hold itself out as being able to offer *applicants* special or preferential access to the academic or non-academic programs or services of the University.
 - c. An *authorized agent* or *agency* must not hold itself out as being able to guarantee admission to the University or to guarantee an *applicant* authorization to enter Canada for the purpose of study.
 - d. *Authorized agents* and *agencies* must disclose the existence of compensation the *authorized agent* or *agency* receives for providing *recruitment services* from the University to *applicants* with whom they engage in the course of providing *recruitment services* to the University.
 - e. *Authorized agents* and *agencies* must not sub-contract *recruitment services* or any rights or obligations under any contract to provide *recruitment services* to any party without the written authorization of the University.
 - f. *Authorized agents* and *agencies* must not provide legal advice or representation to students regarding visas, study permits, or other matters relating to immigration to Canada unless the *authorized agent* or *agency* is legally permitted to do so.

- g. *Authorized agents and agencies* must not engage in the recruitment of any student who is a citizen or permanent resident of Canada or the United States of America or who is eligible to receive federal aid from the government of the United States of America.
- h. *Authorized Agents* must not hold themselves out as being employees or official representatives of the University except as specifically provided for in the *recruitment agreement*.