

Minutes of the Fifth Meeting of Senate
Friday, February 16, 2023
3:00 – 5:00 pm
Alumni Hall and via Zoom

- Present:** G. Keefe (Chair), K. Mears (Vice-Chair), A. Trowbridge (Secretary to Senate), P. Augustine, P. Bernard, A. Braithwaite, L. Brinklow, O. Brown, A. Campbell, T. Carroll, D. Coll, S. Connolly, E. Côté, N. Etkin, S. Fitzpatrick, R. Gauthier, D. Griffon, S. Hamilton, A.Hsiao, G. Jiang, T. Judson, B. Linkletter, S. Lloyd, A. MacKenzie, A. MacLaren, C. Mady, T. Mady, N. Mannholland, D. Moses, S. Myers, S. Nandlal, G. Naterer, E. Reid, S. Reijers, C. Ryan, T. Saunders, J. Sentance, M. Sweeney-Nixon, M. Turnbull, M. von Eccher,
- Regrets:** C. Adeyanju, M. Buote, W. Montelpare, C. Murray, W. Peters, R. Raiswell, B. Stoughton, B. Waterman
- Recorder:** K. Porter

President Keefe called the meeting to order at 3:02 pm and gave a land acknowledgement. He introduced Kim Porter as the new administrative assistant to the Board and Senate and acknowledged George Jiang as a new Senator. President Keefe recognized the recent passing of long-serving Senator Greg Irvine who recently retired. There was a moment of silence in remembrance.

1. Approval of Agenda

- a) MOTION: (S. Nandlal/Tarek Mady) to approve the agenda as presented. CARRIED.**

A. Braithwaite asked why some of the items were added to the agenda without knowing their purpose, for example the Action Plan Review. She asked for clarification on why this was on the agenda so Senators would know what to do. President Keefe reported the Action Plan Review will continue to be on the Senate agenda for input from Senators on the current draft of the Plan.

The agenda was approved as circulated.

2. Approval of Minutes

- a) MOTION: (L. Brinklow/J. Sentance) to approve the minutes of January 19, 2024 as presented. CARRIED**

3. Business Arising

There was no business arising from the minutes.

4. President's Report and Question Period

- a) President's Report**

President Keefe acknowledged the Spindle Report was released today and thanked the Senators that participated in the information session held on Thursday, February 15th especially

given the short notice that was provided. Incoming Dean Preston Smith, although he hasn't started yet in his position, is engaged and has been graciously providing his time to UPEI in advance of his start date of April 1, 2024. Once incoming Dean Smith has started on campus, he will be a part of the Senate and will provide additional information in respect to the Faculty of Medicine.

President Keefe noted there is a new item on today's agenda, which will be a standing agenda item moving forward: Board of Governor's Report to Senate.

President Keefe stated that he will be reporting to Senate on the same items that he reported to the Board of Governors.

President Keefe noted that budget planning is underway and while it's not Senate's responsibility to approve the budget, he is keeping the Senators informed on the challenges with budgeting this year. The President acknowledged that the Action Plan Review is going to require significant investment to be successful and acknowledged and gave gratitude to the Government of PEI for their support to date with the early implementation steps. However UPEI will continue to need the Government's support to accomplish the goals of the Action Plan.

President Keefe informed Senate that the announcement on January 22nd by the Federal Government to put a cap on the number of international student visas in Canada could have a significant implication for UPEI. It is currently unknown how much of an impact the decision will have on UPEI as the details of the exact provincial targets have not been provided but it is expected that PEI will have a reduced allocation for visas. International students bring in approximately \$22B to the Canadian economy, which proportionally means approximately \$100M is brought into PEI's economy. The University is the third largest industry in PEI for economic activity for bringing new dollars into the province. Currently, approximately 35% of our students are international students and that represents around 50% of the tuition budget. Also 37% of our budget is tuition generated and so international students are important in the budget. A dramatic and rapid change is difficult for the University to handle, as the University is not allowed to have a deficit budget. Looking at the projections, PEI is the third most impacted province across Canada. UPEI is working with the Government and is hopeful that public institutions will be given priority. Another challenge we have is the process of attestation letters that come from the Province. We provide approximately 3,000 offers to international students per year and last year we had approximately 675 international students that came to UPEI, which is a conversion rate of approximately 22%. One of the issues is students apply to several universities and if they receive an attestation letter from PEI, they only have one option for a university but if they get an attestation letter from Ontario, they have many university options to choose from. This issue was brought to the attention of the Standing Committee on Public Accounts. To understand the seriousness of this issue, if UPEI had a 10% decline in international students it would be an approximate \$3M that would have to be found elsewhere in our budget. UPEI would look to the Provincial Government for additional support to make up the shortfall, but it's unsure if the entire amount would be provided.

President Keefe commended Dr. Greg Naterer and Dr. Jerry Wang for working very hard on this issue. He also commented that Holland College could be even more challenged by this cap as they offer 55 different programs and if they have a reduction in international students, some of

those programs will fall below a sustainable level for them to keep the program. He reported that we will continue to move forward and hope that this will not have a major impact on the UPEI budget for the coming year.

In closing, President Keefe reported attending the Standing Committee on Public Accounts where he discussed the Action Plan, the new medical school and the international student cap. He emphasized the significance of this issue for UPEI.

At the UPEI hockey game last night, UPEI lost a heartbreaker, led three times during the game and in the end they lost 4-3 to St. Mary's. Game 2 is tomorrow night in Charlottetown. The women's basketball team made the championship round and are playing next weekend in Halifax. The men's basketball team are still potentially in the tournament, however relying on other teams to falter.

b) Campus Achievements and Recognitions

VPAR Naterer shared the following achievements and recognitions that have occurred in the University community over the past two months.

- Dr. Ed Macdonald, from the Department of History, was named to the Order of Canada by Her Excellency the Right Honourable Mary Simon, Governor General of Canada and was selected for "his leadership as a historian and scholar of Prince Edward Island, and for his mentorship of tomorrow's heritage conservationists."
- Congratulations to 94 Panther student athletes who were named Academic all-Canadians by U Sports, meaning an academic standing of 80% or higher. These 94 students represent 49% of UPEI's total varsity student athlete population of 192.
- Faculty members who secured research grants recently were acknowledged: Drs. J Trenton McClure, Aitazaz Farooque, William Montelpare, Yulin Hu, Stephanie Shaw, Tracy Doucette, Kathy Snow, Patrick Murphy, and Marya Ahmed, among others.
- Dr. Yuqin Gong, Manager of Institutional Research, received a national award for outstanding service to the Canadian Institutional Research and Planning Association. Yuqin has been a strong ambassador of institutional research profession, who has provided leadership of the Atlantic CIRPA Group, and development of the Atlantic Common University Dataset (ACUDS).

President Keefe also shared that another faculty member/professor emeritus, Dr. Ian Dohoo was named to the Order of Canada during COVID.

c) Question Period

M. Turnbull asked of the 3,000 international students, are they all undergraduate students. President Keefe clarified that this number includes undergraduate students only and provided further clarification that graduate students are not impacted by the cap. Early indications are that certain professional programs may be exempt (medicine and law), and it is anticipated that veterinary medicine will be included, but that has yet to be confirmed. It is important to AVC that they can continue to include international students.

A. Campbell asked if there would be any impact on nursing? President Keefe stated that we will ask if health professions would be impacted.

A. Braithwaite asked if/when this happens, it would obviously have an impact on budget, so is there a push to increase the operational government support? President Keefe responded that conversations are ongoing. He sits on the Holland College Board, and they are making the same representations. The other challenge is there is a hiatus on issuing new study permits until the logistics are confirmed.

K. Mears asked for specifics on how supportive the Government is with the needs of the Action Plan review, especially regarding hiring new employees. President Keefe responded that of the seven new positions that were announced before Christmas, two of these positions are funded by the University and the other five are funded through new core operating dollars from the Government. This is just the beginning as additional core resources will be required as part of the Action Plan.

J. Sentance asked if there will be an opportunity for the budget to be presented to the Senate. President Keefe responded that timing may be an issue, but we will look into presenting the budget to Senate.

5. Action Plan Review

President Keefe provided a review on the timeline of actions that have occurred since the last Senate meeting, on the Action Plan review, and acknowledged Charlotte McCardle, Nicole Phillips, Patti Wheatley, Sue Connolly, Tara Judson, Greg Naterer and Dana Sanderson who have all been heavily involved with the Action Plan work.

Senators will have the opportunity to provide feedback on the draft Action Plan at this meeting and at the next Senate meeting. The new Board of Governors Campus Culture Oversight Committee discussed this at their last meeting and will meet again next week to discuss it. It was also discussed at the February Board meeting and will be again at a March Board meeting. The plan is to have the document finalized by the end of March and moved forward in April in the new fiscal year.

The Action Plan is broken down into four goals, which are further subdivided into four to five sub-categories and with approximately 72 specific action items, some of which are multi-year activities. This is an ambitious approach with currently 18 action items that are meant to be completed by the end of April.

One of the items mentioned in the RT report and the Action Plan is “audit” which means specifically having someone examine each item and measuring to see if the goal has been achieved. Auditing will assess if UPEI has accomplished what they have set out to do. A yearly implementation plan will come out of the Action Plan, which is what the auditors will audit annually after year 1.

President Keefe reported the Board of Governors has committed to completing a governance review; there are several new Board members appointed recently using a skills representation matrix. In the past meeting cycle, Board members have completed extensive training sessions

and revised the provisional Terms of Reference for each of the Board committees. Cheryl Foy is the external consultant that has been hired to conduct the governance review and she will be reviewing board structure, how board members are recruited and by-laws that the Board should have. Ms. Foy, an expert in this area, has written a book on university governance in Canada. It is recommended that Senators read the book.

President Keefe reported that the current presidential search process is ongoing and a more open process than previously.

President Keefe opened the floor for questions and comments.

B. Linkletter stated it will be important that the metrics are clear and communicated before the first audit. President Keefe agreed and stated that this is a complicated process, and that the development of implementation plans is the first step in the process. The implementation plans will be explicit around the metrics.

K. Mears asked if the external auditing company has been selected yet? President Keefe responded not yet as the proper procurement process will need to be completed and the first audit will not be until 2025. There are no known local firms that have the expertise in-house to audit to the required standard.

K. Mears commented that one of the themes that is important to her is the transparency aspect that has come through the RT report and the Action Plan and asked if the information that has been asked of government will be shared. She also commented that it would be good to know how many new positions are being asked for and was curious if this information would be shared. President Keefe responded that this is under negotiation with the province, and it is important to view the province as a partner.

K. Mears asked how UPEI determines the number of positions needed, for example, if it was determined that security needed ten employees, how was that number determined? President Keefe stated the Vice-Presidents are responsible for each of their areas and working with their employees to determine what the needs are.

K. Mears asked what the definition of transparency is and how to know where new employees are being hired. President Keefe acknowledged that communications are important and as positions are filled they are posted publicly. Are positions are hired progress towards goals will be communicated. He noted that the Director of EDI position will be closing soon. We have hired a new manager of security. Once these positions are filled, these people will guide us as to what they need to build their teams.

D. Griffon asked if AVC will have access to these resources. President Keefe responded that yes AVC will have access, but they will also have to share in the costs. Currently there is a facilities transfer, meaning that AVC transfers a portion of its budget to the University to pay for the shared services.

There will be an announcement soon that a new Security Manager has been hired. This person will be tasked with building out their team.

D. Moses commented on one item in the Action Plan – working collaboratively with campus partners to provide services to underrepresented and marginalized groups including international students – and would like to see a broader interpretation of who provides supports for the students. The library is open late and on weekends and could provide supports to those people.

S. Lloyd commented that there were strong statements from government following the RT report tying UPEI funding to progress addressing the RT report and asked if the province will make its decision after receiving the auditor’s report. President Keefe stated he’s been meeting every other week with the Deputy Minister of Workforce, Advanced Learning and Population and has been sharing the progress. Government wanted to see UPEI develop a plan and it seems the Government is confident in the plan that’s been put forward.

S. Lloyd also asked if there has been discussion on a multi-year funding agreement. President Keefe confirmed there have been discussions. This issue along with the international student cap has dominated discussions. While a multi-year agreement is good, it can’t be on terms such as 2% each year as they won’t nearly cover the growth in our budget. AVC is in discussions regarding their inter-provincial funding agreement and is making good progress. The past agreement had a 1% increase which AVC had to find a way to address the shortfall.

T. Saunders asked when the review of duties and responsibilities of senior leadership including the 360 reviews are expected to happen. President Keefe stated the 360 review review process development has already started. A focus group of faculty members has been brought together to define the attributes we would like to see in our leaders. Pam Trainor has been working with this group to develop a basis on the work moving forward.

A. Braithwaite asked if there is an org chart for the EDI work. There is a lot of discussion across the campus and it would be helpful to have a map. S. Connolly replied that a framework needs to be developed with integration points and common definitions.

J. Sentance asked if there is anything in the Action Plan that relates to a review of the governance of the academic part of the University. President Keefe replied that the initial focus is on the Board of Governors as the RT report highlighted. J. Sentance raised concern that there has been institutional bullying for the last decade with people in authority developing a “my way or the highway” position and asked if there would be a structural change. He also stated his concern about the budget and the lack of a document indicating where the money is allocated and then spent, which leads to lack of financial accountability. President Keefe stated one of the recommendations from the RT report is to have a separate and strengthen process for senior leadership oversight, which is being addressed by changes in Board processes as well as new policy. There are audited financial statements that are public documents. J. Sentance stated the problem with the financial statements categories don’t always match the budget ones so it is difficult to determine if money was spent as planned in the budget document. T. Judson replied there is a document that is developed for the Board that addresses this issue. J. Sentance would like to see a more detailed document which lists the proposed budget expenditures on what is actually spent.

S. Nandlal asked if UPEI will be hiring a change manager to help with the change management process. S. Connolly replied there needs to be a resource dedicated to the oversight of the planning process on an annual basis with ongoing reporting with respect to implementation of the action plan, and while a change manager hasn't been contemplated it may need to be considered.

6. Reconsideration of Past Motion to Create Faculty of Climate Change and Environmental Studies

MOTION: (N. Etkin/J. Sentance) to vacate the motion of February 12, 2021 and later by the Board, to create the Faculty of Climate Change and Environmental Studies. CARRIED.

N. Etkin reported that the Science Council had met recently and put forth the request to vacate the February 12, 2021 motion to create the Faculty of Climate Change and Environment. In 2021, this wasn't a collegial process, as colleagues in Environmental Studies and Climate Change were not in favour of the creation of the Faculty. In winter 2022, at the request of the faculty members involved, President Keefe delayed the implementation of the Faculty to allow more time to build the two programs. There continues to be a lot of work to complete, and colleagues feel they should continue as two units at this time.

President Keefe stated that both programs are in support of this change.

This motion will need the Board of Governor's approval as well and will be on the next Board agenda.

7. Senate Reports

- a) **Academic Planning and Curriculum Committee**
 - i) **Fifth Curriculum Report**

FACULTY OF BUSINESS

OMNIBUS MOTION (G. Naterer/T. Mady) that motion 1 be approved as noted below: CARRIED

- 8) **That the revised calendar entry for the Master of Business Administration (MBA) in Global Leadership section on Admission Requirements be approved as proposed.**

(See details in the attached Curriculum Report – Pages 3-8)

B. Linkletter asked if "online" needs to be included with the interview throughout or could it say interview and have a policy. After discussion, it was decided to include "online" as it provides clarity on the process.

REGISTRAR'S OFFICE

OMNIBUS MOTION (G. Naterer/J. Sentance) that motions 2-4 be approved as noted below: CARRIED

2) To update Academic Regulation #5 (Course Load) to more accurately reflect rules and program exceptions.

(See details in the attached Curriculum Report – Pages 10-11)

3) To update Academic Dates for 2024-2025 – all programs except Doctor of Veterinary Medicine.

(See details in the attached Curriculum Report – Pages 12-15)

4) To change the date of the last day of the Summer Semester 2024.

(See details in the attached Curriculum Report – Pages 16-17)

J. Sentance pointed out the repetition of “last day to register...” in both June and July.

Motion #3 was withdrawn by the mover and seconder and will be brought back to Senate.

K. Mears asked if January 6th is late enough for the start date. A. MacKenzie also raised a concern regarding the start date. After discussion, the start date will be reviewed before this motion returns to the Senate.

FACULTY OF SCIENCE

**OMNIBUS MOTION (G. Naterer/N. Etkin) that motions 5-8 be approved as noted below:
CARRIED**

5) To approve a new field course in Integrated Watershed Management (Bio 2130)

(See details in the attached Curriculum Report – Pages 19-21)

6) To approve a new field course in Aquaculture and the Environment (Bio 3020)

(See details in the attached Curriculum Report – Pages 22-24)

7) To approve a new field course in Aquaculture and the Environment (ENV 3020)

(See details in the attached Curriculum Report – Page 25)

8) To approve a new field course in Integrated Watershed Management (ENV 2130)

(See details in the attached Curriculum Report – Page 26)

S. Fitzpatrick asked what “permission of the instructor” specifically means as a prerequisite. It would be up to the instructor to determine if a prerequisite could be waived. There is inconsistency throughout the calendar and may need a wider discussion.

K. Mears asked if, under resources, does instructor mean sessional instructor or is it more general. N. Etkin said it’s not necessarily a sessional instructor as both courses are offered in the summer.

8. Board Report to Senate

President Keefe reported that the Senate Steering and Nominating Committee added this item to the Senate agenda and it will be a standing item going forward. The intent is the Senate representatives on the Board would report to Senate on Board of Governors’ activities. Due to W. Montepare and B. Waterman absence today, President Keefe provided the update.

The Board discussed the draft Action Plan and the Board Chair provided an update to the Board on correspondence received, welcomed Bill Waterman as a new Board member, acknowledged ongoing training for Board members, provided an update on the presidential search and provided an update on the governance review.

The President provided a report to the Board on the Action Plan, the Faculty of Medicine, the budget and the implications of the international student cap and the Action Plan.

The President of the Student Union provided a report identifying the priorities including mental health and supports for students such as the food bank and clothing drive.

Each of the Board Committees provided a report and a new provisional terms of reference that were approved by the Board.

The Governance and Appeal Committee approved six revised policies including the now joint Centres Policy, including modifications that were made by Senate.

The Board is also reviewing a self-assessment document that will monitor their effectiveness.

It should be noted that this report from the Board is for information purposes similar to the Senate sub-Committee reports which are for information only. Agenda item #9 today is for information only.

K. Mears commented that she attended the Board meeting and heard the Senate report to the Board and was concerned that the details were lacking in the report. At the last Senate meeting there was a fulsome discussion on the Faculty of Medicine. The motion to request a special meeting of Senate was not in the report to the Board which is concerning that the Board was not made aware of the motion.

M. Turnbull asked if the membership would be listed on the website. President Keefe acknowledged that the request to update the Board of Governors website with the details of the membership for each Committee, was approved by the Governance and Appeals Committee and the website will be updated. The Chair of the Campus Culture Committee is Carolyn Simpson. The other members are Ajay Sahajpal, Carolyn Simpson, Mary Robinson, Christian Lacroix, Nabeel Zafar, Shreesh Agrawal, Bill Montelpare, and ex-officio positions including Dr. Greg Naterer, Sue Connolly and President Keefe.

A discussion was held regarding the issue of missing information in the Senate report to Board.

MOTION: (A. Braithwaite/ G. Jiang) to add additional information to the report to the Board to indicate that Senate passed a motion at the last meeting for an additional Senate meeting specifically about the Faculty of Medicine. CARRIED with 5 abstentions.

President Keefe asked to clarify that Senators are instructing the Board representative on Senate to communicate to the Board with respect to a motion that was passed at a previous Senate meeting. A. Braithwaite replied that we are instructing the Board member on Senate to add information to their oral report at the next Board meeting.

N. Etkin pointed out that if the minutes are shared, then the information is known. She has concern that trying to further manage these processes would not help.

A. Braithwaite commented that her motion is not a sanction on any Board members, it is about acknowledging the piece of information that is missing that is important.

MOTION: (A. MacKenzie/D. Coll) to extend this Senate meeting for an additional 15 minutes. CARRIED.

- 9. Annual Reports – For Information Only**
 - a) **Board-Senate Liaison Committee**

MEETING MOVED TO IN CAMERA

10. Adjournment

MOTION: (T. Mady) that the meeting be adjourned at 5:09 pm. CARRIED.

Respectfully submitted,

Andrea Trowbridge
Secretary to Senate

SUMMARY OF CHANGES

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Summary of Motions
Faculty of Business

#	Type of Motion	Motion
1.	Calendar Entry Change	FoB MBA Global Leadership Admissions

CALENDAR & CURRICULUM CHANGE

Motion #1

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Business**

Department/Program(s)/Academic Regulations: **Faculty of Business/ Master of Business Administration (MBA) in Global Leadership/ Graduate Program Admissions.**

MOTION: That the revised calendar entry for the **Master of Business Administration (MBA) in Global Leadership** section on Admission Requirements be approved as proposed.

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>Master of Business Administration (MBA) in Global Leadership</p> <p>Applicants for admission to the MBA in Global Leadership program must have demonstrated the potential to learn and succeed within a demanding integrated program. The basic requirements and qualifications are as follows:</p> <ol style="list-style-type: none"> 1. University Degree: Applicants must possess an undergraduate degree from an institution recognized by UPEI. 2. Academic capability for graduate level studies, as evidenced by a strong academic record and, if the admission committee requests it, a competitive GMAT/GRE test score or a solid interview. 3. English Language Proficiency Requirement. <p>APPLICATION FOR ADMISSION</p> <p>All documents pertaining to application for admission must be submitted to the Office of the Registrar with the appropriate fee.</p> <p>APPLICATION CHECKLIST Graduate Studies Application Form</p> <ul style="list-style-type: none"> •All Official Transcripts •Current, detailed resume 	<p>Master of Business Administration (MBA) in Global Leadership</p> <p>Applicants for admission to the MBA in Global Leadership program must have demonstrated the potential to learn and succeed within a demanding integrated program. The basic requirements and qualifications are as follows:</p> <ol style="list-style-type: none"> 1. University Degree: Applicants must possess an undergraduate degree from an institution recognized by UPEI. 2. Academic capability for graduate level studies, as evidenced by a strong academic record and, if the admission committee requests it, a competitive GMAT/GRE test score or a solid <u>interview.</u> 3. <u>Satisfactory performance in an online interview assessment.</u> 4. English Language Proficiency Requirement. <p>APPLICATION FOR ADMISSION</p> <p>All documents pertaining to application for admission must be submitted to the Office of the Registrar with the appropriate fee.</p> <p>APPLICATION CHECKLIST</p> <ul style="list-style-type: none"> •Graduate Studies Application Form •All Official Transcripts •Current, detailed resume

CALENDAR & CURRICULUM CHANGE

Motion #1

<p><u>Reproduction of Current Calendar Entry</u></p>	<p><u>Proposed revision with changes underlined and deletions indicated clearly</u></p>
<ul style="list-style-type: none"> •Two Reference Letters (references must be dated within 6 months of program application) •Personal Statement •English Language Proficiency Score (for applicants whose first language is not English) •Application Fee <p>Applications and all documentation must be received by July 1 for a Fall Semester start date. Early applications are highly recommended as there are a limited number of seats in the program and these fill up as completed applications are adjudicated throughout the year. All applications are assessed on a case-by- case basis and adjudicated only once.</p> <p>TRANSCRIPTS</p> <p>Official transcripts or certified copies of the applicant’s complete undergraduate and graduate (if any) record to date are to be sent to the Office of the Registrar. Applicants from outside North America are strongly urged to attach official statements of the grades obtained and the subject matter included. If original documentation is not in English, you must also provide a notarized English translation. This does not apply to French language universities in Canada.</p> <p>RESUMÉ, REFERENCE LETTERS, AND PERSONAL STATEMENT</p> <p>A current resume must be submitted to the Office of the Registrar along with two reference letters, and a personal statement. The resume must detail work experiences, responsibilities, and contributions. Two reference letters are to be submitted through UPEI’s online application</p>	<ul style="list-style-type: none"> •Two Reference Letters (references must be dated within 6 months of program application) •Personal Statement •English Language Proficiency Score (for applicants whose first language is not English) •Application Fee <p>Applications and all documentation must be received by <u>July 1-April 1</u> for international applicants or by <u>June 1</u> for Canadian citizens or permanent residents for a Fall Semester start date. Admission to our MBA program is competitive, so <u>Early applications are highly recommended; as there are is a limited number of seats in the program and these fill up as completed applications are reviewed on a rolling basis</u> adjudicated throughout the year. All applications are assessed on a case-by-case basis and adjudicated only once.</p> <p>TRANSCRIPTS</p> <p>Official transcripts or certified copies of the applicant’s complete undergraduate and graduate (if any) record to date are to be sent to the Office of the Registrar. Applicants from outside North America are strongly urged to attach official statements of the grades obtained and the subject matter included. If original documentation is not in English, you must also provide a notarized English translation. This does not apply to French language universities in Canada.</p> <p>RESUME, REFERENCE LETTERS, AND PERSONAL STATEMENT, AND REFERENCE LETTERS</p> <p>A current resume and a personal statement must be submitted to the Office of the Registrar. along with two reference letters, and a personal statement. The resume must detail work experiences, responsibilities, and contributions. Two reference letters are to be submitted</p>



CALENDAR & CURRICULUM CHANGE

Motion #1

Reproduction of Current Calendar Entry	Proposed revision with changes underlined and deletions indicated clearly
<p>portal. A personal statement, of no more than 400 words, must explain the reasons why you wish to enrol in UPEI's MBA in Global Leadership program. It should include details of your relevant past experience, your long and short term goals, and explain how the MBA program will meet your needs and assist you in reaching your educational and career goals.</p> <p>EVIDENCE OF ACADEMIC CAPABILITY</p> <p>The admission committee assesses applicants' academic readiness for the MBA program based on appropriate evidence. Upon receipt of an application, the committee initially reviews the applicant's transcripts and other information in the application package. In cases where the committee needs additional evidence, it may request an interview or a GMAT or GRE score.</p> <p>Grades: Normally, a minimum average of 75% or a grade point average of 3.0 (B) in the last twenty courses is required. A first-class academic record (an average of at least 80% or a grade point average of at least 3.7) will usually provide the committee with adequate evidence of academic capability, with no need for an interview or a GMAT or GRE score</p> <p>Interview: The admission committee may request an interview of applicants, particularly of applicants who meet the minimum grade requirements, but who do not have a first-class academic record. The interview may be conducted in-person or virtually, depending on the location of the applicant.</p>	<p>through UPEI's online application portal. A personal statement, of no more than 400 words, must explain the reasons why you wish to enrol <u>enroll</u> in UPEI's MBA in Global Leadership program. It should <u>also</u> include details of your relevant past experience, <u>and</u> your long- and short-term goals, and explain how the MBA program will meet your needs and assist you in reaching your educational and career goals. <u>Reference letters are not required as part of your initial application but may be requested by the MBA in Global Leadership admissions committee.</u></p> <p>EVIDENCE OF ACADEMIC CAPABILITY <u>AND PROGRAM FIT</u></p> <p>The admissions committee assesses applicants' academic readiness for the MBA program based on appropriate evidence. Upon receipt of an application, <u>the committee schedules the candidate to complete an online interview assessment; once this assessment is completed,</u> the committee initially reviews the applicant's transcripts and other information in the application package <u>and the recorded online interview to make its decision.</u> In cases where the committee needs additional evidence, it may request an interview or a GMAT or GRE score <u>and /or reference letters.</u></p> <p>Grades: Normally, a minimum average of 75% or a grade point average of 3.0 (B) in the last <u>20</u> twenty courses is required. A first-class academic record (an average of at least 80% or a grade point average of at least 3.7) will usually provide the committee with adequate evidence of academic capability, with no need for an interview or a GMAT or GRE score.</p> <p>Interview: The admission committee may request an interview of applicants, particularly of applicants who meet the minimum grade requirements, but who do not have a first-class academic record. The interview may be conducted</p>

CALENDAR & CURRICULUM CHANGE

Motion #1

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE)</p> <p>In some cases, the admissions committee may request a score from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) General Test. A GMAT score of 570 or a combined GRE score (verbal reasoning plus quantitative reasoning) of at least 310 would typically be competitive. The score should be less than five years old.</p> <p>ENGLISH PROFICIENCY</p> <p>Students are expected to be proficient in the use of English, both written and oral, when they begin their studies at the University of Prince Edward Island. The University requires that certification of such proficiency be presented by applicants whose mother tongue is not English or whose normal language of instruction throughout their education (as recognized by UPEI) was not English. Tests of proficiency acceptable to the University, and the minimum scores that must be obtained, are listed under the Admission requirements for all Graduate Programs and for Graduate Student Status section of the Calendar. Such students should make arrangements to take the test at least three months before the semester opening date. The program may extend a conditional offer of admission to an MBA applicant who meets all admission requirements other than the English language proficiency requirement. Please refer to the Academic Calendar's English language proficiency requirements for conditional offers. Conditional offers allow prospective MBA students to obtain a study permit (if needed) and begin their UPEI Graduate English Academic Preparation (GEAP) program. Upon successfully</p>	<p>in-person or virtually, depending on the location of the applicant.</p> <p>Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE)</p> <p>In some cases, the admissions committee may request a score from the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) General Test. A GMAT score of 570 or a combined GRE score (verbal reasoning plus quantitative reasoning) of at least 310 would typically be competitive. The score should be less than five years old.</p> <p>ENGLISH PROFICIENCY</p> <p>Students are expected to be proficient in the use of English, both written and oral, when they begin their studies at the University of Prince Edward Island. The University requires that certification of such proficiency be presented by applicants whose mother tongue is not English or whose normal language of instruction throughout their education (as recognized by UPEI) was not English. Tests of proficiency acceptable to the University, and the minimum scores that must be obtained, are listed under the Admission requirements for all Graduate Programs and for Graduate Student Status section of the Calendar. Such students should make arrangements to take the test at least three months before the semester opening date.The program may extend a conditional offer of admission to an MBA applicant who meets all admission requirements other than the English language proficiency requirement. Please refer to the Academic Calendar's English language proficiency requirements for conditional offers. Conditional offers allow prospective MBA students to obtain a study permit (if needed) and begin their UPEI Graduate English Academic Preparation (GEAP) program. Upon successfully</p>

CALENDAR & CURRICULUM CHANGE

Motion #1

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>completing the prescribed terms of study in the GEAP program the student can proceed directly into the MBA program.</p> <p>REFUSAL OF ADMISSION</p> <p>Admission to the MBA in Global Leadership Program is a competitive process. Limitations of funds, space, facilities, or personnel may make it necessary for the University, at its discretion, to refuse admission to an otherwise acceptable applicant. Meeting minimum requirements does not guarantee admission to the program. To avoid disappointment, applicants are encouraged to submit their documents well before the deadline of July 1</p>	<p>GEAP program, the student can proceed directly into the MBA program.</p> <p>REFUSAL OF ADMISSION</p> <p>Admission to the MBA in Global Leadership Program is a competitive process. Limitations of funds, space, facilities, or personnel may make it necessary for the University, at its discretion, to refuse admission to an otherwise acceptable applicant. Meeting minimum requirements does not guarantee admission to the program. To avoid disappointment, applicants are encouraged to submit their documents well before the deadline of <u>July 1</u> April 1 <u>for international applicants or June 1</u> for Canadian citizens and permanent residents.</p>

Rationale for Change: The first proposed change includes adding an online interview assessment to the admission process. Previously, an (online synchronous) interview was conducted when the committee required more evidence on the academic readiness of a candidate to make a final decision; however, in reality, with increasing international applications, interviews became quite common, which created a major administrative burden both in terms of logistics and time management. Our application numbers have risen quite dramatically over the past couple of years, especially among international applicants; as a result, we have identified a pressing need to standardize our admissions processes further and gain better insight into our candidates. Two Faculty of Business faculty members with expertise in HRM and psychometrics worked on the new (asynchronous) online assessment tool that is hosted by the online platform Kira. Our selection process has always allowed for interviews, but the calendar change will make it clear that all applicants now need to go through this process. 2) The second proposed change involves changing the existing application deadline and introducing separate deadlines for international and domestic applications. We originally selected the July 1 deadline because the system could not differentiate between an international or a domestic application and we wanted to ensure domestic applicants had ample time to apply. We are finding that the July 1 deadline is much too late for international applicants and creates administrative burdens when they are not successful in obtaining a study permit on time and want to defer; we also believe that an earlier deadline for international applicants is more appropriate from an ethical perspective, as the late application deadline can create financial (and other – e.g., emotional) costs for international applicants who realistically do not have any chance of making it to Canada by the September start date. Although our application system still cannot discern between domestic and international applications (we are working separately on this issue with the Dean of Graduate Studies office), our hope is that by setting separate deadlines, it will provide more clarity to applicants about when to apply. The new deadlines were selected based on a careful review of our international applications from the last two application cycles (2022 and 2023) and the admission policies



CALENDAR & CURRICULUM CHANGE

Motion #1

of 16 other universities in Canada. We have decided to also move the domestic deadline to June 1, to account for the additional time needed to complete the online interview assessment. 3) The last change involves removing the requirement for reference letters, although our admissions committee reserves the right to request them if more information is required. We have become increasingly aware that these letters serve little purpose in making admission decisions. While reference letters are more commonly used and understood in North America, we are finding that international reference letters do not normally give us insight into the suitability of a candidate; from an EDI and fairness perspective, this creates an inequity between domestic and international applicants in an area that is largely outside of the applicants' control. Furthermore, there is no (reasonable) way to confirm the integrity or authenticity of the letters.

Effective Term: FALL 2024

Implications for Other Programs: None

Impact on Students Currently Enrolled: None

Authorization	Date:
Departmental Approval: MBA Committee	January 5, 2024
Faculty/School Approval: Faculty of Business	January 5, 2024
Faculty Dean's Approval: Tarek Mady	January 5, 2024
Grad. Studies Dean's Approval: Marva Sweeney-Nixon	January 6, 2024
Registrar's Office Approval: Darcy McCardle	January 9, 2024



Summary of Motions
Registrar's Office

#	Type of Motion	Motion
1.	Calendar Entry Change	To update Academic Regulation #5 (Course Load) to more accurately reflect rules and program exceptions.
2.	Calendar Entry Change	To update Academic Dates for 2024-2025 – all programs except Doctor of Veterinary Medicine
3.	Calendar Entry Change	To change the date of the last day of the Summer Semester 2024



CALENDAR & CURRICULUM CHANGE

Motion # 2

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Registrar's Office**

Department/Program(s)/Academic Regulations: **Academic Regulations**

MOTION: To update Academic Regulation #5 (Course Load) to more accurately reflect rules and program exceptions.

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>5. Course Load</p> <p>Fall/Winter semesters: The course load for a full-time student is 5 courses (15 semester-hours of credit) in each semester. An overload is approved for students with a cumulative GPA of 2.7 or higher. The minimum course load for full-time student status is 3 courses (9 semester hours of credit) in each semester. Full-time course loads for professional programs may vary.</p> <p>Summer semesters: The summer semester consists of a spring session and a summer session. The full course load for a student in the summer semester is 6 courses (18 semester hours of credit; 9 in the spring session and 9 in the summer session). An overload is approved for students with a cumulative GPA of 2.7 or higher. The minimum course load for full-time student status in the spring session or full-time student status in the summer session is 2 courses (6 semester hours of credit). Full-time course loads for professional programs may vary.</p>	<p>5. Course Load</p> <p>Fall/ and Winter semesters: The <u>Full</u> course load for a <u>full-time</u> student is 5 courses (<u>normally</u> 15 semester-hours of credit) in <u>each</u> a semester. An overload <u>of one additional course (normally 3 semester-hours of credit) per semester</u> is approved for students with a cumulative GPA of 2.7<u>0</u> or higher. The minimum course load for full-time student status is 3 courses (<u>normally</u> 9 semester hours of credit) in each semester. Full-<u>time</u> course loads for professional programs may vary (<u>Bachelor of Science in Sustainable Design Engineering: approved for 6 courses per semester; Bachelor of Education: full load is 24 semester hours of credit in Fall, 21 semester hours of credit in Winter; Bachelor of Science Accelerated Nursing: full load is 19 semester hours of credit per semester). Doctor of Veterinary Medicine has program specific registrations that are not impacted by this regulation</u></p> <p>Summer semesters: The summer semester consists of <u>a spring session and a summer session two sessions</u>. The full course load for a student in the summer semester is 6 courses (<u>normally</u> 18 semester hours of credit; 9 in the <u>spring first</u> session and 9 in the <u>summer second</u> session). An overload <u>of one additional course (normally 3 semester-hours of credit) per or session</u> is approved for students with a cumulative GPA of 2.7<u>0</u> or higher. The minimum course load for full-time student status in <u>the spring session or full-time student status in the summer one of the sessions</u> is 2 courses (<u>normally</u> 6 semester hours of credit). Full-<u>time</u> course loads for professional programs may vary. (<u>For summer semester,</u></p>



CALENDAR & CURRICULUM CHANGE

Motion # 2

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
	<p><u>Bachelor of Education: full load is 40 semester hours of credit; Bachelor of Science Accelerated Nursing: full load is 19 semester hours of credit). Doctor of Veterinary Medicine has program specific registrations that are not impacted by this regulation.</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> • <u>Course load can be impacted by other Academic Regulations in force (i.e. Academic Standing).</u> • <u>Students enrolled in a Full-Time CO-OP or internship course, regardless of credit weight, are only permitted to add one additional course to their semester registration (if they have a CGPA of 2.70 or higher)</u>

Rationale for Change: To provide greater clarity on course loads and overload criteria and limits, and to reflect programs that are approved with exceptional load rules as part of the delivery structure.

Effective Term: SUMMER 2024

Implications for Other Programs: None

Impact on Students Currently Enrolled: None

Authorization	Date:
Departmental Approval: Click here to enter name of approver.	Click here to select approval date.
Faculty/School Approval: Click here to enter name of approver.	Click here to select approval date.
Faculty Dean's Approval: Click here to enter name of approver.	Click here to select approval date.
Grad. Studies Dean's Approval: Click here to enter name of approver.	Click here to select approval date.
Registrar's Office Approval: Darcy McCardle	December 22, 2023

CALENDAR & CURRICULUM CHANGE

Motion #3

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Registrar's Office**

Department/Program(s)/Academic Regulations: **N/A**

MOTION: To update Academic Dates for 2024-2025 – all programs except Doctor of Veterinary Medicine.

UPEI Calendar Dates 2024-2025

FALL SEMESTER (September–December 2024)

All programs except Doctor of Veterinary Medicine

SEPTEMBER 2024

4 Wednesday	Classes Begin
8 Sunday	Final date to apply to graduate for Fall Semester.
13 Friday	FINAL DAY FOR REGISTRATION, FOR CHANGING COURSES OR SECTIONS, FOR CANCELLATION OF COURSES OR SECTIONS, FOR CANCELLATION OF COURSES WITH FULL REFUND; All-Fall Semester Fees due.

17 Tuesday **All Fall Semester Fees due.**

30 Monday National Day for Truth and Reconciliation. No Classes.

OCTOBER 2024

14 Monday	Thanksgiving Day. No Classes.
15-18 (Tues-Fri)	Mid-semester break. No Classes. (Does not apply to BEd and MBA)
31 Tuesday	Last day for discontinuing courses – 50% tuition refund. No discontinuations after this date.

NOVEMBER 2024

11 Monday	Holiday in lieu of Remembrance Day. No Classes
30 Saturday	Final date to apply to graduate for Winter Semester for the May Convocations.

DECEMBER 2024

5 Thursday	Final Day of Fall Semester Classes	60 Teaching Days
10-19 (Tues-Thur)	**EXAMINATIONS. No examinations will be held during the period 23 November to 5 December inclusive without the permission of the Chair and Dean. Note: Please see Academic Regulation #13.	

15 Sunday	Exams afternoon and evening only.
23 Monday	End of Fall Semester. Course grades to be submitted to Registrar's Office by noon on this date.

~~31 Tuesday~~ ~~**Final** date to apply to graduate for Winter Semester for the May Convocations.~~

WINTER SEMESTER (January–May 2025)

All programs except Doctor of Veterinary Medicine

CALENDAR & CURRICULUM CHANGE

Motion #3

JANUARY 2025

6 Monday Classes Begin
17 Friday **FINAL DAY FOR REGISTRATION, FOR CHANGING COURSES OR SECTIONS, FOR CANCELLATION OF COURSES OR SECTIONS, FOR CANCELLATION OF COURSES WITH FULL REFUND; ~~All January Semester Fees Due.~~**

~~23 Tuesday **All Winter Semester Fees Due.**~~

FEBRUARY 2025

17 Monday Islander Day. No Classes.
18-21 (Tues-Fri) Mid-semester break. No Classes. **(Does not apply to BEd and MBA)**
18 Tuesday **Registration** begins for **2024 Summer**
24 Monday Classes resume
28 Thursday Last day for discontinuing courses – 50% tuition refund. **No discontinuations after this date.**

APRIL 2025.

4 Friday **Final Day** of Winter Semester Classes **60 Teaching Days**
9-23 (Wed-Wed) ****EXAMINATIONS.** No examinations will be held during the period 25 March to 9 April inclusive without the permission of the Chair and Dean. **Note:** Please see Academic Regulation #13.

13 Sunday ~~No Exams~~ Exams afternoon and evening only.
18 Friday Good Friday. No Exams.
20 Sunday No Exams.
21 Monday Easter Monday. No Classes Exams.
25 Monday End of Winter Semester. Course grades for fourth year students to be submitted to the Registrar's Office by noon on this date.

MAY 2025

5 Monday Course grades for third year, second year, and first year students to be submitted to Registrar's Office by noon on this date.

13 Tuesday **CONVOCATION MORNING (Faculty of Veterinary Medicine and Faculty of Nursing)**
14 Wednesday **CONVOCATION MORNING (Faculty of Business and Faculty of Engineering)**
15 Thursday **CONVOCATION MORNING (Faculty of Arts, Faculty of Education, and Faculty of Graduate Studies (MGA only))**
16 Friday **CONVOCATION MORNING (Faculty of Science)**

20 Tuesday **Registration** date for students with 4th year standing
22 Thursday **Registration** date for students with 3rd year standing
26 Monday **Registration** date for students with 2nd year standing
27 Tuesday **Registration** date for all other students

SUMMER SEMESTER (May-August 2025)

FEBRUARY 2025

CALENDAR & CURRICULUM CHANGE

Motion #3

18 Tuesday **REGISTRATION** begins for **2025 Summer Semester**

FIRST SUMMER SEMESTER SESSION 2025

MAY 2025

12 Monday **First Summer Semester Session** classes begin
 16 Friday Last day to register late for **First Summer Semester Session** courses; last day to
 cancel registration for full refund; last day for changing courses or sections
 All First Summer Semester Session Fees Due.

19 Monday Victoria Day – No classes
 30 Thursday Last day to discontinue from **First Summer Semester Session** courses*
 ***NOTE: For courses that do not follow the regularly scheduled Summer
 Session dates published here, please note the unique First day, Last day,
 Add, Drop and Discontinuation deadlines published here: [link].**

JUNE 2025

5 Thursday Last day to discontinue from **First Summer Semester Session** courses*
 19 Thursday **Final Day of First Summer Semester Session Classes 28 Teaching Days**

23-24 (Mon-Tues) **Exams** for First Summer Semester
 27 Friday First Summer Semester Session grades must be submitted to Registrar's Office
 by noon

SECOND SUMMER SEMESTER SESSION 2025

JUNE 2025

30 Monday **Second Summer Semester Session** classes begin
 28 Friday Last day to register late for **Second Summer Semester Session** courses; last day
 to cancel registration for full refund; last day for changing courses or sections;
 Final date to apply to graduate for **Summer Semester Session** for the first
 meeting of Senate in September
 All Second Summer Semester Session Fees Due.

JULY 2025

1 Monday Canada Day. No Classes
 4 Friday Last day to register late for **Second Summer Semester Session** courses; last day
 to cancel registration for full refund; last day for changing courses or sections;
 27 Sunday **Final date** to apply to graduate for **Summer Semester** for the first meeting of
 Senate in September
 All Second Summer Semester Session Fees Due.

24 Thursday Last day to discontinue from **Second Summer Semester Session** courses*
 ***NOTE: For courses that do not follow the regularly scheduled Summer
 Session dates published here, please note the unique First day, Last day,
 Add, Drop and Discontinuation deadlines published here: [link].**

AUGUST 2025

7 Thursday **Final Day of Summer Semester and Second Summer Semester Session
 Classes 28 Teaching Days**



CALENDAR & CURRICULUM CHANGE

Motion #3

11-12 (Mon-Tues) Exams for Second Summer Semester courses

15 Friday Gold Cup and Saucer Day. No Classes.

18 Monday Summer Semester and Second Summer Semester Session grades must be submitted to the Registrar's Office by noon

~~*For courses that begin on the dates prior to the regularly scheduled Summer Semester dates, and for regularly scheduled summer semester courses, please contact the Registrar's Office for refund schedule.~~

****Should a final exam, scheduled within the exam period, be cancelled due to storm conditions or other unforeseen circumstances, the Registrar's Office will reschedule the exam. Cancelled exams will be rescheduled to the earliest possible date within the exam period (normally, this would occur at the end of the exam period to avoid other previously scheduled exams). Updates will be posted to the University website.**

Rationale for Change: To separate the last day to add/drop and the fee payment deadline in Fall and Winter Semesters to improve course access for eligible students as processing for non-payment and confirmation of non-comer students can be more clearly verified. Moving the deadline to apply to graduate in May to an earlier date to provide more time to review and advise prospective graduates prior to the start of the Winter semester. To reflect use of Sundays in the Exam Periods more clearly. To start updates to the Summer Semester/Sessions to ensure consistency and accuracy of language, processes and scheduling. Rewording of exceptional course scheduling considerations.

Effective Term: FALL 2024

Implications for Other Programs: N/A

Impact on Students Currently Enrolled: N/A

<i>Authorization</i>	<i>Date:</i>
Departmental Approval: N/A	N/A
Faculty/School Approval: N/A	N/A
Faculty Dean's Approval: N/A	N/A
Grad. Studies Dean's Approval: N/A	N/A
Registrar's Office Approval: Darcy McCardle	November 30, 2023

Form Version: September 2023

CALENDAR & CURRICULUM CHANGE

Motion #4

Revision is for a: **Calendar Entry Change**

Faculty/School/Department: **Registrar's Office**

Department/Program(s)/Academic Regulations: **Calendar Dates**

MOTION: To change the date of the last day of the Summer Semester 2024

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
<p>SECOND SUMMER SEMESTER 2024 JUNE 2024</p> <p>24 Monday Second Summer Semester classes begin.</p> <p>28 Friday Last day to register late for Second Summer Semester courses; last day to cancel registration for full refund; last day for changing courses or sections.</p> <p>Final date to apply to graduate for Summer Semester</p> <p>JULY 2024</p> <p>1 Monday Canada Day. No classes</p> <p>18 Thursday Last day to discontinue from Second Summer Semester courses.*</p> <p>AUGUST 2024</p> <p>1 Thursday Final Day of Second Summer Semester classes.</p> <p>5-6 (Mon-Tues) Exams for Second Summer Semester courses.</p> <p>9 Friday Second Summer Semester grades must be submitted to the Registrar's Office by noon.</p>	<p>SECOND SUMMER SEMESTER 2024 JUNE 2024</p> <p>24 Monday Second Summer Semester classes begin.</p> <p>28 Friday Last day to register late for Second Summer Semester courses; last day to cancel registration for full refund; last day for changing courses or sections.</p> <p>Final date to apply to graduate for Summer Semester</p> <p>JULY 2024</p> <p>1 Monday Canada Day. No classes</p> <p>18 Thursday Last day to discontinue from Second Summer Semester courses.*</p> <p>AUGUST 2024</p> <p>1 Thursday Final Day of Second Summer Semester classes.</p> <p>5-6 (Mon-Tues) Exams for Second Summer Semester courses.</p> <p>9 Friday Second Summer Semester grades must be submitted to the Registrar's Office by noon.</p>



CALENDAR & CURRICULUM CHANGE

Motion #4

<u>Reproduction of Current Calendar Entry</u>	<u>Proposed revision with changes underlined and deletions indicated clearly</u>
	<u>August 31</u> <u>Last day of Summer Semester for Internships, COOP placements and other learning delivered over the full Summer Semester (May through August)</u>

Rationale for Change: Several program requirements that are not classroom courses (i.e. COOP placements, PsyD Internships, other full Summer Semester activities) run until the end of August. Previous dates were not recognizing the actual end dates of such commitments, so this is being addressed. In particular, student eligibility for Student Loan supports is negatively impacted by not reflecting the end of the Summer Semester to later in August for these situations. Future Calendar Dates will be reviewed and updated with this context in mind.

Effective Term: SUMMER 2024

Implications for Other Programs: None

Impact on Students Currently Enrolled: Supports students enrolled in experiences/courses that continue until the end of August.

Authorization

Date:

Departmental Approval: Click here to enter name of approver.	Click here to select approval date.
Faculty/School Approval: Click here to enter name of approver.	Click here to select approval date.
Faculty Dean's Approval: Click here to enter name of approver.	Click here to select approval date.
Grad. Studies Dean's Approval: Click here to enter name of approver.	Click here to select approval date.
Registrar's Office Approval: Darcy McCardle	January 30, 2024

Summary of Motions
Faculty of Science

#	Type of Motion	Motion
1.	New Course Proposal	New field course BIO 2130/ENV 2130 Integrated Watershed Management
2.	New Course Proposal	New field course BIO 3020/ENV 3020 Aquaculture and the Environment
3.	New Course Proposal	New field course ENV 2130/ BIO 2130 Integrated Watershed Management
4.	New Course Proposal	New field course ENV 3020/ BIO 3020 Aquaculture and the Environment

NEW COURSE PROPOSAL

Motion # 5

Faculty/School: **Science**

Department/Program(s): **Biology**

MOTION: To approve a new field course in Integrated Watershed Management (Bio 2130)

Course Number and Title	BIO 2130 Integrated Watershed Management
Description	This field course focuses on integrated water management at the watershed level with a focus on the Prince Edward Island context. The physical and biological characteristics of watersheds will be explored along with planning approaches, adaptive management strategies, watershed governance, as well as Indigenous perspectives.
Cross-Listing	Environmental Studies ENV 2130
Prerequisite/Co-Requisite	A declared Major in Biology or permission of the instructor.
Credit(s)	3
Notation	3 hours lecture/3 hour field

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24

Is there an Enrolment Cap: Yes

If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: Complementary subject matter relevant to Biology Majors. This course is cross-listed with Environmental Studies (originator of the course). **Effective Term:** SUMMER 2024

Implications for Other Programs: This will provide another course for Biology majors to take

Impact on Students Currently Enrolled: It will provide Environmental Studies students and Biology students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No

If yes, please explain.

Authorization

Date:

Departmental Approval: Department of Biology	November 1, 2023
Faculty/School Approval: Science Council	December 19, 2023
Faculty Dean's Approval: Nola Etkin	December 19, 2023
Graduate Studies Dean's Approval:	
Registrar's Office Approval: Darcy McCardle	January 9, 2024

Form Version: September 2023

NEW COURSE PROPOSAL

Motion # 5

LIBRARY RESOURCE REQUIREMENTS FOR A NEW COURSE PROPOSAL

Integrated Watershed Management (2000 level course)

To be completed by the liaison and/or collections librarian.

Note that the submitting program is required to allow the library staff two weeks to complete this.

Existing resources:

- Books
 - Relevant subject searches include:
 - [Indigenous water management](#) (41)
 - [Integrated Watershed Management](#) (28)
 - [Watershed adaptive management](#) (9)
 - [Watershed characteristics](#) (15)
 - [Watershed](#) (5,026)
 - [Watersheds -- Prince Edward Island](#) (31)
 - [Watershed management -- Prince Edward Island](#) (25)
 - [Watershed management -- Prince Edward Island – Planning](#) (3)
- Databases
 - [Academic Search Complete](#)
 - [CAB Abstracts \(via EBSCOhost\)](#)
 - [Earth, Atmospheric & Aquatic Science Database \(includes ASFA\)](#)
 - [EconLit with Full Text \(EBSCOhost\)](#)
 - [Gale In Context: Environmental Studies](#)
 - [GeoRef](#)
 - [Google Scholar](#)
 - [GreenFile](#)
 - [Scopus](#)
 - [Sage Research Methods Foundations](#)
- Selected Journal Subscriptions
 - [Advances in water resources](#)
 - [International Journal of Water Resources Development](#)
 - [Journal of Water Resources Planning and Management](#)
 - [Journal of Water Resource and Protection](#)
 - [Water and environment journal](#)
 - [Watershed Ecology and the Environment](#)
 - [Watershed Protection Techniques](#)
 - [Journal of Range & Watershed Management](#)
 - [Water research](#)
 - [Water Resources](#)
 - [Water Resources Research](#)
- Collections – Print books, eBooks, other physical media, other online media, subscriptions, other
 - [Sage Research Methods Video: Practical Research and Academic Skills](#)
 - [Data Liberation Initiative](#)
 - The Data Liberation Initiative (DLI) is a subscription service that provide students, faculty and staff access to numerous Statistics Canada datasets. Specifically, it is

NEW COURSE PROPOSAL

Motion # 5

a plan providing unlimited access to Statistics Canada Public Use Microdata files (PUMFs), databases and geographic files to students and faculty at UPEI.

- Interdisciplinary packages that include content that support this course
 - The library subscribes to interdisciplinary eBook packages with EBSCO, ProQuest, JSTOR, Wiley, Cambridge, Elsevier, IGI Global, Scopus Springer, and Project Muse.
- Physical Space in Library (other than collections, explain)
 - None
- Library Administrative/Research Support
 - Liaison Librarians provide reference and instruction support to both students and faculty as needed. They monitor publication lists for new titles in the subject area and purchase appropriate titles as existing budgetary resources permit.

New resources needed to support this proposal:

- None

Summary of additional budget allocation required:

- None

Does the budget allocation for library resources in this proposal meet the requirement?

- Our existing holdings can support this course, so long as we can maintain access to our subscription-based resources with continued sustainable funding.

Note that if future budget constraints require the library to cancel interdisciplinary packages listed above, there will be a loss of resources needed for this course.

Date Received by Liaison/Collections Librarian	October 12, 2023
Name of Librarian to be Contacted with Questions	Courtney Matthews
Approved by University Librarian or Designate	Donald Moses
Date Approved by UL or Designate	October 23, 2023

NEW COURSE PROPOSAL

Motion # 6

Faculty/School: **Science**

Department/Program(s): **Biology**

MOTION: To approve a new field course in Aquaculture and the Environment (Bio 3020)

Course Number and Title	BIO 3020 Aquaculture and the Environment
Description	This field course will examine interactions between aquaculture and the environment by providing an overview of the global field of aquaculture with an emphasis on the aquaculture industry on Prince Edward Island. Topics covered include policy and regulation, water quality, production systems, disease and pest management, and the effect of aquaculture on the environment and human communities.
Cross-Listing	Environmental Studies ENV 3020
Prerequisite/Co-Requisite	A declared Major in Biology or permission of the instructor.
Credit(s)	3
Notation	3 hours lecture/3 hour field

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24 **Is there an Enrolment Cap:** Yes
If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: Complementary subject matter relevant to Biology Majors. This course is cross-listed with Environmental Studies (originator of the course). **Effective Term:** SUMMER 2024

Implications for Other Programs: This will provide another course for Biology majors to take.

Impact on Students Currently Enrolled: It will provide Environmental Studies students and Biology students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No
If yes, please explain.

Authorization

Date:

Departmental Approval: Department of Biology	November 1, 2023
Faculty/School Approval: Science Council	December 19, 2023
Faculty Dean's Approval: Nola Etkin	December 19, 2023
Graduate Studies Dean's Approval:	
Registrar's Office Approval: Darcy McCardle	January 9, 2024

Form Version: September 2023

NEW COURSE PROPOSAL

Motion # 6

LIBRARY RESOURCE REQUIREMENTS FOR A NEW COURSE PROPOSAL

Aquaculture and the Environment

To be completed by the liaison and/or collections librarian.

Note that the submitting program is required to allow the library staff two weeks to complete this.

Existing resources:

- Books
 - Relevant subject searches include:
 - [Aquaculture](#) (4,033)
 - [Aquaculture -- Environmental aspects](#) (76)
 - [Aquaculture industry](#) (298)
 - [Aquaculture industry -- Atlantic Canada](#) (5)
 - [Aquaculture industry -- Environmental aspects -- Canada](#) (43)
 - [Aquaculture industry -- Government Policy -- Canada](#) (22)
 - [Aquaculture industry -- Government Policy -- Prince Edward Island](#) (1)
 - [Aquaculture industry -- Prince Edward Island](#) (6)
 - [Aquaculture industry -- Law and legislation -- Prince Edward Island](#) (1)
 - [Aquaculture -- Management](#) (40)
 - [Aquaculture -- Prince Edward Island](#) (19)
 - [Aquaculture production systems](#) (75)
 - [Fishes -- Effect of water quality on -- Prince Edward Island](#) (58)
 - [Integrated pest management](#) (22)
 - [Water -- Pollution -- Prince Edward Island](#) (61)
 - [Water quality](#) (13,006)
 - [Water quality -- Prince Edward Island](#) (45)
- Databases
 - [Academic Search Complete](#)
 - [CAB Abstracts \(via EBSCOhost\)](#)
 - [Earth, Atmospheric & Aquatic Science Database \(includes ASFA\)](#)
 - [EconLit with Full Text \(EBSCOhost\)](#)
 - [Gale In Context: Environmental Studies](#)
 - [GeoRef](#)
 - [Google Scholar](#)
 - [GreenFile](#)
 - [Scopus](#)
 - [Sage Research Methods Foundations](#)
 - [Statista](#)
 - [CANSIM](#)
 - [Canada Commons](#)
- Selected Journal Subscriptions
 - [84 Peer Reviewed Journals with the subject Aquaculture](#) some examples include:
 - [Aquaculture](#)
 - [Aquaculture and Fisheries](#)
 - [Aquaculture International](#)

NEW COURSE PROPOSAL

Motion # 6

- Limnology and Oceanography Letters
- WIREs Water
- Reviews in Aquaculture
- Reviews in Fisheries Science & Aquaculture
- Fish and Fisheries
- Reviews in Fish Biology and Fisheries
- Marine pollution bulletin
- Limnology and Oceanography
- Harmful algae
- NeoBiota
- Collections – Print books, eBooks, other physical media, other online media, subscriptions, other
 - Sage Research Methods Video: Practical Research and Academic Skills
 - Data Liberation Initiative
 - The Data Liberation Initiative (DLI) is a subscription service that provide students, faculty and staff access to numerous Statistics Canada datasets. Specifically, it is a plan providing unlimited access to Statistics Canada Public Use Microdata files (PUMFs), databases and geographic files to students and faculty at UPEI.
- Interdisciplinary packages that include content that support this course
 - The library subscribes to interdisciplinary eBook packages with EBSCO, ProQuest, JSTOR, Wiley, Cambridge, Elsevier, IGI Global, Scopus Springer, and Project Muse.
- Physical Space in Library (other than collections, explain)
 - None
- Library Administrative/Research Support
 - Liaison Librarians provide reference and instruction support to both students and faculty as needed. They monitor publication lists for new titles in the subject area and purchase appropriate titles as existing budgetary resources permit.

New resources needed to support this proposal:

- None

Summary of additional budget allocation required:

- None

Does the budget allocation for library resources in this proposal meet the requirement?

- Our existing holdings can support this course, so long as we can maintain access to our subscription-based resources with continued sustainable funding.

Note that if future budget constraints require the library to cancel interdisciplinary packages listed above, there will be a loss of resources needed for this course.

Date Received by Liaison/Collections Librarian	October 12, 2023
Name of Librarian to be Contacted with Questions	Courtney Matthews
Approved by University Librarian or Designate	Donald Moses
Date Approved by UL or Designate	October 23, 2023

NEW COURSE PROPOSAL

Motion # 8

Faculty/School: **Science**

Department/Program(s): **Environmental Studies**

MOTION: To approve a new field course in Aquaculture and the Environment (ENV 3020)

Course Number and Title	ENV 3020 Aquaculture and the Environment
Description	This field course will examine interactions between aquaculture and the environment by providing an overview of the global field of aquaculture with an emphasis on the aquaculture industry on Prince Edward Island. Topics covered include policy and regulation, water quality, production systems, disease and pest management, and the effect of aquaculture on the environment and human communities.
Cross-Listing	Biology BIO 3020
Prerequisite/Co-Requisite	Admission to the Bachelor of Environmental Studies program, a declared minor in Environmental Studies or with permission of instructor.
Credit(s)	3
Notation	3 hours lecture/3 hour field

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24

Is there an Enrolment Cap: Yes

If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: MPHEC external review (Sept 2021) of Bachelor of Environmental Studies program recommended the addition of more experiential learning or field courses to the program.

Effective Term: SUMMER 2024

Implications for Other Programs: It will provide Biology students more field courses for them to take towards their degree. Environmental Studies is the originator of the course

Impact on Students Currently Enrolled: It will provide Environmental Studies students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No

If yes, please explain.

Authorization

Date:

Departmental Approval: Environmental Studies Steering committee	September 28, 2023
Faculty/School Approval: Science Council	November 7, 2023
Faculty Dean's Approval: Nola Etkin	November 7, 2023
Graduate Studies Dean's Approval:	
Registrar's Office Approval: Darcy McCardle	January 9, 2024

Form Version: September 2023

NEW COURSE PROPOSAL

Motion # 8

Faculty/School: **Science**

Department/Program(s): **Environmental Studies**

MOTION: To approve a new field course in Integrated Watershed Management (ENV 2130)

Course Number and Title	ENV 2130 Integrated Watershed Management
Description	This field course focuses on integrated water management at the watershed level with a focus on the Prince Edward Island context. The physical and biological characteristics of watersheds will be explored along with planning approaches, adaptive management strategies, watershed governance, as well as Indigenous perspectives.
Cross-Listing	Biology BIO 2130
Prerequisite/Co-Requisite	Admission to the Bachelor of Environmental Studies program, a declared minor in Environmental Studies or permission of the instructor.
Credit(s)	3
Notation	3 hours lecture/3 hour field

This is: An Elective Course

Grade Mode: Numeric (Standard)

Anticipated Enrolment: 24

Is there an Enrolment Cap: Yes

If there is an enrolment limit, please explain. Transportation to field sites

Rationale for New Course: MPHEC external review (Sept 2021) of Bachelor of Environmental Studies program recommended the addition of more experiential learning or field courses to the program.

Effective Term: SUMMER 2024

Implications for Other Programs: This will provide another course for Biology students to take. Environmental Studies is the originator of the course

Impact on Students Currently Enrolled: It will provide Environmental Studies students more field courses for them to take towards their degree

Resources Required: Budget (Science) to cover the hiring of an instructor and transportation to the field

In offering this course will UPEI require facilities or staff at other institutions: No

If yes, please explain.

Authorization

Date:

Departmental Approval: Environmental Studies Steering committee	September 28, 2023
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