

MEMORANDUM

ATTENTION	Senate	DATE	May 8, 2014
FROM	Paul W. Percival, Vice-Chair Senate	PAGES	1/1
RE:	Proposed Changes to the Committee to Review University Admissions and the Senate Appeals Board		

The Senate Committee on Agenda and Rules has reviewed the attached documents and is making the following recommendation, effective [June 2014](#).

Motion:

“that Senate approve the elimination of the Committee to Review University Admissions and the revised terms of reference for the Senate Appeals Board.”



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MEMORANDUM

ATTENTION	Senate	DATE	April 4, 2014
FROM	Gordon Myers, Chair Senate Committee on Undergraduate Studies	PAGES	1/1
RE:	Elimination of the Committee to Review University Admissions (SCUS 14-12)		

A handwritten signature in black ink, likely of Gordon Myers, is written over the signature line of the memorandum.

The Senate Committee on Undergraduate Studies at its meeting of April 3, 2014, discussed the proposed changes to the terms of reference for the Senate Appeal Board and the dissolution of the Committee to Review University Admissions and makes the following recommendation:

Motion:

That Senate approve the elimination of the Committee to Review University Admissions (CRUA) effective June 1, 2014.



SENATE APPEALS BOARD

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MEMORANDUM

ATTENTION	Senate	DATE	April 16, 2014
FROM	Mary-Catherine Kropinski Chair, Senate Appeals Board	PAGES	1/1
RE:	Updated Terms of Reference for the Senate Appeals Board		

At its meeting on February 27th, 2014 the Senate Appeals Board approved revisions to the Board's terms of reference. The Committee to Review University Admissions (CRUA) and the Senate Committee on Undergraduate Studies have also reviewed and approved these terms, as they would lead to the dissolution of CRUA and CRUA's functions being folded into the Board.

Motion:

That Senate approve the revisions to the terms of reference for the Senate Appeals Board, effective June 1st, 2014.

A handwritten signature in blue ink, appearing to be "M. Kropinski", is written across the page.

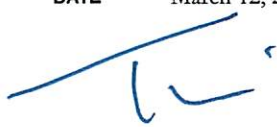


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MEMORANDUM

ATTENTION	Gord Myers, Chair, Senate Committee on Undergraduate Curriculum	DATE	March 12, 2014
FROM	Tim Rahilly, Chair Committee to Review University Admissions		
RE:	Revisions to Terms of Reference of the Senate Appeals Board and Elimination of the Committee to Review University Admissions.		

As the current terms of reference and membership structures for the Senate Appeals Board (SAB) and the Committee to Review University Admissions (CRUA) date to 1995, they are long overdue for review and updating.

CRUA was created in 1995 ([S.95-52](#)) to deal with appeals of University admissions decisions. These appeals had previously been dealt with by SAB, but a new committee was preferred due to the director of admissions' role (that of Registrar's designate as Secretary) on SAB creating the potential for conflict of interest, and to have a committee to deal with the then-new policies on diverse qualifications (DQ). CRUA no longer deals directly with the DQ process and the director of admissions is no longer the Registrar's designate on SAB. CRUA's workload is extremely small, with a handful of cases a year, and could be absorbed into another body without major impact.

SAB was originally created in 1970, but was last modified in 1995 ([S.95-52](#) again). At that time, admissions appeals were carved into CRUA and the terms became:

To consider cases wherein a student or former student feels aggrieved by the decision of a faculty, department or other administrative unit relating to

- registration in courses
- withdrawal from the University
- eligibility for graduation
- approval of entry/re-entry to a program or
- a matter relating to academic standing when special circumstances are present.

As they stand, these terms have a number of deficiencies: they fail to spell out the circumstances under which a student may appeal (they may, effectively, appeal simply because they don't like the original decision); they don't indicate the possible actions SAB may take; and they do not provide a time limit on appeals. SAB's workload has increased markedly over the last several years, with the single biggest reason being that the Board has no way to screen out frivolous appeals.

We are proposing that the functions of SAB and CRUA be combined in SAB, and that SAB's terms be revised to those below. The proposed effective date of June 1, 2014 coincides with the beginning of the terms of new members on SAB after May's elections. To this end, CRUA met on February 12, 2014 and presents the following motion:

Motion for the Committee to Review University Appeals

"that SCUS approve and recommend to Senate the dissolution of CRUA effective June 1, 2014."

Proposed terms of reference for the Senate Appeals Board

Composition

1. The Senate Appeals Board is composed of **9** members, elected by Senate for 2-year terms:
 - a. 5 faculty members (4 regular, 1 alternate),
 - b. 2 graduate students (1 regular, 1 alternate), and
 - c. 2 undergraduate students (1 regular, 1 alternate).
2. The Registrar and Executive Director, Student Enrolment, or his/her delegate, is non-voting Secretary to the Board.
3. The Board shall annually elect from among its members a Chair and a Vice-Chair by majority vote.
4. Quorum for a meeting of the Board is 3 voting members.

Purpose and Jurisdiction

5. The Board hears appeals from students on matters involving the application of academic policies and requirements relating but not limited to:
 - a. withdrawal under extenuating circumstances; and
 - b. appeals for admission or re-admission to the University, where special circumstances are present.
6. The Board has no jurisdiction to consider a decision where the sole question in the student's appeal turns on a matter of academic or administrative judgment.
7. An appeal may be initiated on the following grounds:
 - a. the decision under appeal was made without jurisdiction,
 - b. a denial of natural justice, such as (but not limited to) a reasonable apprehension of bias on the part of the original decision maker(s), or a fundamental procedural error, such as the consideration of information that ought not to have been considered or the failure to consider information or special circumstances that ought properly to have been considered,
 - c. inconsistent application of the relevant regulations, or
 - d. new evidence has arisen that could not reasonably have been presented, and that would likely have affected the original decision.
8. The Chair, in consultation with the Secretary, will determine if an appeal meets the grounds outlined in section 7. The Chair's determination in this matter is final.
9. The Chair, in consultation with the Secretary, may redirect an appeal to a more appropriate body.
10. The Board may make recommendations to Senate or other Senate committees on policy revisions, when situations arise in which University policy regarding matters within the Board's purview appear to conflict with University goals and objectives.

Time Limit

11. An appeal must be initiated with the Secretary of the Board within three (3) weeks of the date on which the appellant received written notification of the decision being appealed. The Chair of the Board may extend this time limit only in exceptional circumstances. Appeals meeting the documentation deadline set by the Board will be heard at the next scheduled meeting.

Decision

12. The decision of the Board is final.
13. The Board may:
 - a. Allow an appeal, by
 - i. reversal of the original decision and replacement by the Board's decision, or by
 - ii. voiding of the original decision and the sending of the matter back to the original or appropriate decision maker for review and reconsideration in accordance with the reasons of the Board; or
 - b. Dismiss the appeal.
14. Where the Board chooses to replace the original decision, the Board's decision may be any decision within the jurisdiction of Senate under the *University Act* (RSBC 1996 c. 468).

Meetings

15. The Board meets monthly.

Report to Senate

16. The Board reports to Senate in April of each year.

Comments on proposed terms

The Composition section keeps the Board in largely the same form it current is, with the shift of one faculty member from alternate to regular status. Having 5 regular members will make the task of meeting the quorum of 3 voting members simpler. As well, the current terms don't indicate a term length for the Chair role.

The Purpose and Jurisdiction section is much expanded. SAB's jurisdiction is re-formulated in item 5, while item 7 provides the reasons why a student may appeal to SAB, which does not include feeling aggrieved. Item 6 has been included to preclude the possibility of students appealing with the same evidence and same explanation in an attempt to receive a different answer. Item 8 allows for an appeal to be redirected to another body, and allows for the possibility of the only remedy to a situation being one that SAB cannot provide.

The Time Limit has been introduced to ensure that appeals aren't effectively open-ended. The intention is not to weed out those that have legitimately been unable to appeal – the Board has, for example, dealt with cases where students have been in long-term mental health crises where they have not been of sufficiently sound mind to appeal until much later – but rather to ensure the appeals are processed in the most timely fashion possible.

The current terms don't specify the possible outcomes of an appeal to the Board, which led to the inclusion of the Decision section. In particular, there is no indication currently of the remedies SAB may provide for; in the proposed terms this is included as item 13, where the intention is that SAB cannot provide, as an example, a financial remedy, as that would be outside Senate's jurisdiction.

The Meetings and Report to Senate section serve to encode current practice.

Cc W. Parkhouse
J. Hinchliffe