



8888 University Drive, Burnaby, BC  
Canada V5A 1S6

TEL: 778.782.3925  
FAX: 778.782.5876

vpacad@sfu.ca  
www.sfu.ca/vpacademic

**MEMORANDUM**

---

**ATTENTION** Senate **DATE** October 7, 2010  
**FROM** Jon Driver, Vice-President, Academic and **PAGES** 1/1  
Provost, and Chair, SCUP  
**RE:** Vancouver Institute for Visual Analytics (VIVA) (SCUP 10-61)

---

At its September 22, 2010 meeting SCUP reviewed and approved the proposal for the creation of the Vancouver Institute for Visual Analytics.

**Motion**

That Senate approve and recommend to the Board of Governors the creation of the Vancouver Institute for Visual Analytics (VIVA) as an Institute for a 5 year term.

encl.

c: F. Popowich



OFFICE OF THE VICE-PRESIDENT, RESEARCH

Norbert H. Haunerland, Ph.D

Associate Vice-President, Research  
Professor of Biological Sciences

MAILING ADDRESS  
8888 University Drive  
Burnaby BC Canada  
V5A 1S6

TEL: 778.782.4152  
FAX: 778.782.4860

sfuavpr@sfu.ca  
www.sfu.ca/vpresearch

**ATTENTION Sarah Dench, Secretary  
Senate Committee on University Planning (SCUP)**

FROM Norbert Haunerland, Associate Vice President, Research

RE "Vancouver Institute for Visual Analytics" (VIVA)

DATE August 6, 2010

Attached is a proposal from Dr. F. Popowich, for the establishment of the "Vancouver Institute for Visual Analytics" (VIVA).

I recommend approval as a research Institute according to Policy 40.01. Once approved by SCUP the proposal should be sent to Senate and the Board of Governors for information.

Motion:

That SCUP approves the "Vancouver Institute for Visual Analytics" (VIVA) as an Institute for a 5 year term.

Dr. Norbert Haunerland  
Associate Vice-President, Research

Attachment

C: F. Popowich, Computing Science



SCHOOL OF COMPUTING SCIENCE

Dr. Mario Pinto  
Vice President Research  
Simon Fraser University

Received by

AUG 05 2010

August 3, 2010

Vice President Research Office

FRED POPOWICH

Tel: 1-778-782-4193  
Fax: 1-778-782-3045  
www.fas.sfu.ca

ADDRESS  
ASB 9971  
Applied Science  
Building  
8888 University Drive  
Burnaby BC V5A 1S6  
Canada

Dear Mario

As a result of the recently announced \$1.25 Million dollar gift from the Boeing Company in support of a new research institute in visual analytics, we would like to propose the creation of the "Vancouver Institute for Visual Analytics" (VIVA) under the terms of the new SFU policy for Centres and Institutes R40.01.

I have included the proposed constitution along with the terms of reference for the Boeing Gift. As required by R40.01, the proposed constitution includes:

- a statement of its special purpose;
- provision for the appointment of a Director;
- a statement recognizing the obligation to conduct its activities in accordance with University policies; and
- a statement of its internal governing procedure.

I believe you have all the information you need to pass this on to SCUP. If you need any further information, please feel free to contact me.

Sincerely

Dr. Fred Popowich  
Professor, Computing Science  
Simon Fraser University

Cc: Norbert Haunerland, Valerie Murdoch

# Constitution of The Vancouver Institute for Visual Analytics

Simon Fraser University

## 1. Purpose

1.1. The Institute seeks to scale up and support research currently being conducted in Visual Analytics (VA) in the Vancouver area, primarily (but not exclusively) at the University of British Columbia (UBC) and Simon Fraser University (SFU). The context of the research is the set of real world problems encountered by industry and governmental organizations.

1.2. The Institute will establish a VA “research networking” infrastructure that will establish Vancouver as the locus of visualization and analytics research, expertise and educational programming for all of Canada.

1.3. The Institute will aid in building a capacity to train VA human resources at all levels, whether the trainees are university students or company employees, in an environment that includes a wide range of VA tools along with access to the best practices in the field.

## 2. Governance

2.1. The Institute is constituted as a Research Institute at Simon Fraser University under the terms of SFU Policy R 40.01, which supports the creation of inter-institutional interdisciplinary research institutes, and comes under the direct authority of the Vice President Research and conducts its affairs in accordance with all other University policies.

2.1.1. A report on the Institute’s activities and financial status from April 1 to March 31, including the current membership of the Steering Committee and Advisory Boards, is submitted to the Vice-President, Research, by the Director before June 30th each year.

2.2. The Director of the Institute is normally an SFU or UBC continuing

faculty member nominated by the Institute's Steering Committee and approved by the Vice-President, Research of SFU. The Director normally serves a three-year term, which may be renewed.

2.2.1. In case of a failure of confidence, the Director may be removed by a majority vote of the Steering Committee.

2.2.2. The Director's tasks include the following responsibilities, which he or she may delegate but not abrogate. When the Director is unavailable, these responsibilities devolve to the Deputy Director:

- Chairing the Steering Committee;
- Overseeing the Centre's finances;
- Recruiting Affiliated Scholars;
- Hiring Centre personnel, including support staff and research assistants;
- Reporting to the Vice President, Research.

2.2.3. Fred Popowich, Professor, School of Computing Science, SFU, is being proposed as the initial Director.

2.3. The Steering Committee of the Institute consists of at least five members, at least three of which must be continuing faculty members at SFU (or have some affiliation with SFU), and at least three of which must have some affiliation with UBC. The Director acts as Chair of the Steering Committee, and normally is a continuing faculty member at SFU or UBC. Members of the Steering Committee serve two-year renewable terms. Steering Committee members are nominated by the Director with annual confirmation by the sitting Committee members.

2.3.1. The tasks of the Steering Committee are to determine the overall direction of the Institute and to oversee the management of its operations. While it normally operates by consensus, when necessary it can make decisions by majority vote, including the appointment of new

members and dismissal of existing members of the Steering Committee, as well as the appointment and dismissal of the Director and the Deputy Director of the Institute.

2.3.2. Initial Steering Committee members are:

- Fred Popowich, Professor, School of Computing Science, SFU.
- Ronald Rensink, Associate Professor, Psychology and Computer Science, UBC; (Adjunct Member, Cognitive Science, SFU, in progress).
- John Dill, Professor Emeritus, School of Interactive Arts and Technology, School of Engineering Science, SFU; (Adjunct Member, UBC, in progress).
- Brian Fisher, Associate Professor, School of Interactive Arts and Technology, SFU; (Associate Director, MAGIC, UBC)
- Andrew Csinger, Entrepreneur in Residence, UBC; (Adjunct Professor in Cognitive Systems, UBC)

2.4. The work of the Institute is guided by one or more Advisory Boards, consisting of individuals with a demonstrated commitment to the development of visual analytics. The Advisory Boards will meet at least once each year to review the Institute's activities and plans and provide advice to the Director and Steering Committee. Invitations to join the Boards are issued by the Director of the Institute based on advice from the Steering Committee; members serve for a three-year term, renewable by invitation.

2.4.1. The institute will initially have an Industrial Advisory Board and an Educational Advisory Board.

2.5. The work of the Institute is supported by Affiliated Scholars, who may be individuals from the university and external communities, and may include faculty, staff, or students. Status as Affiliated Scholar is approved by the Steering Committee based on the recommendation of the Director.

2.6. The Institute will substantially finance its activities and initiatives by means of external funding; with seed funding from a contribution from the Boeing Company that will be disbursed over a five year period from 2010 to 2015.

2.6.1. The Institute will seek to attract long-term sponsor funding for its activities, and will pursue such opportunities in collaboration with other organizations and/or corporations.

2.6.2. Key to the success of the initiative is the identification and inclusion of partner/sponsor organizations and corporations in both the government and private sectors. These are organizations interested in expanding or building their VA expertise, working with new tools and technologies, and applying VA to industries in addition to aerospace.

### **3. Activities**

3.1. The Institute's activities are open to all interested parties, including faculty and students from across SFU and UBC, and researchers, educators and others outside these universities. The Steering Committee may establish various categories of membership in order to facilitate participation in and administration of its programs.

3.2. The Institute may sponsor and organize seminars, conferences, workshops or related events dealing with visual analytics research and/or training. The events may be held on their own or in collaboration with other institutions.

3.3. The Institute may enter into contractual arrangements with organizations and individuals to provide the activities mentioned in 3.2 for a fee. In such cases, the Institute will negotiate with the organizations and individuals involved in the activity on appropriate compensation for their work.

3.4. The Institute will maintain a website on its activities, and may also

publish a range of materials, including newsletters, conference proceedings, scholarly works, applied research and publicity materials, in a variety of media.

3.5. The Institute seeks to encourage and facilitate research and training in visual analytics, and to that end provides opportunities and support for university faculty and students, professionals, and other interested parties. Within the relevant SFU policies and guidelines, the Institute may charge for the services it provides.

3.6. The Institute will conduct its activities in accordance with University policies.

## Attachment 1 to MOA

Boeing will provide funding to Simon Fraser University to establish a Research Institute to facilitate multidisciplinary research and multi-university collaboration in the area of Visual Analytics. Simon Fraser University and The University of British Columbia will cofound this Research Institute. Other universities, research institutes and industry partners may join the Research Institute in the future. Essential to the Research Institute's success is identifying and funding a chair/head who will lead the formation and expansion of Visual Analytics research across Canada.

The beneficiaries of the knowledge and skills gained through the work of this Research Institute include Canadian and international researchers, other highly qualified personnel, and aerospace and other manufacturing industries. All are essential to the growth and sustainability of the Canadian economy.

The institute model specifically promotes close coordination among researchers, industry and government. Such cooperation and collaboration is essential to achieve success in cross sector efforts to expand the impact of Visual Analytics in research, education, industry and government communities. An institute model not only facilitates the active involvement of industry and government with university researchers but also fosters researchers being involved in addressing industry and government challenges.

The Research Institute establishes research networking infrastructure that has the potential to establish Canada as a leader in the research, development and application of Visual Analytics.

Establishing a Research Institute will be accomplished in the following phases:

- Phase I – develop the purpose/mandate, business model, and governance model for the Research Institute per appropriate university policy on multi-university research and institutes.
  1. Develop the Research Institute as a functioning entity that is agreed to by both universities.
  2. Determine the provisional personnel assignments and structure required to establish the Research Institute. Skills in both Visual Analytics technology and institute management are required.
  3. Develop the artifacts necessary to establish the Research Institute in terms of both internal structure and external affiliations.
- Phase II – implement the administrative infrastructure needed to operate the Research Institute.
  1. Identify and fill key positions in the Research Institute.
  2. Develop and implement operational policies and procedures and communications strategy.
  3. Identify and fill key board positions.
- Phase III – build a network of research, industry, and government partners.
  1. Specify how the network will expand in terms of additional partners.

2. Determine the most appropriate network structure to assure long-term growth and sustainability.
3. Expand network participation according to the agreed-upon criteria and model.



# Library Course Assessments

The Library participates in the course approval process for new courses at both the undergraduate and graduate levels. By Senate motion (S.93-11) "no new course should be approved by Senate until funding has been committed for necessary library materials." A Library review should be conducted after new course proposals have been approved by the department or school curriculum committee, before being considered by the Faculty curriculum committee. New courses will not be approved at the Senate Committee on Undergraduate Studies (SCUS) or Senate Graduate Studies Committee (SGSC) until a Library review has been completed. Even if the department states that no new library resources are required, a report from the Library is required to confirm this view.

To submit course proposals for review by the Library, forward the following materials to Gwen Bird, Associate University Librarian, Collections Services:

- course proposal forms
- complete course outline
- reading list created for the course, if any
- date of Faculty curriculum committee meeting (or other deadline for library report)

An assessment will be done to evaluate whether the Library's holdings and present collection development activities are adequate to support the new course. If no new library resources are required, the course will be added to the appropriate list below indicating the library is adequately resourced to support the course.

If additional library resources are required, a full report will be created and linked below, and the associated costs will be identified. The costs may be one-time, to fill gaps in holdings, or ongoing, for example, to start new journal subscriptions, or sustain book collecting in areas not now included in the Library's collection scope. If costs are attached, the department or school is asked to transfer the required funds to the Library's materials budget.

Questions about the process can be directed to [Gwen Bird](#).

## No Additional Library Resources Required

Unless otherwise indicated, these courses require no additional library resources based on a course location of SFU Burnaby. In many cases, if the courses were to be offered at SFU Surrey or Vancouver or as off-campus courses, additional Library costs might be involved. Please contact Gwen Bird for details.

Centre for Education on Research and Policy

Centre for Research on International Education

Centre for Research on Sexual Violence

Centre for the Study of Gender, Social Inequities and Mental Health

Centre for the Study of Public Opinion and Political Representations

Centre for Workplace Health and Safety

Vancouver Institute for Visual Analytics

B.Sc. in Biomedical Physiology (School of Kinesiology)

BISC 413, 830, 831, 832, 833, 834

BUS 427

CHEM 391

CMNS 357

CMPT 375, 626, 628, 627, 781, 828, 895, 896

DEVS 801

EASC 601, 602

ECON 372

EDUC 403, 438, 454, 810, 943, 944

ENGL 432, 433

ENV 100, 200, 300, 400, 450, 650

First Nations Language Centre

FPA 285, 313 (Woodwards), 462, 485

FREN 217, 226, 245, 275, 331, 332, 333, 334, 340, 341, 343, 344, 352, 407, 417, 420, 440, 441, 442, 444, 852

GEOG 318

GERO 410, 413

Graduate Diploma in Public Health Practice

GSPP 817, 818, 819, 820, 821, 822, 823, 824, 827, 828, 829

HIST 115, 311, 323, 330, 463, 476, 872 (assessed as 893)

HSCI 349, 407, 412, 479, 493, 494, 726, 727, 845, 843, 851, 888, 887, 902, 903, 904, 905

IS 309, 319, 329, 802

Jack Austin Centre for Asia Pacific Business Studies

MACM 203, 204, 294

MBB 242, 566, 821, 822, 823, 861, 862, 863

PHIL 318

POL 311, 338, , 350, 452

PSYC 391

PUB 401

WL 330

WS 350

### **Completed Library Course Assessments**

BUS 467, 489

CRIM 436, 380, 458, 459, 480, 481

ENSC 280

HSCI 8XX

HSCI PhD and ILIAD

IS 324/813

MA in Humanities

Archived Library Course Assessments