

## SENATE MEETING OPEN SESSION AGENDA

August 28, 2024  
3:30 – 5:30 PM  
Senate Chambers

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### Acknowledgement of Territory

For thousands of years, Indigenous Peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands.

#### 1.0 **S-202408.01**

##### **Approval of the Agenda †**

Page 1 That the agenda for the August 28, 2024, Open Session of Senate be approved as presented.

† **NOTE:** *The Senate Agenda for the public session consists of two parts, a consent agenda, and a regular agenda. The consent agenda contains items that are deemed to be routine or noncontroversial and are approved by the Steering Committee of Senate for placement on that agenda. Any Senator wishing to discuss any item on the consent agenda may ask the Chair of Senate that the item be removed from the consent agenda and placed on the regular agenda. Items removed from the consent agenda will be placed on the regular agenda and dealt with in the order in which they appear on the full agenda. Senators wishing to ask a question regarding an item on the consent agenda, without necessarily removing that item from the consent agenda, are strongly encouraged to direct questions to the Secretary of Senate in advance of the meeting.*

2.0 **Presentations:** No presentation.

#### 3.0 **Approval of the Minutes**

##### **S-202408.02**

##### **Approval of the Minutes**

Page 6 That the Minutes for the June 26, 2024, Open Session of Senate be approved as presented.

#### 4.0 **Business Arising**

#### 5.0 **President's Report (10 minutes)**

**Payne**

##### **5.1 Report from the June 28, 2024 Board of Governors**

- i. New Academic Program Proposal - LPN Pathway NBNP
- ii. Records Management Policy
- iii. UNBC Pension Trust Agreement
- iv. Scholarships, Bursaries and Awards
- v. UNBC Trevor Angus Wolf Logo – Approval Contract Amendment and Trademark Filing

- vi. Repeal Solicitation Policies and Procedures
- vii. Quarterly Board of Governors Appointment Delegation Policy Report
- viii. Annual Report on UNBC Harassment and Discrimination Policy for the period May 1, 2023 to April 29, 2024
- ix. Annual Schedule of Board Meetings 2024 and draft 2025 Schedule
- x. Chair and Vice Chair Nomination and Election
- xi. Reappointment of the President and Vice Chancellor
- xii. UNBC Endowment: Investment Approval
- xiii. UNBC Land Development Corporation - Change of Directors
- xiv. Governance Report – Action Items for 2024
- xv. Discussion on Enrollment Management

<b>6.0</b>	<b>Report of the Interim Provost (5 minutes)</b>	<b>Owen</b>
<b>7.0</b>	<b>Report of the Registrar (5 minutes)</b>	<b>Read</b>
<b>8.0</b>	<b>Report on Regional Activities (5 minutes)</b>	<b>Payne</b>
<b>9.0</b>	<b>Question Period (10 minutes)</b>	
	<b>9.1 Questions in advance</b>	
	<b>9.2 Questions from the floor</b>	
<b>9.0</b>	<b>Committee Reports</b>	
	<b>10.1 Senate Committee on Student Appeals</b>	<b>Klassen-Ross</b>
	<b>10.2 Senate Committee on Academic Affairs</b>	<b>Owen</b>

**For Approval:**

- Page 65**    **S-202408.03**  
**Deletion of Program** – Post-Diploma Baccalaureate Nursing Program  
That on the recommendation of the Senate Committee on Academic Affairs, the Post-Diploma Baccalaureate Nursing Program, on page 178 of the PDF 2023/2024 UNBC Calendar, be cancelled as proposed.  
*Regular*    **Effective Date:** January 2025
- Page 71**    **S-202408.04**  
**MoU** – Aurora College and UNBC  
That on the recommendation of the Senate Committee on Academic Affairs, the MOU between Aurora College and the University of Northern British Columbia be approved as proposed.  
*Regular*    **Effective Date:** Upon approval and execution of MOU
- Page 76**    **S-202408.05**  
**Agreement** – Cedars Christian School and UNBC TekX Dual Credit program  
That on the recommendation of the Senate Committee on Academic Affairs, the proposed agreement to add Cedars Christian School as a secondary school partner for the UNBC TekX Dual Credit program be approved as proposed.  
*Regular*    **Effective Date:** January 2025
- Page 87**    **S-202408.06**  
**Agreement** – UNBC and School District 57’s Dual Credit agreement  
That on the recommendation of the Senate Committee on Academic Affairs, the renewal agreement outlining UNBC and School District 57’s Dual Credit agreement be approved as proposed.  
*Regular*    **Effective Date:** Retroactive to September 2020
- Page 100**    **S-202408.07**

**General Motion – Dorset College Agreement Termination**

That on the recommendation of the Senate Committee on Academic Affairs, the termination of the agreement between Dorset College and UNBC in relation to the Dorset UNBC Science Foundation Program be approved as proposed.

Regular

**Effective Date:** As per the agreement... ‘At the end of the academic term in which notice is given, providing written notice to terminate is given to Dorset College 90 days prior to the end of that academic term.’

**10.3 Steering Committee of Senate**

**Payne**

**10.3.1 Senate Decorum Discussion**

***Excerpt from the Senate Handbook***

**3(x) Conduct of Meetings**

- (iv) Debate at Senate shall be conducted in the following manner:
  - (a) Any member of Senate who wishes to speak must be recognized by the Chair.
  - (b) Any senator who has been recognized to speak by the Chair once on any given question has exhausted their right to speak on that question until all members of Senate have been given the opportunity to speak once. The same principle shall apply to those speaking, two, three, and more times.
- (v) Questions to other Senators, resource persons or visitors to Senate must be directed through the Chair, who will request the response.

**10.3.2 Senate Membership – [Page 108](#)**

***Excerpt from the Senate Handbook***

**3(e) Interpretation of the Definitions in the Senate Handbook**

- (vi) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice Presidents; Associate Vice Presidents; Vice Provosts; Senior Directors; Director, Centre for Teaching, Learning and Technology; Chief Information Officer; Chief Information Security Officer.
- (ix) "Other Representatives not otherwise elected or appointed to Senate" includes the following Position: President of the Faculty Association.

**Non-voting (current non-voting members)**

Vice President, Finance and Administration (non-voting)
Associate Vice President, People, Equity and Inclusion (non-voting)
Associate Vice President Northern Medical Program (non-voting)
Associate Vice-President, Indigenous (non-voting)
Vice-Provost, Faculty Relations (non-voting)
Vice-Provost, Graduate and Postdoctoral Studies (non-voting)
Associate Vice-President, Administration (non-voting)
Senior Director, Enrolment Management & Strategy (non-voting)
Director, Centre for Teaching, Learning, and Technology (non-voting)

voting) (Interim)
Chief Information Officer (non-voting)
Chief Information Security Officer (non-voting)
President, Faculty Association (non-voting)

- Interim Associate Vice-President, Strategy and Outreach
- Interim Associate Vice President Research Operations

**10.4 Senate Committee on Nominations**

**Durau**

**Regular S-202408.08**

**Recommendation of Senate Committee Members to Senate**

**Durau**

That the following candidates, who have met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.

Effective date: August 28, 2024

Senate Committee on Indigenous Initiatives

One Indigenous Graduate Student, appointed by Senate, Cheri Brown (effective 09/01/2024 – 08/31/2025)

Senate Committee on Student Appeals

Graduate Student Senator – Rachel Fonda (effective 09/01/2024 – 08/31/2025)

10.4.1 List of Senate Committee Vacancies

COMMITTEE	POSITION	TERM EXPIRY DATE
SCN	Faculty Senator	03/31/2026
	Faculty Senator	03/31/2027
	Student Senator	08/31/2025
SCAD	Faculty Member	03/31/2027
	Graduate Student	08/31/2025
SCAAf	Undergraduate Representative	08/31/2025
	Regional Representative	03/31/2026
SCUB	Graduate Student	08/31/2025
SCUB	Undergraduate Student	08/31/2025
SCSB	Graduate Student	08/31/2025
SCHDSR	Faculty Senator	03/31/2027

**10.5 Senate Committee on Curriculum and Calendar**

**Read**

**10.6 Senate Committee on Admissions and Degrees**

**Read**

**10.7 Senate Committee on Indigenous Initiatives**

**Payne**

**10.8 Senate Committee on Honorary Degrees and Special Forms of Recognition**

**Payne**

**10.9 Senate Committee on Scholarships and Bursaries**

**Wood-Adams**

**For Information: NEW Awards Approved**

**Page 109 SCSB20242606.02 (approved)  
Engineers and Geoscientists BC Scholarship**



That the Terms and Conditions for the Engineers and Geoscientists BC Scholarship be approved.  
Effective: 2024-2025 academic year

**Page 111** **SCSB20242606.03 (approved)**

**EGBC Central Interior Branch Memorial Award**

That the revised Terms and Conditions for the EGBC Central Interior Branch Memorial Award be approved with a name change to the Central interior Branch Engineering & Geoscience Memorial Award.  
Effective: 2024-2025 academic year

**10.10 Senate Committee on University Budget**

**Gehloff**

**11.0 Approval of Motions on the Consent Agenda**

**Payne**

**S-202408.09**

**Approval of Motions on the Consent Agenda**

That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

**12.0 Information**

**Page 113** **12.1** 2024-2024 Health Research Institute (HRI) Annual Report

**Wood-Adams**

**Page 152** **12.2** Annual Report on UNBC Harassment and Discrimination Policy for 05/01/2023 – 04/29/2024

**Payne**

**13.0 Other Business**

**Page 155** **13.1** UNBC Strategic Research Plan Refresh/Renewal Consultation

**Wood-Adams**

**14.0** **S-202408.10** (10 minutes)

**Move to the Closed Session**

That the meeting move to Closed Session.

**15.0** **S-202408.**

**Adjournment**

That the Senate meeting be adjourned.

Motion Number (assigned by  
Steering Committee of Senate): S-202408.03

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## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the Post-Diploma Baccalaureate Nursing Program, on page 178 of the PDF 2023/2024 UNBC Undergraduate Calendar, be cancelled as proposed.

1. **Effective date:** January 2025

2. **Rationale for the proposed revisions:**

Post-Diploma BNP students are Registered Nurses who are actively employed in nursing practices and taking courses part-time to meet the requirements of a BScN degree. Many of the required courses are shared with the Northern Collaborative Baccalaureate Nursing Program (NCBNP), which has at times required “last minute” course adjustments (switching delivery modes, adding an additional section, finding an additional clinical placement) to accommodate a Post-Diploma BNP student taking a single course in a semester.

Between the academic years of 1996-97 and 2022-23, 247 students have enrolled in the Post-Diploma Baccalaureate Nursing Program (BNP), while only 81 students have completed and been conferred degrees. In the past 5 academic years, only 13 students have enrolled, and 4 degrees have been conferred.

Given the increased interest in the Rural Nursing Certificate Program (RNCP) (30 – 40 students per semester on average) and its BScN Completion, the RN First Call Certified Practice, Remote Nursing Certified Practice and newly developed Safe Prescribing for RNs with Certified Practice, there appears to be more need for this type of post nursing diploma education by Registered Nurse students than the traditional Post-Diploma BNP. For those Registered Nurse students wishing to pursue a BScN, the RNCP BScN Completion offers that option with the additional benefit of skills, knowledge, and experience in remote and rural nursing practice.

3. **Implications of the changes for other programs, etc., if applicable:** None

4. **Reproduction of current Calendar entry for the item to be revised:**

#### **Post-Diploma Baccalaureate Nursing Program**

The minimum requirement for completion of the Post-Diploma Baccalaureate Nursing Program BScN is 45 credit hours with 24 of these required credit hours in nursing. Admission occurs in September and January. The fulfillment of admission requirements does not guarantee admission to the post-diploma program and is based on available space.

#### **Transfer Credit**

Students who have completed a Registered Nurse Diploma at a recognized post-secondary institution may be eligible to receive up to 60 credit hours towards the Post-Diploma Baccalaureate Nursing Program.

In addition to block credit awarded for the diploma, a maximum of 15 credit hours from other recognized institutions may be transferred into the Post-Diploma Baccalaureate Nursing Program. Nursing courses, or their equivalents, must have been completed within five years prior to the semester of admission to be eligible for transfer credit into the Nursing Program.

### Admission Requirements

Applicants must:

- meet UNBC admission requirements;
- submit official transcript(s) from diploma program;
- provide evidence of active and continuing registration as a nurse in British Columbia. Annual documentation of current, practising BCCNM licensure is required while enrolled in the program.

Once accepted to the Post-Diploma Baccalaureate Nursing Program, all students must complete and submit the specified immunization forms prior to commencing a course with a clinical component. Failure to do so may result in the student not being allowed to practice in the clinical setting.

In order to meet the graduation requirements for the BScN, the post-RN student must successfully complete the following courses:

### Program Requirements Lower-Division Requirement

#### 200 Level

STAT 240-3                      Basic Statistics, or equivalent

#### Upper-Division Requirement

#### 300 Level

NURS 304-3                      Introduction to Nursing Knowledge  
NURS 306-3                      Introduction to Epidemiology

#### 400 Level

NURS 403-3                      Introduction to Nursing Research  
NURS 408-3                      Nursing Leadership  
NURS 415-3                      Introduction to Community Health and Nursing  
\*or NURS 418-7                      Introduction to Community Health and Nursing  
NURS 451-3                      Health Assessment and RN First Call  
\*\*or NURS 458-6                      Remote Nursing Certified Practice  
POLY 403-3                      Social and Health Policy and Administration

\*Students wishing to take NURS 420-6 or NURS 422-6 as their Clinical Concentration should take NURS 418-7 which substitutes for NURS 415-3 and 4 credit hours towards the list below.

\*\*Students who have successfully completed NURS 458-6 receive credit for NURS 451-3 and NURS 459-3.

#### A minimum of 9 credit hours selected from the following:

ANTH 201-3                      Medical Anthropology  
ANTH 213-3                      Peoples and Cultures  
COMM 230-3                      Organizational Behaviour  
HHSC 311-3                      Nutrition

HHSC 473-3	Health Promotion
NURS 412-3	Women and Health
NURS 452-6	Chronic Disease Management, Palliative Care and Wound Care
NURS 453-3	Nursing Practice with Older Persons
NURS 454-6	Perinatal Care
NURS 455-6	Foundations in Emergency and Trauma Nursing
NURS 456-3	Mental Health and Addictions
NURS 457-3	Living and Working in a Rural Community
NURS 459-3	Remote Nursing Clinical Reasoning

Note: Students wishing to take NURS 422-6 as their clinical concentration cannot take NURS 457-3 from the list above.

At least **one** of the following areas of clinical concentration:

NURS 420-6	Community Health Nursing
NURS 422-6	Indigenous Health and Nursing
NURS 426-6	Acute Care Nursing
NURS 432-6	Mental Health and Addictions Nursing
NURS 435-6	Pediatric Nursing
NURS 454-6	Perinatal Care
NURS 455-6	Foundations in Emergency and Trauma Nursing
NURS 497-6	Specialty Focus in Nursing

### Elective Requirement

Six credit hours chosen to ensure completion of a minimum of 45 credit hours and fulfillment of the following requirements:

- Three credit hours of First Nations Studies at any level.
- Three additional credit hours in Nursing at the 200 level or above, or 3 credit hours at the 200 level or above in a subject related to Nursing (with permission of the Program).

## 5. Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:

### ~~Post-Diploma Baccalaureate Nursing Program~~

~~The minimum requirement for completion of the Post-Diploma Baccalaureate Nursing Program BScN is 45 credit hours with 24 of these required credit hours in nursing. Admission occurs in September and January. The fulfillment of admission requirements does not guarantee admission to the post-diploma program and is based on available space.~~

### ~~Transfer Credit~~

~~Students who have completed a Registered Nurse Diploma at a recognized post-secondary institution may be eligible to receive up to 60 credit hours towards the Post-Diploma Baccalaureate Nursing Program.~~

~~In addition to block credit awarded for the diploma, a maximum of 15 credit hours from other recognized institutions may be transferred into the Post-Diploma Baccalaureate Nursing Program. Nursing courses, or their equivalents, must have been completed within five years prior to the semester of admission to be eligible for transfer credit into the Nursing Program.~~

## Admission Requirements

Applicants must:

- meet UNBC admission requirements;
- submit official transcript(s) from diploma program;
- provide evidence of active and continuing registration as a nurse in British Columbia. Annual documentation of current, practising BCCNM licensure is required while enrolled in the program.

— Once accepted to the Post-Diploma Baccalaureate Nursing Program, all students must complete and submit the specified immunization forms prior to commencing a course with a clinical component. Failure to do so may result in the student not being allowed to practice in the clinical setting.

— In order to meet the graduation requirements for the BScN, the post-RN student must successfully complete the following courses:

## Program Requirements

### Lower-Division Requirement

#### 200-Level

— STAT 240-3 ————— Basic Statistics, or equivalent

### Upper-Division Requirement

#### 300-Level

NURS 304-3 ————— Introduction to Nursing Knowledge

NURS 306-3 ————— Introduction to Epidemiology

#### 400-Level

NURS 403-3 ————— Introduction to Nursing Research

NURS 408-3 ————— Nursing Leadership

NURS 415-3 ————— Introduction to Community Health and Nursing

— \*or NURS 418-7 ————— Introduction to Community Health and Nursing

NURS 451-3 ————— Health Assessment and RN First Call

— \*\*or NURS 458-6 ————— Remote Nursing Certified Practice

POLS 403-3 ————— Social and Health Policy and Administration

\*Students wishing to take NURS 420-6 or NURS 422-6 as their Clinical Concentration should take NURS 418-7 which substitutes for NURS 415-3 and 4 credit hours towards the list below.

\*\*Students who have successfully completed NURS 458-6 receive credit for NURS 451-3 and NURS 459-3.

### A minimum of 9 credit hours selected from the following:

ANTH 201-3 ————— Medical Anthropology

ANTH 213-3 ————— Peoples and Cultures

COMM 230-3 ————— Organizational Behaviour

HHSC 311-3 ————— Nutrition

HHSC 473-3 ————— Health Promotion

NURS 412-3 ————— Women and Health

NURS 452-6 ————— Chronic Disease Management, Palliative Care and Wound Care

NURS 453-3 ————— Nursing Practice with Older Persons

NURS 454-6 ————— Perinatal Care

~~NURS 455-6 Foundations in Emergency and Trauma Nursing  
NURS 456-3 Mental Health and Addictions  
NURS 457-3 Living and Working in a Rural Community  
NURS 459-3 Remote Nursing Clinical Reasoning~~

~~Note: Students wishing to take NURS 422-6 as their clinical concentration cannot take NURS 457-3 from the list above.~~

~~At least **one** of the following areas of clinical concentration:~~

~~NURS 420-6 Community Health Nursing  
NURS 422-6 Indigenous Health and Nursing  
NURS 426-6 Acute Care Nursing  
NURS 432-6 Mental Health and Addictions Nursing  
NURS 435-6 Pediatric Nursing  
NURS 454-6 Perinatal Care  
NURS 455-6 Foundations in Emergency and Trauma Nursing  
NURS 497-6 Specialty Focus in Nursing~~

### **Elective Requirement**

~~— Six credit hours chosen to ensure completion of a minimum of 45 credit hours and fulfillment of the following requirements:~~

- ~~• Three credit hours of First Nations Studies at any level.~~
- ~~• Three additional credit hours in Nursing at the 200 level or above, or 3 credit hours at the 200 level or above in a subject related to Nursing (with permission of the Program).~~

### **6. Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)**

**Program / Academic / Administrative Unit:** School of Nursing

**Faculty(ies):** FHHS

**Faculty Council Motion Number(s):** FHHS.2024.06.20.04

**Faculty Council Approval Date(s):** June 20, 2024

**Senate Committee on Indigenous Initiatives Motion Number:** Not Applicable

**Senate Committee on Indigenous Initiatives Meeting Date:** Not Applicable

### **7. Other Information**

**Attachment Pages:**     #     pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

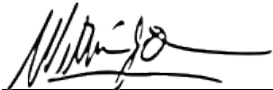
**Motion No.:** SCAAF202407.03

**Moved by:** Todd Whitcombe

**Seconded by:** Ron Camp

**Committee Decision:** CARRIED

**Approved by SCAAF:** July 10, 2024  
**Date**

  
**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the MOU between Aurora College and the University of Northern British Columbia be approved as proposed.

**Effective Date:** Upon approval and execution of MOU.

**Rationale:** Aurora College and UNBC are entering this agreement to establish a working relationship wherein Aurora College will be able to offer UNBC degree programs (Bachelor of Education; other programming may be included at a later date) to students in the Northwest Territories, while working towards degree-granting status of their own offerings of these programs. The MOU sets out the working relationship to begin collaborative work to develop and ultimately deliver UNBC programming at Aurora College. Supplementary Agreement(s) to the MOU that set out the operational requirements and process for the partnership will be brought forward for approval as development proceeds.

**Motion proposed by:** Nicola Koper

**Academic Program:** Bachelor of Education

**Implications for Other Programs / Faculties?** Yes – included in the MOU is an intention to explore options for delivery by Aurora College of UNBC courses outside of Education in order to meet program admission requirements. Initial conversation on this has been initiated with the Faculty Deans. Any offerings would be with agreement of the academic program, and outlined in a Supplementary Agreement to this MOU.

**Faculty:** Faculty of Human and Health Sciences

**Faculty Council / Committee Motion Number:** FHHS.2024.06.20.02

**Faculty Council / Committee Approval Date:** June 20, 2024

**Attachment Pages (if applicable):**  3  pages



**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

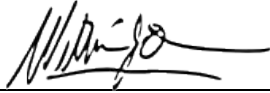
**Motion No.:** SCAAF 202407.04

**Moved by:** Allan Kranz

**Seconded by:** Katerina Standish

**Committee Decision:** CARRIED

**Approved by SCAAF:** July 10, 2024  
**Date**

  
**Chair's Signature**

**For recommendation to**  **, or information of** \_\_\_\_\_ **Senate.**

**MEMORANDUM OF UNDERSTANDING**

**Dated the \_\_\_ day of \_\_\_\_, 202\_\_**

**BETWEEN:**

AURORA COLLEGE

P.O. Box 1290

50 Conibear Crescent

Fort Smith NT X0E 0P0

(Hereinafter referred to as "Aurora College")

AND

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

3333 University Way

Prince George BC V2N 4Z9

(Hereinafter referred to as "UNBC")

**WHEREAS:**

A. Aurora College is a corporate body established under the Public Colleges Act, R.S.N.W.T. 1988, c.A-7, and continued under the Aurora College Act, R.S.N.W.T. 1988, c.A-7.

B. As parties to this Memorandum of Understanding, Aurora College and UNBC, hereby affirm their intent to collaborate on the development and delivery at Aurora College of the UNBC Bachelor of Education degree program as outlined in the UNBC Undergraduate Academic Calendar. UNBC commits to sharing programmatic information, course curricula, pedagogical and content materials, and to providing support for Aurora College faculty and staff for the implementation and ongoing delivery of the UNBC Bachelor of Education program. This includes UNBC's collaboration on the Aurora College General Studies program to ensure that required and elective courses will allow students to achieve the admission requirements for the Bachelor of Education degree program.

C. Aurora College can promote the intention to deliver these programs beginning immediately, with the intention for first delivery to take place no earlier than the September 2026 semester. Until such time that Aurora College is able to grant their own baccalaureate degree in Education, graduates of this program will receive UNBC degrees.

D. UNBC and Aurora College agree to explore options for delivery by Aurora College of UNBC courses that fall outside of the Bachelor of Education degree programs.

E. Details of the implementation of any activity resulting from this Memorandum of Understanding shall be negotiated between the two institutions, and will be outlined in a Supplementary Agreement(s) between the institutions. No program delivery shall commence without a signed Supplementary Agreement in place.

F. The institutions recognize that Aurora College is actively seeking degree granting status, and in time intends to transition to delivery of their own baccalaureate degrees. The institutions will work together to ensure a smooth transition that supports active students completing UNBC degrees at the same time that Aurora College degrees begin implementation. The transition plan will be outlined in a Supplementary Agreement between the institutions.

G. Aurora College bears the cost of delivery of the programs, including hiring of faculty and staff and operational costs to support program delivery.

H. The institutions recognize that this collaboration may result in the use of existing and/or development of new, various types of intellectual property. The institutions are committed to working in good faith to develop fair principles for dealing with intellectual property, including ownership, use, publication, and confidentiality. The principles will be developed in accordance with the institutions' respective policies and collective agreements and will be incorporated into the Supplementary Agreement(s).

I. The institutions shall designate a liaison office for this Memorandum of Understanding and for any Supplementary Agreements. For Aurora College, the liaison office shall be the Office of the Vice President Education & Training. For UNBC, the liaison office shall be the Office of the Vice President Academic & Provost. Any notice associated with this Memorandum of Understanding and any Supplemental Agreements must be given in writing. A notice may be delivered to a representative of the Party by hand or email, directed to the representative listed below. Any notice delivered before 4:00 PM Pacific time shall be deemed to have been given on that business day, and after 4:00 PM Pacific time shall be deemed to have been given on the next business day.

Aurora College: XXXX, XXX@XXX [NOTE: This information to be supplied before MOU is finalized]

UNBC: Megan Caldwell, megan.caldwell@unbc.ca

J. This Memorandum of Understanding reflects the commitment of the institutions to collaborate on the development and delivery at Aurora College of the UNBC Bachelor of Education degree program as outlined in the UNBC Undergraduate Academic Calendar as of the date indicated above.

K. This Memorandum of Understanding may be amended by mutual written agreement between the institutions.

L. This Memorandum of Understanding may be terminated at any time by any of the institutions, provided that notice of termination is provided by the notifying institutions to the other institutions at least ninety (90) days in advance of the date on which termination is intended to become effective. Any termination of the Memorandum of Understanding shall not have effect on any arrangement in place at the time that the notice is provided, where the arrangement arises from any Supplementary Agreement(s) resulting from this Memorandum of Understanding. Supplementary Agreements may only be terminated in accordance with the terms contained therein.

IN WITNESS WHEREOF the parties hereto have executed the Memorandum of Understanding as of the date first written above.

**Aurora College**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_

Jeffrey O'Keefe  
Vice President Education & Training  
Aurora College

**University of Northern British Columbia**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_

Dr. Bill Owen  
Interim Vice President Academic &  
Provost  
University of Northern British  
Columbia

Motion Number (assigned by  
Steering Committee of Senate): S-202408.05

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the proposed agreement to add Cedars Christian School as a secondary school partner for the UNBC TekX Dual Credit program be approved as proposed.

**Effective Date:** January 2025

**Rationale:** In early 2024, an agreement involving UNBC, College of New Caledonia (CNC), and School District 57 (SD 57) was approved to deliver the Dual Credit Technology Exploration (TekX) program, beginning in Fall 2024. Since, Cedars Christian School, an independent K-12 school located in Prince George, BC have expressed interest in making the TekX program available to their high school students. The current partners have received approval from the BC Ministry of Post Secondary Education and Future Skills, who provided start-up funding for the initial TekX program/agreement, to add an independent school partner such as Cedars Christian School, and that attached draft agreement outlines Cedars Christian School's addition as a partner.

**Motion proposed by:** Dennis Stark, Marlina Hawes, Shahadat Hossain, Deborah Roberts

**Academic Program:** Computer Science

**Implications for Other Programs / Faculties?** None

**College:** Faculty of Science & Engineering

**College Council / Committee Motion Number:** not applicable

**College Council / Committee Approval Date:** not applicable

**Attachment Pages (if applicable):** 9 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

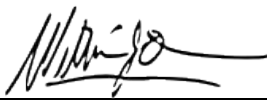
**Motion No.:** SCAAF 202407.05

**Moved by:** Clarence Hofsink

**Seconded by:** Katerina Standish

**Committee Decision:** CARRIED

**Approved by SCAAF:** July 10, 2024  
Date

  
Chair's Signature

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

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# **TECHNOLOGY EXPLORATION DUAL CREDIT AGREEMENT**

BETWEEN

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
(herein referred to as “UNBC”)

And

**COLLEGE OF NEW CALEDONIA**  
(herein referred to as “CNC”)

And

**CEDARS CHRISTIAN SCHOOL**  
(herein referred to as the “Cedars”)

## **WHEREAS**

- I. The Ministry of Education and Child Care’s *Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies Policy* allows students to earn credits toward Grade 12 graduation in a variety of ways, including earning credits for courses at specific post-secondary institutions; and
- II. The Ministry of Education and Child Care’s *Recognition of Post-Secondary Transition Programs for Funding Purposes Policy* defines post-secondary transitions programs as educational programs that “combine secondary and post-secondary courses, and that lead to Grade 12 graduation as well as help students make smooth transitions to further education or training”; and
- III. UNBC is a university as defined in the British Columbia University Act, offering various programs and courses at the undergraduate, graduate, and doctoral level; and
- IV. CNC is a college as defined in the College and Institutes Act R.S.B.C. 1996, c52 as amended; and

- 
- V. Cedars is an independent school regulated by the Independent School Act R.S.B.C. 1996, c216 as amended.

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

UNBC, CNC and Cedars agree to collaborate to provide a Technology Exploration program on a dual credit basis for Cedars students. Said program will herein be referred to as the “TEKX Dual Credit Program”.

**PURPOSE:**

The purpose of this agreement is to outline the policies and processes by which the parties will execute the implementation and delivery of the TEKX Dual Credit Program.

**A. BACKGROUND**

- A.1. UNBC and CNC each offer existing dual credit programs for secondary school students (“Student(s)”). This agreement relates to the separate and independent TEKX Dual Credit Program, whereby students recommended by Cedars take a set number of predetermined mandatory courses.
- A.2. The TEKX Dual Credit Program has received funding from British Columbia’s Ministry of Post-Secondary Education and Future Skills as part of the expansion of tech-relevant programming at public post-secondary institutions.
- A.3. Course delivery methods may include scheduled in-person classes, scheduled online (synchronous) classes, unscheduled online (asynchronous) classes, Hyflex classes, or a combination of the above.
- A.4. Such students who successfully complete courses in the TEKX Dual Credit Program receive UNBC or CNC credit for those courses.
- A.5. UNBC and CNC will offer courses (“TEKX Dual Credit Courses”) for the TEKX Dual Credit Program that articulate to each respective institute (i.e., via BCCAT).
- A.6. TEKX Dual Credit Program courses are subject to change on an annual basis.
- A.7. The TEKX Dual Credit Program is available to Students from within Cedars, and in particular those preparing to take the program during their grade 11 year.

**B. TERMS OF THE AGREEMENT**

- B.1. UNBC agrees to:



- 
- B.1.1. Designate a representative to be responsible for inter-institutional cooperation and oversight and implementation of the TEKX Dual Credit Program and this Agreement, and compliance with this Agreement.
  - B.1.2. Designate a representative(s) at its campus to be the on-campus contact point for students participating in the TEKX Dual Credit Program.
  - B.1.3. Prepare and offer to Cedars for comment any promotional material relevant to participation in this Agreement.
  - B.1.4. Review received and completed application-for-admission forms for the TEKX Dual Credit Program. This review will be completed in consultation with the other parties. Students approved to participate in the TEKX Dual Credit Program will be notified by UNBC's Registrar's Offices as will the other parties.
  - B.1.5. Work with the other parties to ensure students are registered for the Program and will send a confirmation of enrolment to both the student and the other parties.
  - B.1.6. Work with the other parties to determine the minimum number of applications and/or registrations required to effectively offer the program in any given year, or for any given semester.
  - B.1.7. Provide official transcripts without charge to Cedars at the end of each school year that has had students participate in the TEKX Dual Credit Program.
  - B.1.8. Pay the mandatory UNBC student fees (including any course fees) for students that participate in the TEKX Dual Credit Program.
  - B.1.9. At the start of each semester, independently invoice Cedars for the tuition due based on the list of registered students in the TEKX Dual Credit Program.
  - B.1.10. Participate in and provide information to the program evaluation as referenced in section D.
  - B.1.11. Work with the other parties to come to an agreement and resolution in writing regards any necessary deviation to this agreement in the course of its implementation, insofar as is reasonable.
  - B.1.12. Assess CNC TEKX classes for transfer to UNBC.
- B.2. CNC agrees to:
- B.2.1. Designate a representative to be responsible for inter-institutional cooperation and oversight and implementation of the TEKX Dual Credit Program and this Agreement, and compliance with this Agreement.
  - B.2.2. Designate a representative(s) at its campus to be the on-campus contact point for students participating in the TEKX Dual Credit Program.

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- B.2.3. Prepare and offer to Cedars for comment any promotional material relevant to participation in this Agreement.
  - B.2.4. Review received and completed application-for-admission forms for the TEKX Dual Credit Program. This review will be completed in consultation with the other parties. Students approved to participate in the TEKX Dual Credit Program will be notified by CNC's Registrar's Offices as will the other parties.
  - B.2.5. Work with the other parties to ensure students are registered for the Program and will send a confirmation of enrolment to both the student and the other parties.
  - B.2.6. Work with the other parties to determine the minimum number of applications and/or registrations required to effectively offer the program in any given year, or for any given semester.
  - B.2.7. Provide official transcripts without charge to Cedars at the end of each school year that has had students participate in the TEKX Dual Credit Program.
  - B.2.8. Pay the mandatory CNC student fees (including any course fees) for students that participate in the TEKX Dual Credit Program.
  - B.2.9. At the start of each semester, independently invoice Cedars for the tuition due based on the list of registered Students in the TEKX Dual Credit Program.
  - B.2.10. To participate in and provide information to the program evaluation as referenced in section D.
  - B.2.11. Work with the other parties to come to an agreement and resolution in writing regards any necessary deviation to this agreement in the course of its implementation, insofar as is reasonable.
  - B.2.12. Assess UNBC TEKX classes for transfer to CNC.
  - B.2.13. Issue a credential to students who successfully complete the program.
  - B.2.14. Report to the Ministry of Post-Secondary Education and Future Skills as required.
- B.3. Cedars agrees to:
- B.3.1. Designate a representative to be responsible for inter-institutional cooperation and oversight and implementation of the TEKX Dual Credit Program and this Agreement, and compliance with this Agreement.
  - B.3.2. Designate a representative(s) at the student's School to be the contact point for students participating in the TEKX Dual Credit Program.
  - B.3.3. Actively promote the TEKX Dual Credit Program to current students.

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- B.3.4. Provide opportunities for representatives of UNBC and CNC to visit appropriate forums to disseminate information about the TEKX Dual Credit Program, and to promote the purposes of this Agreement, namely, the opportunity to participate in the TEKX Dual Credit Program in relevant marketing materials including online media and relevant websites.
  - B.3.5. Provide nomination forms for interested and qualified students for consideration for the TEKX Dual Credit Program, based on the criteria established by the institutional representatives, as referenced in section B.1.1, B.2.1, and B.3.1.
  - B.3.6. Work with the other parties to ensure questions and/or issues around a student's application and/or registration are resolved in a timely manner.
  - B.3.7. Work with the other parties to determine the minimum number of applications and/or registrations required to effectively offer the program in any given year, or for any given semester.
  - B.3.8. Pay the tuition costs for its students that participate in the TEKX Dual Credit Program.
  - B.3.9. To participate in and provide information to the program evaluation as referenced in section D.
  - B.3.10. Work with the other parties to come to an agreement and resolution in writing regards any necessary deviation to this agreement in the course of its implementation, insofar as is reasonable.

### **C. MUTUAL GRANT OF RIGHTS**

- C.1. Each party grants to the other party a non-exclusive, non-transferable, revocable, royalty-free license during the term of the Agreement to use the trademark of the other party, as supplied by that Party for promotional purposes relevant to this Agreement provided that such use is reviewed by the other party before promotion begins and does not 1) contravene the other Party's policy or practice as to proper use of its mark, or 2) in the opinion of the other Party, damage its reputation or goodwill.

### **D. EVALUATION**

- D.1. Cedars, UNBC, and CNC shall conduct an evaluation of the operation of this Agreement on the first and each subsequent anniversary of the signing of the Agreement. Where possible this evaluation will consist of both parties examining:
  - D.1.1. The number of student applications and admissions into the TEKX Dual Credit Program the prior year.
  - D.1.2. The success rates of students in the TEKX Dual Credit Program on an annual basis.

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D.1.3. Admission procedures, program planning, course offerings, timelines and special requirements; and/or

D.1.4. Recommendation for types and times of promotion efforts.

## **E. TERM AND EARLY TERMINATION OF THE AGREEMENT**

E.1. This Agreement will become effective on the date of signing (as referenced in Section G.5.) and have an initial term of three (3) years. The term shall be extended on a year-by-year basis unless any party notifies the others in writing at least three (3) months before the end of the then-current term of its desire to terminate the Agreement. Any party can terminate this Agreement for any reason at any time upon giving three (3) months prior written notice to the other parties.

E.2. In the event of the termination of this Agreement under Section E.1, all parties acknowledge and agree that all students enrolled and currently participating in the TEKX Dual Credit Program as at the date of the written notice of such termination shall be entitled to complete the courses in which they are enrolled or were planning to enroll in per the terms of their Dual Credit offer of admission and sponsorship form.

E.3. Each party hereto agrees to use its best efforts to cause any disputes or disagreements between the parties to be considered, negotiated in good faith, and resolved as soon as practicable. Disputes or disagreements not resolved within a month will be referred to arbitration.

## **F. CONFIDENTIALITY**

F.1. The parties may wish to disclose confidential information, knowledge or material that is non-public, confidential, or proprietary in nature to each other to facilitate work under this Agreement (“Confidential Information”). UNBC, CNC, and Cedars agree to keep confidential and not disclose to others information designated as “confidential” and supplied by them for the purposes of this Agreement. The parties agree to advise and notify the other as to which information disclosed, if any, constitutes Confidential Information. All written materials disclosed, and all materials disclosed in electronic form, shall be clearly marked as “confidential”, while any oral disclosures shall be followed by a written memorandum (which may be in electronic form) outlining the information disclosed and its confidential nature within five (5) days of disclosure.

F.2. Confidential Information shall be safeguarded and not disclosed to anyone without a “need to know” within UNBC, CNC, or Cedars or to third parties unless prior written authority is obtained from the disclosing party.

F.3. The obligation to keep confidential shall not apply to information which is already known to the party to which it is disclosed; becomes part of the public domain without breach of this Agreement; is independently developed by the recipient party by someone without access to or use of the Confidential Information; is obtained from third parties that have no

obligation of confidentiality to the parties to this Agreement; or is required by law to be disclosed.

- F.4. Cedars will facilitate any parent's request for access to information and discussion about the child's progress with this program. The Cedars representative recommending that a child will participate in the program will inform that child that a third-party authorization form must be completed and submitted to UNBC and CNC to authorize UNBC and CNC to directly release any information to parents.

## **G. GENERAL**

- G.1. Notwithstanding anything in this Agreement otherwise expressed or implied, the parties have entered into the Agreement for the purpose of collaborating for the purposes expressed herein only and it is not the intention of the parties to create a partnership and the parties shall not be or deemed to be partners.
- G.2. For the purposes of this Agreement, any notice or other communication between the parties may be delivered by courier, mail, facsimile or electronic mail to the respective addresses of the parties set out below:

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

3333 University Way

Prince George, BC

V2N 4Z9

Attention: \_\_\_\_\_

**COLLEGE OF NEW CALEDONIA**

3320

22nd Ave

Prince George BC

V2N 1P8

Attention: \_\_\_\_\_

**CEDARS CHRISTIAN SCHOOL**

600 Preston Road

Prince George, BC, V2K 1A8

Attention: \_\_\_\_\_

- G.3. This Agreement shall be construed in accordance with the laws of the Province of British Columbia and any legal proceedings with respect to this Agreement will be brought in Prince George, BC.
- G.4. This Agreement constitutes the entire agreement of the parties with respect to the subject matter set out herein and may only be amended in writing signed by the parties.

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G.5. This agreement will come into effect upon signature by the three parties.

DRAFT

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

Per: \_\_\_\_\_  
NAME  
TITLE

Date: \_\_\_\_\_  
(Day / Month / Year)

**COLLEGE OF NEW CALEDONIA**

Per: \_\_\_\_\_  
NAME  
TITLE

Date: \_\_\_\_\_  
(Day / Month / Year)

**CEDARS CHRISTIAN SCHOOL**

Per: \_\_\_\_\_  
NAME  
TITLE

Date: \_\_\_\_\_  
(Day / Month / Year)

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the renewal agreement outlining UNBC and School District 57's Dual Credit agreement be approved as proposed.

**Effective Date:** retroactive to September 2020

**Rationale:** UNBC and School District 57 (SD 57) signed its inaugural five-year Dual Credit agreement in 2015, which expired in 2020. This agreement enables senior students studying at SD 57 to be nominated and admitted to take UNBC courses for credit towards high school graduation and postsecondary in their senior year of high school, with UNBC covering the student fees, and the School District being invoiced for the tuition costs by way of the BC Ministry of Education & Childcare's funding for [Dual Credit](#). An active agreement between parties is one of the requirements for Ministry funding. The attached draft agreement is meant to commence retroactively from the expiration of the original agreement and extend five years into the future, expiring in 2029.

**Motion proposed by:** Dennis Stark, Marlina Hawes

**Academic Program:** N/A

**Implications for Other Programs / Faculties?** Yes, in that this allows for high school students to enroll in approved 100-level courses across all programs/faculties in their senior years of high school.

**College:** not applicable

**College Council / Committee Motion Number:** not applicable

**College Council / Committee Approval Date:** not applicable

**Attachment Pages (if applicable):**  11  pages



**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

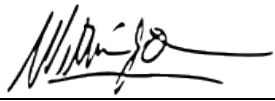
**Motion No.:** SCAAF202407.06

**Moved by:** Ron Camp

**Seconded by:** Clarence Hofsink

**Committee Decision:** CARRIED

**Approved by SCAAF:** July 10, 2024  
Date

  
Chair's Signature

**For recommendation to**  **, or information of** \_\_\_\_\_ **Senate.**

## **UNBC DUAL CREDIT AGREEMENT**

BETWEEN

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
(herein referred to as “UNBC”)

And

**BOARD OF EDUCATION OF SCHOOL DISTRICT #57 (“PRINCE GEORGE”)**  
(herein referred to as the “District”)

### • **BACKGROUND**

- A.1 UNBC is a fully-accredited and degree-granting university operating at Prince George, B.C. UNBC offers various programs and courses at the undergraduate, graduate, and doctoral level.
- A.2 UNBC offers a dual credit program for secondary students (“Student(s)”), whereby Students recommended by their home District are able to take select UNBC courses in a distance delivery or in-class format. Such Students who successfully complete the pre-selected UNBC Course(s) receive UNBC credit for that course(s).
- A.3 UNBC currently offers preselected courses (“UNBC Dual Credit Courses”) for the UNBC Dual Credit program as listed in Appendix A of this Agreement.
- Subject to section C.2 of this Agreement, UNBC Dual Credit Courses are subject to change on an annual basis.

### **C PROCEDURE**

#### **C.1 Student Recommendation**

The District agrees to provide nomination forms for interested and qualified Students for consideration for the UNBC Dual Credit program based on the criteria established by the institutional representatives, as referenced in section C.10 below.

#### **C.2 Registration Procedure**

Students recommended by the District representative to participate in the UNBC Dual Credit program will be required to complete the designated UNBC application-for-admission form. UNBC will review the completed application-for-admission form. This review may be completed in consultation with the District. Students approved to participate in the UNBC Dual Credit program will be notified by UNBC’s Registrar’s Office as will the District. UNBC will register the Student and send a

confirmation of enrolment to both the Student and the District. Upon the publication of the full semester course schedule, an approved Dual Credit course list will be developed by UNBC and shared with the District for approval prior to distribution.

**C. 3 Transcripts**

UNBC agrees to provide unofficial transcripts without charge to the District at the end of each semester that has had Students participate in the UNBC Dual Credit program. Students wishing to obtain an official UNBC transcript will be subject to normal fees and processes.

**C. 4 Fees**

The District agrees to pay the tuition costs for its students that participate in the UNBC Dual Credit program. The District shall be subject to all relevant UNBC policies concerning tuition refund.

UNBC agrees to pay student fees charged to Students while participating in the UNBC Dual Credit program.

Unless otherwise arranged and agreed upon, Students that participate in the UNBC Dual Credit program shall be responsible for all relevant non-tuition course fees.

A breakdown of these costs are provided in Appendix E.

**C. 5 Invoicing**

UNBC shall invoice the District for the tuition due based on the list of registered Students provided by UNBC.

**C. 6 Mutual Grant of Rights**

Each party grants to the other party a non-exclusive, non-transferable, revocable, royalty-free license during the term of the Agreement to use the trademark of the other party as shown in Appendices B and C for promotional purposes relevant to this Agreement provided that such use is reviewed by the other party before promotion begins and does not 1) contravene the other party's policy or practice as to proper use of its mark, or 2) in the opinion of the other party, damage its reputation or goodwill.

**C. 7 Promotion by the District**

The District agrees to make information about this Agreement available to current students. The District agrees to provide opportunities for representatives of UNBC to visit appropriate forums at their organization to disseminate information about the UNBC Dual Credit program, and to promote the purposes of this Agreement, namely, the opportunity to participate in the UNBC Dual Credit program in relevant marketing materials including online media and relevant websites.

**C. 8 Preparation of promotional material by UNBC**

The University agrees to prepare and offer to the District for comment any promotional material relevant to participation in this Agreement.

**C. 9 Evaluation**

The District and UNBC shall conduct an evaluation of the operation of this Agreement on the first and each subsequent anniversary of the signing of the Agreement. Where possible this evaluation will consist of both parties examining:

The number of Student applications and admissions into the UNBC Dual Credit program the prior year;

The success rates of Students in the UNBC Dual Credit program on an annual basis;

Admission procedures, program planning, course offerings, time lines and special requirements; and/or

Recommendation for types and times of promotion efforts.

**C.10 Contact**

Each of the District and UNBC will designate a representative at its respective campus to be responsible for inter-institutional administrative implementation of this Agreement and compliance with this Agreement.

**D TERM AND EARLY TERMINATION OF THE AGREEMENT**

D.1 This Agreement will become effective **retroactive to the date of the previous agreement's expiration** and have an initial term of five (5) years into the future, ending on **August 1, 2029**. The term shall be extended on a year-by-year basis unless either party notifies the other in writing at least three (3) months before the end of the then-current term of its desire to terminate the Agreement. Either party can terminate this Agreement for any reason at any time upon giving three (3) months prior written notice to the other party.

D.2 In the event of the termination of this Agreement under Section D.1, both parties acknowledge and agree that, subject to Section C.3 above, all Students enrolled in the UNBC Dual Credit program as at the date of the written notice of such termination shall be entitled to complete the courses in which they are enrolled or were planning to enroll in per the terms of their Dual Credit offer of admission and sponsorship form.

D.3 Each Party hereto agrees to use its best efforts to cause any disputes or disagreements between the Parties to be considered, negotiated in good faith, and resolved as soon as practicable. Disputes or disagreements not resolved within a month will be referred to arbitration.

**F CONFIDENTIALITY**

The Parties may wish to disclose confidential information, knowledge or material that is non-public, confidential or proprietary in nature to each other to facilitate work under this Agreement (“Confidential Information”). UNBC and the District agree to keep confidential and not disclose to others information designated as “confidential” and supplied by them for the purposes of this Agreement. The Parties agree to advise and notify the other as to which information disclosed, if any, constitutes Confidential Information. All written materials disclosed, and all materials disclosed in electronic form, shall be clearly marked as “confidential”, while any oral disclosures shall be followed by a written memorandum (which may be in electronic form) outlining the information disclosed and its confidential nature within five (5) days of disclosure.

Confidential information shall be safeguarded (in the case of UNBC, to the same extent that UNBC uses for its own similar confidential information) and not disclosed to anyone without a “need to know” within UNBC or the District or to third parties unless prior written authority is obtained from the disclosing party.

The obligation to keep confidential shall not apply to information which is already known to the party to which it is disclosed; becomes part of the public domain without breach of this Agreement; is independently developed by the recipient party by someone without access to or use of the Confidential Information; is obtained from third parties that have no obligation of confidentiality to the parties to this Agreement; or is required by law to be disclosed.

As a university, UNBC is not subject to sections 7 and 9 of British Columbia’s School Act or equivalent requirements in other jurisdictions. The District will facilitate any parent’s request for access to information and discussion about the child’s progress with this program. The District representative recommending that a child with participate in the program will inform that child that a third party authorization form must be completed and submitted to UNBC to authorize UNBC to directly release any information to parents.

## **G GENERAL**

- G.1 Notwithstanding anything in this Agreement otherwise expressed or implied, the parties have entered into the Agreement for the purpose of collaborating for the purposes expressed herein only and it is not the intention of the parties to create a partnership and the Parties shall not be or deemed to be partners.
- G.2 For the purposes of this Agreement, any notice or other communication between the Parties may be delivered by courier, mail, facsimile or electronic mail to the respective addresses of the Parties set out below:

**University of Northern British Columbia**  
Office of the Registrar  
3333 University Way  
Prince George, BC

V2N 4Z9  
Attention: University Registrar

**Board of Education of School District No. 57 (“Prince George”)**  
2100 Ferry Avenue  
Prince George, BC, V2L 4R5  
Attention: **NAME TITLE**

- G.3 This Agreement shall be construed in accordance with the laws of the Province of British Columbia and any legal proceedings with respect to this Agreement will be brought in Prince George, BC.
- G.4 This Agreement constitutes the entire agreement of the Parties with respect to the subject matter set out herein and may only be amended in writing signed by the Parties.

DATED the **XX** day of **MONTH**, 2024

**UNIVERSITY OF NORTHERN BRITISH  
COLUMBIA**

**BOARD OF EDUCATION OF SCHOOL  
DISTRICT NO. 57 (“Prince George”)**

Per: \_\_\_\_\_  
Kimberly Read  
University Registrar

Per: \_\_\_\_\_  
Duly Authorized Signatory

Date: \_\_\_\_\_  
(Day / Month / Year)

Date: \_\_\_\_\_  
(Day / Month / Year)

## Appendix A

### List of Current UNBC Courses Available<sup>1</sup>

Course Lists will be provided for each eligible semester after the publication of the full course schedule for the UNBC community.

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<sup>1</sup> UNBC Courses are pre-determined by the institutional representatives and are subject to change on an annual basis.

**Appendix B**

**UNBC Logo**



DRAFT



**Appendix C**

**SD 57 Logo**

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## Appendix D

### Grading Scales and Conversion

**Undergraduate Grading System  
(effective September 2005)**

UNBC Grade Point	Letter Grade	Percentage	Definition/ Standing
4.33	A+	90 -100%	Excellent
4.00	A	85-89.9%	
3.67	A-	80-84.9%	
3.33	B+	77-79.9%	Good
3.00	B	73-76.9%	
2.67	B-	70-72.9%	
2.33	C+	67-69.9%	Satisfactory
2.00	C	63-66.9%	
1.67	C-	60-62.9%	Marginal
1.33	D+	57-59.9%	
1.00	D	53-56.9%	
0.67	D-	50-52.9%	
0.00	F	0 -49.9%	Failure

UNBC Dual Credit Courses	
Letter Grade Percentage Conversion	
UNBC Letter Grade	SD 57 %
A+	100
A	89
A-	84
B+	79
B	76
B-	72
C+	69
C	66
C-	62
D+	59
D	56
D-	50
F	0-49

## Appendix E

### Tuition and Fees Detail

#### School District 57:

Tuition: up to four credit hours per semester (2024/25 undergraduate tuition rates: \$199.63/credit domestic; \$891.76/credit international)

Lab Fees, Course Fees, Field Trip Fees: up to \$75/semester

#### University of Northern British Columbia:

UNBC will be responsible for all associated Ancillary and Northern Undergraduate Student Society (NUGSS) fees at the same rate as other UNBC students, including (as per <https://www2.unbc.ca/finance/accounts-receivable/fees-unbc>):

Student ID Card

Student Services Fee

WUSC Refugee Fee

Intramural Recreation & Fitness Fee

Intersarsity & Junior Varsity Fee

NUGSS Building Fee

NUGSS Society Fee

PGPIRG Fees

CFUR Radio Fee

Over the Edge Newspaper Fee

U-Pass Fee

Note: some fees are not charged if the student is participating in an online course.

#### Costs for Students:

Dual Credit students will be responsible to pay all associated costs for textbooks and other course supplies at the same rate as other UNBC students.

## Appendix F

### UNBC Student Services Detail

Dual Credit students will have full access to UNBC's services, including but not limited to:

- Student Advising
- Library Services
- Academic Success Centre
- Access Resource Centre\*
- Student Life
- Health & Wellness Services

Dual Credit students will be considered UNBC students and as such will have the same access to UNBC facilities as other UNBC students and are full members of the Northern Undergraduate Student Society.

#### \* Access for Students with Disabilities

UNBC and School District 57 recognize that they have a shared responsibility to ensure that all students have access to the Dual Credit program. As such, each school in the District and the UNBC Access Resource Centre agree to work together to provide services for those students with documented disabilities.

Students with disabilities must be able to work within the support structures at UNBC. The UNBC Access Resource Centre staff will consult with District personnel on a case-by-case basis to ensure a coordinated effort to provide resources, services, and supports to students is provided, as appropriate.

Parents/Guardians of District students with disabilities will be encouraged to provide a copy of the student's Individual Education Plan (IEP) in order to facilitate a seamless transition of services and supports to UNBC.

Motion Number (assigned by  
Steering Committee of Senate): S-202408.07

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED MOTION

**Motion:** That the termination of the agreement between Dorset College and UNBC in relation to the Dorset UNBC Science Foundation Program be approved as proposed.

**Effective Date:** As per the agreement... 'At the end of the academic term in which notice is given, providing written notice to terminate is given to Dorset College 90 days prior to the end of that academic term.'

**Rationale:** The agreement was established to provide opportunities for international students to attend specific programs at UNBC. Signed in 2012, the initial term of the agreement was for 5 years, with automatic renewal thereafter unless one of the Parties provides written notice of termination to the other. The number of students that have attended UNBC through this program is not tracked though is understood to be few if any, especially so in recent years. Communications between UNBC and Dorset College have not led to any clear plan on future engagement or enrollment strategy. UNBC are now looking to formal terminate the agreement.

**Motion proposed by:** Dr. Bill Owen, Vice-President, Academic and Provost

**Academic Program:** Not applicable

**Implications for Other Programs / Faculties?** None

**College:** Faculty of Science and Engineering

**College Council / Committee Motion Number:** Not applicable

**College Council / Committee Approval Date:** Not applicable

**Attachment Pages (if applicable):** 6 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

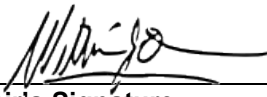
**Motion No.:** SCAAF 202407.08

**Moved by:** Todd Whitcombe

**Seconded by:** Katerina Standish

**Committee Decision:** CARRIED

**Approved by SCAAF:** July 10, 2024  
Date

  
Chair's Signature

**For recommendation to**  **, or information of** \_\_\_\_\_ **Senate.**



Motion Number (assigned by Steering Committee of Senate): S-201202.04

**SENATE COMMITTEE ON ACADEMIC POLICY AND PLANNING**

**PROPOSED MOTION**

**Motion:** That the new Dorset UNBC Science Foundation Program between UNBC and Dorset College be approved as proposed.

**Effective Date:** September 2012

**Made by:** Dan Ryan, Dean

**College / Academic Department:** College of Science & Management

**Program:** Not Applicable

**Implications for Other Programs / Faculties?** None

**Rationale:** To provide opportunities for international students to attend specific programs at UNBC.

**College Council / Committee Motion Number:** CSAMCC 2011:12:08:04

**College Council / Committee Approval Date:** December 8, 2011

**Attachment Pages (if applicable):** 5

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC POLICY AND PLANNING MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAPP201202.03

**Moved by:** I. Hartley **Seconded by:** K. Smalcel Pederson

**Committee Decision:** CARRIED.

**Approved by SCAPP:** February 1, 2012  
**Date**

*MRTD*  
**Chair's Signature**

**For recommendation to** ✓ **, or information of** \_\_\_\_\_ **Senate.**

**THIS AGREEMENT** dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

**BETWEEN:**

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
("UNBC")**

Prince George, British Columbia

**-and-**

**DORSET COLLEGE ("Dorset")**

Vancouver, British Columbia

**WHEREAS** UNBC and Dorset College ("Dorset") wish to establish the Dorset-UNBC Science Foundation Programme (the "Programme") to facilitate the entry of Dorset students into the second year of UNBC's Bachelor of Science program.

**NOW THEREFORE** in consideration of the mutual covenants contained herein, and other good and valuable consideration, the parties agree as follows:

**First Year – Dorset**

1. Dorset students who have successfully completed their first year of study, who are interested in continuing studies in: Computer Science, Mathematics or Physics in UNBC's Bachelor of Science Program, are eligible to participate in the Programme if they meet the regular admission requirements for a Bachelor of Science as set out in the UNBC calendar for the relevant academic year.
2. Dorset agrees to actively recruit students into the Programme. Any advertising of the Programme by Dorset which will include the UNBC name and trademarks must be approved in advance in writing by UNBC.
3. Approved courses for block transfer are listed in Appendix "A", and identified as required and elective.
4. Courses may be added or deleted from Appendix "A" by mutual written agreement between UNBC and Dorset. Prior to removal, UNBC and Dorset will review the courses, and work together to ensure Dorset's course curriculum is adequate to facilitate success at UNBC.
5. UNBC and Dorset agree to provide copies of their respective course syllabi to each other at the time of execution of this Agreement. Any material changes to a course syllabus shall be forwarded to the other party within a reasonable time prior to the commencement of the next academic term.



6. Programme classes will be taught at Dorset by Dorset faculty members who are approved in advance in writing by UNBC's Dean of the College of Science and Management.

### **Second Year – Entry to UNBC**

7. Dorset students will be admitted into UNBC's Bachelor of Science program if they meet the following requirements:
  - a) A minimum grade of C as defined by UNBC, in both of Dorset's two English-language skills classes – English 100 and SCIE 100, with a minimum grade of B (75%) in one of the two courses;
  - b) Successful completion of all required courses and one elective course as listed in Appendix A. Successful completion being defined as the attainment of a grade point average of at least C with a grade of no less than C- in any one class.

UNBC will transfer credit for each of the Programme classes outlined in Appendix A taught at Dorset, except in relation to the English-language skills courses

8. Dorset students applying for admission to UNBC under this Agreement must follow the regular application process as set out in UNBC's calendar for the relevant academic year, and meet the relevant entrance requirements. UNBC's Registrar's Office will be available to assist Dorset students in navigating this process.
9. Although there is no pre-set limit on the number of students who may be admitted to continue studies in UNBC's College of Science and Management under the terms of this Agreement, UNBC reserves the right to limit the number of students admitted to second-year studies based on available space in programs.
10. Dorset and UNBC will agree on a process for submitting, reviewing and notifying students of the status of their application.

### **Student Obligations**

11. Dorset students admitted to and registered at UNBC under this Agreement will be required to comply with all UNBC regulations, policies, rules and procedures.
12. Dorset students admitted to UNBC will be responsible for all costs related to their attendance at UNBC, including, but not limited to tuition fees, international student differential fees, food, housing, health insurance, travel, books and other fees.

## **Graduation**

13. Students registered at UNBC under this Agreement will be awarded the UNBC Bachelor of Science degree on successful completion of all program and graduation requirements.

## **Term and Termination**

14. This Agreement shall have an initial Term of five (5) years and shall be automatically renewed on a year to year basis thereafter, unless one of the Parties provides written notice of termination to the other. Such notice must be given no later than ninety (90) days prior to the end of the current academic term, and shall be effective at the end of the then current academic term. Notwithstanding the foregoing, UNBC will accept Dorset students under this Agreement if they meet the admission requirements set out in paragraph 8, above, within 16 months following the academic term in which notice was given.

## **Notices**

15. Any notices under this Agreement shall be sent to the following addresses of the parties unless changed by written notice:

if to UNBC:

Dean, College of Science and Management  
University of Northern British Columbia  
3333 University Way  
Prince George, B.C. V2N 4Z9

and if to Dorset:

Director  
Dorset College  
200 East Heritage, 555 West 12<sup>th</sup> Avenue.  
Vancouver, B.C. V5Z 3X7

## **General**

16. Neither of the parties shall have the right to assign its rights and/or obligations under this Agreement without the prior written consent of the other.
17. This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.

18. No amendment of this Agreement will be valid unless such amendment is in writing and signed by all the parties.

**IN WITNESS WHEREOF** the parties execute this Agreement effective the date above first written.

**DORSET COLLEGE**

---

Mr. Eddy Cheng  
Director

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

---

President

## Appendix A

List of Dorset College courses comprising the Dorset-UNBC Science Foundation Programme. Required courses are noted.

Students are required to complete all nine required courses and one elective course with a minimum grade of C- (as defined by UNBC) and a minimum average C (as defined by UNBC).

### Required Courses:

1. Math 100: Calculus I
2. Math 155: Calculus II
3. Phys 100: Introduction to Physics I
4. Phys 150: Introduction to Physics II
5. Comp150: Computer Science I
6. Comp 155: Computer Science II
7. Math 200: Discrete Math
8. Engl 100: Writing and Research I
9. SCIE 100: Scientific Writing

### Elective Courses

1. Engl 150: Writing and Research II
2. Phil 100: Critical Thinking
3. Econ 100: Principles of Microeconomics
4. Econ 150: Principles of Macroeconomics
5. Psyc 100: Introduction to Psychology I
6. Psyc 150: Introduction to Psychology II

### Optional UNBC Orientation:

A one or two day orientation session will be offered to students who wish to visit the UNBC campus in Prince George. Prospective students will be offered a tour of the Campus, and will have the opportunity to meet students, staff and faculty. Presentations by faculty and staff will help prospective students identify successful strategies for transferring to UNBC. Student guides will be assigned for the tour, and where possible, guides will be former Dorset College students who have successfully transferred to UNBC.

## 1 • MEMBERSHIP OF SENATE

In accordance with Part 7, Section 35 of the *University Act*, the Senate shall be composed of the following members:

- (a) the Chancellor
- (b) the President, who shall be chair
- (c) the Provost
- (d) the Vice President, Research
- (e) the Deans of the Faculties
- (f) the University Librarian
- (g) the Manager, Continuing Studies
- (h) 22 faculty members to consist of two members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine (three year term)
- (i) 11 students, elected from the students who are members of an undergraduate student society or a graduate student society (one year term)
  - (i) President of the Northern Undergraduate Student Society
  - (ii) Chairperson of the Northern British Columbia Graduate Student Society
  - (iii) At least one student from each faculty
  - (iv) Four elected at large, two undergraduate students and two graduate students
- (j) Four persons who are not faculty members, elected by and from the convocation (three year term)
- (k) One member to be elected by the governing body of Wilp Wilxo'oskwhl Nisga'a Institute (WWNI) (three year term)

**Note:** Senior University Administrators and Other Representatives not otherwise elected or appointed to Senate shall be regarded as fully participating non-voting members of Senate.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Engineers and Geoscientist BC Scholarship be approved.

**Rationale:** To activate the Engineers and Geoscientist BC Scholarship commencing the 2024-2025 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships Awards and Internal Grants Officer

**Research & Innovation Contact:** Harpreet Kaur, Scholarships Awards and Internal Grants Officer

**Faculty/Academic Department:** N/A

**Indigenous Content:** No

**Date to SCSB:** May 15, 2024

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** .

**Motion No.:** SCSB20242606.02

**Moved by:** Stathers

**Seconded by:** Somani

**Committee Decision:** CARRIED

**Attachments:** 2 pages

**Approved by SCSB:** June 26, 2024

**Date**

  
\_\_\_\_\_  
**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Engineers and Geoscientists BC Scholarship

**Awards Guide Description/Intent:** Engineers and Geoscientists British Columbia (EGBC) is a professional regulation organization that oversees the protection of the public interest by setting and maintaining high academic, experience and professional practice standards for over 40,000 registrants. Only individuals and firms licensed by EGBC are permitted by law to undertake and assume responsibility for engineering and geoscience projects in BC.

**Donor:** Engineers and Geoscientists British Columbia (EGBC)

**Value:** \$2,500

**Number:** Three

**Award Type:** Scholarship

**Eligibility:** One scholarship will be available to the student with the highest cumulative GPA entering their third year of study in the UNBC Civil Engineering Program.

One scholarship will be available to the student with the highest cumulative GPA entering their third year of study in the UNBC Environmental Engineering Program.

One scholarship will be available to the student with the highest cumulative GPA entering their third year of study in the UNBC/UBC Environmental Engineering Program.

**Criteria:** Academic excellence

**Effective Date:** Established 2024

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the **Central Interior Branch Engineering & Geoscience Memorial Award** Scholarship be approved.

**Rationale:** To revise the **Central Interior Branch Engineering & Geoscience Memorial Award** commencing the 2024-2025 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Faculty/Academic Department:** N/A

**Indigenous Content:** No

**Date to SCSB:** 29, May 2024

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCSB20242606.03

**Moved by:** Stathers

**Seconded by:** Somani

**Committee Decision:** CARRIED

**Attachments:** 2 pages

**Approved by SCSB:** June 26, 2024

**Date**

\_\_\_\_\_  
**Chair's Signature**

**For Information of Senate & Board**



## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** ~~Vladimir Pasicnyk Scholarship for UNBC Engineering Undergraduates~~ Central Interior Branch Engineering & Geoscience Memorial Award ~~EGBC Central Interior Branch Memorial Award~~

**Awards Guide Information:** ~~The Central Interior Branch of Engineers and Geoscientists BC established this award in 2007 to support northern students in engineering and geoscience programs at UNBC. The award is based on academic standing and extracurricular activities of the applicants. This award was established through Estate gifts left by engineers in the region and continues to be supported by donations from individuals and companies. Engineers and Geoscientists BC's (EGBC) Central Interior Branch established this award to support northern students in engineering and geoscience programs at the University of Northern British Columbia (UNBC). The award is awarded based on academic standing and extracurricular activities.~~

~~The award scholarship was set up at the time when the engineering program at UNBC was being established. The award scholarship was established by legacies that were left by several engineers in the region and continues to be supported by donations from individuals and companies.~~

**Donor:** ~~Central Interior Branch of the Association of Professional Engineers and Geoscientists of BC~~ Central Interior Branch of Engineers and Geoscientists BC

**Value:** ~~\$500~~ 1,000

**Number:** One

**Award Type:** ~~Scholarship~~ Award

**Eligibility:** Available to a full-time undergraduate student enrolled in an Engineering or Geoscience Program who has completed 30 credit hours enrolled in their second year of studies in the Environmental Engineering (BASc) program and who demonstrates community involvement. First preference will be given to a resident of northern British Columbia.

**Criteria:** ~~Academic excellence.~~ Academic proficiency and community involvement

**Effective Date:** Established 2011, revised 2024

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the ~~Central Interior Branch of the Association of Professional Engineers and Geoscientists of BC~~ Faculty of Science and Engineering.

**UNBC** UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA  
**Health Research Institute**



**Health Research Institute**

HRI Staff: TAL 10-1586  
HRI Manager: 10-1578

250-960-5501  
[www.unbc.ca/hri](http://www.unbc.ca/hri)

**University of Northern BC**

3333 University Way  
Prince George, BC  
V2N 4Z

# CONTENTS



Dr. Paula Wood-Adams, Vice President Research and Innovation, provides a welcome at the 2023 Northern BC Research and Quality Conference

## **About**

About the HRI, Leadership Council, Staff

## **Update**

HRI Connect, Supports, Activities, Partnerships, Working Groups & Committees, Budget

## **Looking Forward**

Objectives and Activities for 2024-2025

## **Appendices**

Collaboration for Health Research in Northern BC Seed Grant Program





Image: HRI Co-Leads, Dr. Sarah Gray and Dr. Margot Parkes

# MESSAGE FROM THE HRI CO-LEADS

As co-leads of the UNBC's Health Research Institute (HRI) we are pleased to submit the 2023-24 HRI annual report. Over the past year our team has progressed existing HRI priorities, strengthened relationships with core health research partners and initiated a collaborative external funding proposal to support the sustainability and expansion of the HRI for the future. Each of these efforts underscore the importance of ongoing support for health research in Northern BC and to advance the HRI's mission to help in the creation and sharing of knowledge that increases the health and well-being of individuals, families, and communities.

Three key achievements in our 2023-2024 report that reflect our commitment as co-leads to stability, longevity and advancement of the HRI include: 1. The implementation of a new membership structure supported by an online database called [HRI Connect](#), which clarifies membership benefits/responsibilities and supports communication between HRI and its members and between members; 2. A new partner-funded Knowledge Synthesis librarian position is in place to support the HRI Knowledge Synthesis (KS) Centre to advance partner

# MESSAGE FROM HRI CO-LEADS, CONTINUED

driven knowledge synthesis projects; and 3. Received UNBC support for a proposal led by the HRI, the Northern Centre for Clinical Research (NCCR) and Lheidli T'enneh First Nation, for submission to the CFI Innovation 2025 National Funding competition, for infrastructure to build a “Northern BC Hub for Health Research” on the UNBC and UHNBC campuses, providing a dedicated home for the HRI and providing infrastructure on which to leverage future funding opportunities for health research.

Building on successful precedents, our 2023-24 report exemplifies the scope and importance of diverse partnerships as central to HRI's success and contributions to strengthening health research in Northern BC which is facilitated by HRI co-leads and leadership council member contributions to partnerships including BC SPOR, BC Health Research Council, NCCR Advisory Council, NH MOU Steering Committee and Working Groups, the PHSA/NH/UNBC Funding Partnership, and RCCbc.

The 2023-24 HRI Seminar Series, (see p. 11), once again showcased the diverse areas of health research supported by the HRI. In collaboration with Northern Health, the HRI team was instrumental in the organization of the 2023 Northern BC Research and Quality Conference, Looking to the Future: Health in the North which welcomed over 100 attendees to the UNBC campus between Nov 7-9, 2023 (see summary p. 17).

The HRI Manager, Leana Garraway and HRI Administrative Assistant, Bree Loeffler continue to be the heart of the HRI team supporting the Knowledge Synthesis Research Associate and Librarian, and the RCCbc funded Research Associate. We are grateful for the invaluable contributions of the HRI Leadership Council members who govern the strategic direction of the HRI in 2023-24 (see page 6 of HRI report for current members), including departing members, Dr. Annie Duchesne (FHHS, Psychology); Dr. Heather Peters (FHHS, Social Work, Quesnel campus); and graduate student members, Cameron Aird and Aderonke Agboji, and incoming member Dr. Rheanna Robinson (FISSH, First Nations Studies). We also thank members of the Office of the Vice-President of Research and Innovation, Dr. Kathy Lewis, Dr. Paula Wood-Adams and Mark Barnes, for their support of HRI initiatives and in allowing the HRI to represent UNBC at health research tables locally, provincially and nationally.

# MESSAGE FROM HRI CO-LEADS, CONTINUED

In 2024-25 the HRI leadership will continue to advance partnerships with the collaborative CFI Innovation proposal for the Northern BC Hub for Health Research being a key initiative for 2024. We are looking forward to benefitting from HRI Connect to enhance transparency , and to foster equity, diversity and inclusion in our membership, services and activities for 2024-25.

Sincerely,

**Margot Parkes** (Professor, Health Sciences, Faculty of Human and Health Sciences/ Northern Medical Program, Division of Medical Sciences)

**Sarah Gray** (Professor, Northern Medical Program, Division of Medical Sciences)



Image: HRI Co-Leads, Dr. Sarah Gray and Dr. Margot Parkes with Leana Garraway, HRI Manager and Bree Loeffler, HRI Administrative Assistant

# ABOUT THE INSTITUTE

The UNBC Health Research Institute (HRI) is designed to enable UNBC's experienced and emerging health researchers (faculty, staff and students) from across the 5 Faculties and the Division of Medical Sciences, to join together for the purpose of furthering health research and innovation. The Institute provides a venue for collaboration, support, and the creation of partnerships among researchers from many disciplines concerned with health and its determinants. All who are engaged in health research are invited to become members of the HRI. Members of the HRI include researchers and students from across UNBC and its partners.



## Vision

The UNBC Health Research Institute envisions a world in which healthy individuals, families and communities live without health inequities.



## Mission

To facilitate the creation and translation of knowledge that will enhance the health and well-being of individuals, families and communities. The Health Research Institute will pursue this mission through promoting knowledge creation, knowledge synthesis and exchange, fostering links among researchers, stakeholders and partners such as Northern Health (NH), and developing research capacity.



## Core Strategic Directions

- The Health Research Institute has four core strategic directions. While they are outlined separately, they are interconnected in practice.
  1. Knowledge Creation
  2. Knowledge Synthesis and Exchange
  3. Fostering Linkages
  4. Capacity Development



## Themes

Our members conduct research in the following areas:

- Biomedical
- Clinical
- Social & Environmental Determinants of Health
- Indigenous Health
- Health Services and Policy



# LEADERSHIP COUNCIL

The Leadership Council provides overall stewardship of the HRI. The Council works collaboratively to mobilize resources to support research development and the emerging long-term strategic vision of the Institute.



**Margot Parkes (Co-Lead)**

School of Health Sciences, FHHS,  
Northern Medical Program, DMS



**Sarah Gray (Co-Lead)**

Northern Medical Program, DMS



**Darlene Sanderson**

Health Sciences, FHHS  
Dr. Donald B. Rix Leadership Chair  
for Indigenous Environmental Health



**Annie Duchesne**

Psychology, FHHS  
(Term Ended June 2023)



**Shannon Freeman**

School of Nursing, FHHS



**Heather Peters**

School of Social Work, FHHS  
(Term Ended August 2023)



**Trina Fyfe**

Interim University Librarian



**Waqar Haque**

School of Business, FBE;  
Department of Computer Science,  
FSE



**Rheanna Robinson**

Faculty of Indigenous Studies, Social  
Sciences and Humanities, First  
Nations Studies



# LEADERSHIP COUNCIL

The Leadership Council provides overall stewardship of the HRI. The Council works collaboratively to mobilize resources to support research development and the emerging long-term strategic vision of the Institute.



**Aderonke Agboji**

Student Representative  
PhD Candidate, School of Health Sciences  
(Term ended March 2024)



**Cameron Aird**

Student Representative  
Masters Student, School of Health Sciences  
(Term ended July 2023)



**Nuziha Thasneem Shakkir**

Student Representative  
Msc., BTech  
(Term Started November 2023)

## HRI STAFF



**Leana Garraway**

HRI Manager & Co-Lead of the BC SUPPORT Unit Northern Centre



**Bree Loeffler**

Administrative Assistant  
HRI/RCCbc



**Fatemeh Mohammadnejad**

Research Associate, RCCbc  
(Ended June 2023)



**Noah Stone**

Research Associate, Knowledge Synthesis Centre  
(Ended October 2023)



# Update On Institute Activities

April 1, 2023 - March 31, 2024



# INTRODUCING HRI CONNECT

HRI Connect is a membership database that serves as a way to facilitate networking amongst our members and allow the HRI to better communicate important information. You must be a member of the HRI to have access to HRI Connect, it is not accessible by the general public. To access the portal: <https://hri-connect.ca/>

Key features:

- Identify health researchers in areas of interest using key words and filters.
- Easily keep your profile up to date, including your contact information, biography and research areas.

## Membership Tiers (NEW!)

Being a member of the HRI has many benefits, these include: the HRI email distribution list, invitations to HRI events & activities, HRI Connect profile, and an invitation to the Annual Meeting & voting rights as we look to our members for feedback on strategic priorities, action plans and activities. In addition to these benefits, members can enjoy:

### UNBC Member

- UNBC Faculty and Research Staff
- Access to leadership opportunities within the HRI.

### Student or Trainee Member

- Undergraduates, graduate students and post-doctoral fellow from any academic institution
- Access to leadership opportunities within the HRI (UNBC students only).
- Opportunities to showcase your work at HRI events.

### Partner Member

- Researchers from any institution or organization interested in health research relevant to Northern BC.

We would like to thank HRI Leadership Council member, Dr. Waqar Haque, and his students, for dedicating countless hours and expertise to create this amazing resource: Saurabh Kulkarni, Kavyapriya Renganathan, Abhishek Arora, Febina M Rajeeesh, Kai Toyata, Shrey Shrey, Marshall Brown, Harshika

Image: Dr. Waqar Haque and some of the HRI Connect development team poses with HRI Co-Leads Dr. Margot Parkes, Dr. Sarah Gray, HRI Administrative Assistant Bree Loeffler, and HRI Connect user Dr. Sean Maurice



# HRI SUPPORTS

The HRI staff are able to provide services to faculty, students, and partners, such as:

- Networking and partnership development
- Provide letters of support and/or collaboration for new proposed research & training
- Knowledge translation and exchange opportunities
- Access to training & supports:
  - E.g., Patient-Oriented research training & recruitment, tools to support clinical trial recruitment & public/patient awareness campaigns, CITI program classes, REDcap access for health projects.
- Access and training to DistillerSR Literature Review software (contact hri@unbc.ca for options and costing)

## EVENT PLANNING AND CO-HOSTING

The HRI welcomes the opportunity to work with its members and partners to host guest presentations and support events that align with its mission. We encourage HRI members to work with the Institute as a venue for logistical and promotional support for their knowledge translation and exchange activities. The Institute can provide letters of support and draft budgets for project grants. Contact hri@unbc.ca for options and costing for event planning and co-hosting.

## STUDENT ENGAGEMENT

The HRI also strives to increase awareness of its services to students by organizing various events and activities. In 2023-2024, these included:

- Hosted an exhibitor table at the UNBC Services Fair during Orientation Week & the 2023 Research and Quality Conference
- Attended School of Health Sciences 2023 Graduate Orientation Luncheon
- Guest lectured twice on the HRI and the BC SUPPORT Unit in Nursing 403 Introduction to Nursing Research
- The 2023 Research and Quality Conference was supportive environment that encouraged students to participate, present their research, network, attend skill building workshops, and learn about the many career opportunities available in research and quality improvement. A main reason for having no registration fee for the 2023 event was to remove barriers for student attendees.



Image: Dr. Sarah Gray and Bree Loeffler assist students and faculty in HRI Connect profile creation at a launch event on March 28, 2024.

# ACTIVITIES

## KNOWLEDGE SYNTHESIS & EXCHANGE

### Health Research Institute Seminar Series

The UNBC Health Research Seminar Series runs monthly between September and April and provides a venue for local and visiting researchers from a variety of disciplines and UNBC honors and graduate students to present their research. The Sun Life Financial Rural Endowment Fund provided financial support to run the logistics for the event. Attendance is in-person and online. Recordings of past sessions can be viewed on the [HRI Website](#).

The HRI would like to thank the 2023 - 2024 Seminar Series Committee for all of their hard work to plan, organize and host the seminar series: Dr. Kendra Furber, Dr. Rheanna Robinson, Cameron Aird, Nuziha Thasneem Shakkir, Bree Loeffler and Leana Garraway.

<p><b>SEPT 21 2023</b></p>	<p><b>Dr. Shannon Freeman and Aderonke Agboji</b></p>	<p>Promoting Quality of Life for Older Adults in Northern and Rural Communities</p>
<p><b>OCT 19 2023</b></p>	<p><b>Interdisciplinary Panel</b></p> <p><b>Hosted in partnership with Northern Health</b></p>	<p>Northern Health &amp; UNBC: Working in Partnership Towards Health in the North</p>
<p><b>NOV 16 2023</b></p>	<p><b>Dr. Viviane Josewski</b></p>	<p>A Time of Truth and Reconciliation: Advancing Meaningful Reconciliation in Health Through Indigenous-led Community-Driven Health Research Partnerships</p>

**DEC 7  
2023**

**Dr. Jacqueline Pettersen**

Vitamin D, Cognition, and Dementia

DEC 7  
2023

**JAN 18  
2024**

**Dr. Sara Farhan**

The Jewish Medical Professionals of Modern Iraq

DEC 7  
2023

**FEB 15  
2024**

**Dr. Kalindi Morgan**

Natural Products: From nature's defense to pharmaceuticals of strength

DEC 7  
2023

**MAR 21  
2024**

**Dr. Linda O'Neil**

The continuing importance of trauma-informed health care in the north: A long journey

**APR 4  
2024**

**Honours Students**

- Emily Pinko
- Thomas Kreitz
- Alexia Bankowski
- Bruce Danesh

# SUMMARY OF PROGRESS

## KNOWLEDGE SYNTHESIS & EXCHANGE

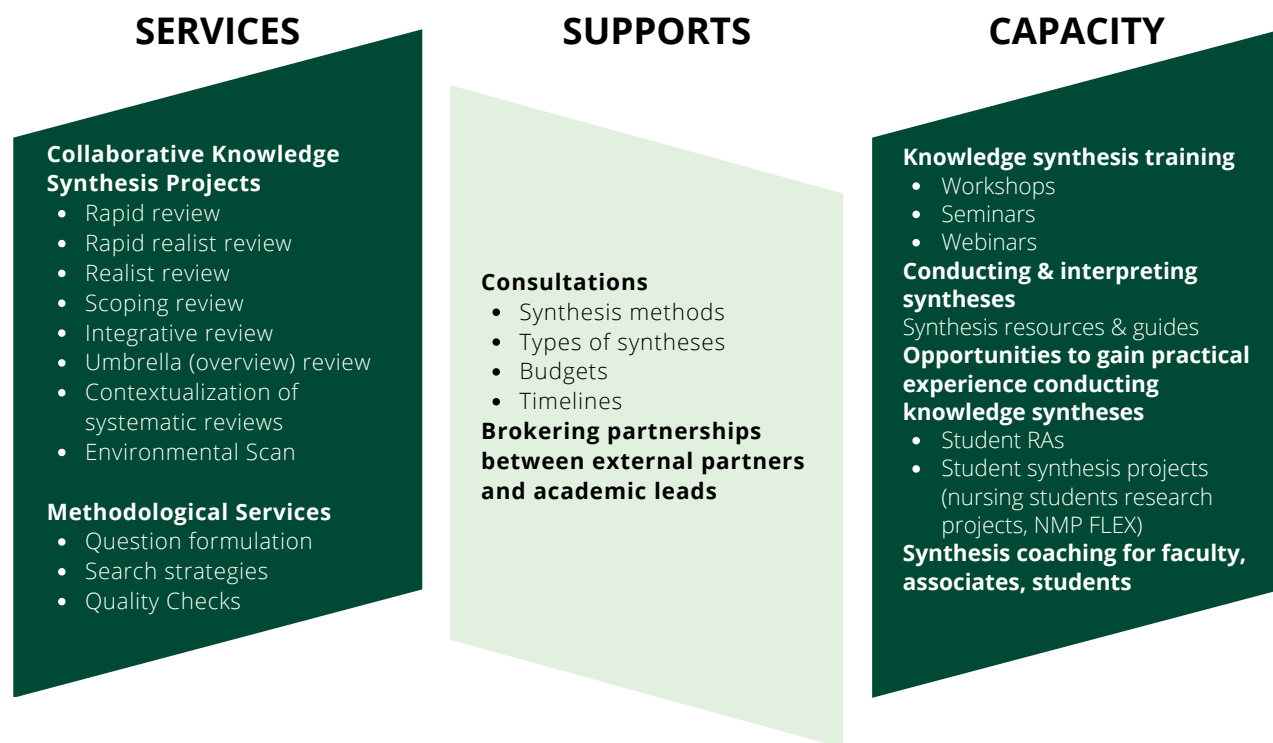
### Knowledge Synthesis (KS) Centre

The UNBC HRI Knowledge Synthesis Centre was established in 2019 with the purpose of expanding the capacity of UNBC and partner organizations to ask and answer health focused questions using synthesis methods, enhancing rural and northern applicability of the evidence, and setting up knowledge to be translated into action in policy and practice.

#### KS Centre Core Functions

- Respond to knowledge users needs for knowledge synthesis of health research with specific expertise in synthesis contextualized for rural, remote and northern health issues.
- Support health researchers conducting knowledge synthesis
- Build capacity among students, researchers, and knowledge users

Any researcher can purchase access to the HRI license to **Distiller SR Literature Review Software** for a monthly cost. Those looking for additional Knowledge Synthesis expertise can connect with the new KS Librarian, or the KS Research Associate. Contact [hri@unbc.ca](mailto:hri@unbc.ca) for options and costing.



**KNOWLEDGE SYNTHESIS CENTRE GOALS**

- Provide timely, contextualized, evidence-based syntheses to inform the optimal management of patient care, resources and services, and development of policy and programs
- Support researchers in conducting high quality, rigorous, health related knowledge syntheses with rural and northern applicability
- Involve patients, partners, and decision makers in meaningful ways in synthesis and contextualization process
- Offer training and mentorship opportunities to students, researchers, and knowledge users
- Make syntheses more visible and obtainable
- Inform the design and conduct of new health research attentive to the needs and realities of northern British Columbians

**Knowledge Synthesis Projects, 2023-2024**

Primary Investigator	Project Title
Martha MacLeod	Contributing to Perinatal Health: A Case Study of Nursing in Fort St. John Prenatal Clinic and Birthing Centre
Heath Matheson	The effect of dual-task motor interference on higher-order cognitive processes: A systematic review and meta analysis
Margot Parkes	<ol style="list-style-type: none"> <li>1. Nechako Watershed Saturation Search</li> <li>2. Climate &amp; Health Co-Benefits</li> </ol>
Anurag Singh (NCCR)	Impact of Health Equity as a Result of Virtual Care Delivery in Rural, Remote, and Indigenous Communities: A Scoping Review
Shannon Wagner (TRU)	<ol style="list-style-type: none"> <li>1. Prevalence and Work implications of Trauma-related Mental Health Conditions in High-risk Personnel</li> <li>2. Interventions and Prevention of Trauma-related Mental Health Conditions in High-risk Personnel</li> </ol>
Diana Kutzner (NH)	Northern BC climate-related health risks literature review



# PARTNERSHIPS

## FOSTERING LINKAGES

Linkages are fostered through the creation of partnerships, the provision of support functions with UNBC health related partners, liaising with other research institutes at UNBC and elsewhere. The goals and objectives for each partnered initiative can be viewed on the HRI Website.

### Partners:

The HRI works in close partnership to provide administrative functions with the following partners:

- Northern Health (NH)
- Rural Coordination Centre of BC (RCCbc)
- Michael Smith Health Research, BC BC SUPPORT Unit
- Provincial Health Services Authority (PHSA)

Image: Participants of the Northern BC Research and Quality Conference exchange ideas during a workshop led by Dr. Deanna Danskin



## ABOUT NORTHERN HEALTH

On June 22, 2010 NH and UNBC signed a Memorandum of Understanding (MOU) to formally recognize their long-standing and historical partnership. The purpose of this relationship is to stimulate innovation and transformation in both organizations in order to foster innovation in health services and policy, health provider and professional education, and health research; improve the health outcomes of the people living in Northern British Columbia; improve the quality of health care delivery and health provider and professional development; create an environment that is successful in recruiting and retaining skilled personnel; and, create opportunities for collaborative research and attract related funding. The Health Research Institute partners with Northern Health to enact activities that relate to fulfilling the goals set out by the MOU.

On December 5th, 2022 the NH and UNBC MOU was renewed for the fourth time. Each renewal reflects successes and updates priority areas for the two institutions. There are multiple members of the HRI staff and Leadership Council members who, along with their NH colleagues, are engaged in partnered work to move the priorities identified in the MOU forward. These include:

### **MOU Steering Committee:**

Dr. Margot Parkes

### **MOU Research and Knowledge Translation Working Group:**

Dr Shannon Freeman (Co-Chair), Dr. Waqar Haque, Leana Garraway



Image: Julia Bickford (NH), Lisa Ronald (NH) and Margot Parkes (UNBC)

## NORTHERN BC RESEARCH & QUALITY CONFERENCE

Born from a Northern Health and UNBC partnership, this conference is a forum enhanced with resources and skill development workshops to share health and health services research, evaluation, evidence-based practice and quality improvement initiatives in the North. It has been designed to profile Northern BC research, evaluation, and quality initiatives and will provide formal learning as well as informal opportunities for participants to learn from each other.



### Conference Highlights

Please visit the [HRI website](#) for further details of the conference including an Overview Slideshow and recordings of the Keynote Address, Plenary Address, and Panel Presentation, as well as the Conference Evaluation.



**200+ Registered**



**9 Workshops**



**37 Oral Presentations**



**8 Exhibitor Booths**



**39 Poster Presentations**



**1 Health Trivia at  
Deadfall Brewing**



“

*“When we come together ...we have a lot of opportunities based on the “alignment” of what we can do together. The idea about bringing research and quality together is so unique in Northern BC.” -Fraser Bell, NH VP Planning, Quality & Information Management*



Image: Workshop Hosts Working with Patient Partners: Effectively Engaging the Patient and Family in Quality Improvement.

## Workshops

1. The secret pocket workshop: Indigenous Stories in healthcare to address Bias and Move our Hearts
2. Developing an information/data quality management program
3. Effective System Based Root Cause Analysis
4. Introducing Real-Time Virtual Support (RTVS)
5. Working with Patient Partners: Effectively Engaging the Patient and Family in Quality Improvement
6. Relationship Building in Indigenous Led Research: Reflections on the realities of my time as an Indigenous Health Research Facilitator (IHRF) with BC NEIHR
7. Liberating Structures: Tools and Activities to spark creativity and innovation
8. Old Blood: How history continues to impact contemporary health care
9. Building Opportunities for Innovation through Partnerships in our Unique Northern and Rural Context



Image: Headshot of Dr. Terri Aldred who provided the Plenary Address: Cultural Safety and Anti-Indigenous Bias: Review and Discussion of Current Recommendations and Standards  
Image credit: First Nations Health Authority



Image: Dr. Fraser Bell presented at opening reception | The Importance of the NH & UNBC Partnership



Image: Dr. Sheila Blackstock provided the Keynote Address: Decolonizing Health: Dismantling Oppression

## Thank-You's

- To all of the volunteers who generously gave their time and helped make the conference a success, thank-you so much!
- Financial support: NH-UNBC MOU fund, PHSA-NH-UNBC Partnership, BC SUPPORT Unit, PEC (room rentals).
- UNBC Copy Services for printing all of our conference signs, name tags and programs.
- ITS Services for supporting the virtual components of the conference.

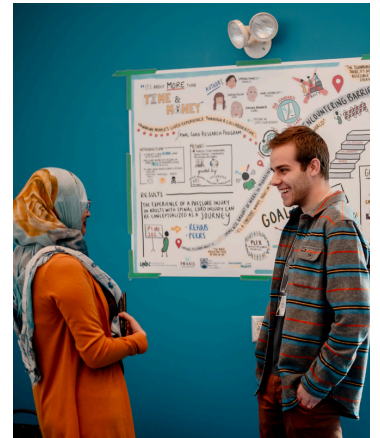


Image: UNBC Research Assistant Aiden Winkle presenting a poster

“

*“This conference shows how much you believe in health research and the effort you are putting into creating new knowledge, training next generations, and passing the knowledge to practitioners”*  
-Dr. Paula Wood-Adams  
UNBC VP Research and Innovation

Image: Marcelo Bravo (NH), Julia Bickford (NH), Bree Loeffler (UNBC) and Leana Garraway (UNBC) - Organizers of the Northern BC Research and Quality Conference



## ABOUT THE BC SUPPORT UNIT AND THE NORTHERN CENTRE

The BC SUPPORT Unit (Support for People and Patient-Oriented Research and Trials) is a multi-partner organization created to support, streamline and increase patient-oriented research throughout BC. The Unit is one of 10 SUPPORT Units established across the country as part of Canada's Strategy for Patient-Oriented Research (SPOR) led by the Canadian Institutes of Health Research. It is also part of the Michael Smith Health Research BC, with the network's board providing governance and oversight. A provincial coordinating office (PCO) located in Vancouver coordinates activities across BC. The office works in partnership with regional centres within Fraser, Interior, Northern and Vancouver Island Health authorities.

The Northern Centre is co-led between UNBC and NH, and is the go-to resource for patient-oriented research within the geographic area served by Northern Health. The Centre serves the communities of Northern British Columbia from Quesnel north to the Yukon border, and Haida Gwaii east to the Alberta border.



Leana Garraway, Co-Lead  
& HRI Manager, UNBC



Bree Loeffler, Administrative  
Assistant, Northern Centre & HRI  
UNBC



Marcelo Bravo, Co-Lead  
& Lead Patient Orientated  
Research & KT Capacity  
Building, Northern Health



Dr. Shannon Freeman  
Academic Lead &  
Associate Professor, UNBC

### Our Work

We bridge the gap between research evidence and health care practice by:

- Providing POR supports such as training & webinars, and access to the tools an interactive road-map to patient engagement, diversity tapestry-a learning resource to support collaboration, and a plain language guide.
- Strengthening and maintaining BC's capacity in patient-oriented research
- Engaging stakeholders as active partners in both research and its use in health care practice and policy

### Our Services

- Data platforms & services
- Learning health systems
- Capacity development
- Patient engagement

Our work is grounded in equity, diversity and inclusion, sex-and gender-based analysis, and Indigenous health research



## ACTIVITIES 2023-2024

- Marcelo Bravo and Leana Garraway co-hosted the Northern BC Research and Quality Conference, and ensured Patient Partner voices were part of the conference planning. One of the four committees involved in the 2023 R & Q conference planning was the **Person and Family Engagement Committee (PFEC)**. This committee collaborated to embed a person and family centred care approach to the conference.
  - One member of the PFEC also served on the abstract review committee, and another volunteered at the conference.
- Additional activities included:
  - Lifesciences BC: Prince George Showcase. Marcelo Bravo presented: *BC SUPPORT Unit Northern Centre Phase II*
  - Northern Health Research Series Panel Presentation: *Advancing Patient-Oriented Research: Resources, Experiences and Available Supports*. Leana Garraway was part of a panel that included Rhyann Fairbrother (BC SUPPORT Unit), Sherri Mytopher & Marc Bains (Patient Partners), Davina Banner-Lukaris & Shayna Dolan (UNBC)
    - *"As people with lived experience, our voices are key to improving health research and research relevance,"* says Sherri, a patient partner with the BC SUPPORT Unit. *"Each patient has their own journey, and our needs and concerns need to be valued at all stages of research. I want patients to know that what we say and do is important* (LinkedIn [Post].BC SUPPORT Unit. April 3, 2024)



Image: Marcelo Bravo (Northern Health) and Roger Francis (Health Research BC) at the Life Sciences BC: Prince George Showcase event

## ACTIVITIES 2023-2024, CONTINUED

- Continuing to promote the BC SUPPORT Unit services such as facilitating the session REDcap 101: A Complete Introduction presented by Victor Espinosa (Manager for Research Informatics and Statistics, Island Health)
- The Northern Centre team also supported the annual BC SUPPORT Unit **Putting Patients First Conference**. Marcelo, Bree and Leana all attended, as well Leana was on the Planning Committee & help provide conference closing remarks along with Annie Rychtera (Patient-Partner) and Stirling Bryan (Chief Scientific Officer, Michael Smith Health Research BC)
- Marcelo and Leana also provided input into **SPOR Phase III planning 'SPOR Refresh'** by hosting an engagement sessions with six Northern BC researchers to ensure northern voices were included in the design of SPOR Phase II. Leana and Marcelo also contributing to the development & dissemination of a survey with BC SUPPORT Unit team members to further collect information for SPOR Refresh from around BC.



Image: Leana Garraway (UNBC) helps to facilitate the closing remarks at the Putting Patients First Conference



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## ABOUT THE RURAL COORDINATION CENTRE OF BRITISH COLUMBIA (SOCIETY)

The Rural Coordination Centre of British Columbia (RCCbc) network includes healthcare providers and administrators, community members, policymakers, educators, researchers, and non-profit and business leaders—all working together to enhance rural health equity in British Columbia.

Two of the HRI staff were dual HRI & RCCbc employees this year and are involved with many different projects within RCCbc.



Bree Loeffler  
Administrative Assistant



Fatemeh Mohammadnejad  
Research Associate  
(Left June 2023)



Margot Parkes  
(Academic Lead)

## PROJECTS & ACTIVITIES

### Fatemeh Mohammadnejad (Research Associate)

- Provided research supports including to the following projects:
  - Rh-Disease Awareness and Prevention in northern British Columbia, Lead Researcher Dr. Trina Fyfe.
  - Emergency medical transport in British Columbia: Narrative stories from providers, decision-makers and patients in rural, remote and Indigenous communities, Lead Researcher Dr. Nelly Oelke
- Member of Poster Abstract Review committee for the BC Rural Health Research Conference
- Co-hosted a booth to promote RCCbc supports and services, including the Rural Physician Research Grant program, at:
  - Jasper Medical Conference, Jasper, AB, and;
  - Northern Doctors Day, Prince George, BC.
- Travelled to two CORE meetings in Vancouver

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## PROJECTS & ACTIVITIES

### Bree Loeffler (Administrative Assistant)

- RCCbc Communications Team
  - Strategic Planning day in Vancouver (September 2023)
  - Weekly team meetings
  - Developed curriculum for Mobile Phone Photography and taught it at a CORE meeting April 2023
  - Support of the organizations photo bank, Rural Health Awards, RCctv slide deck designs
- Site Visits Project
  - Planned and attended a Site Visit to Mackenzie and McLeod Lake Indian Band (May 2023)
  - Weekly team meetings
  - Strategic Planning Retreat in Prince George (June 2023)
- Administrative support for the Dean's Advisory Council
  - Travelled to Port McNeill, BC for a meeting of the committee (September 2023)
  - Virtual meeting of the committee April 2023
- Community Connector for Gibson's/Sechelt (A Community Engagement Action Plan initiative)
- Travelled to two Core meetings in Vancouver
- Planned social events for Northern Node staff and physicians including an annual retreat

Image: The RCCbc Northern Node at an outdoor skills building retreat



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## ABOUT THE PROVINCIAL HEALTH SERVICES AUTHORITY

The [Provincial Health Services Authority \(PHSA\)](#), [Northern Health \(NH\)](#) and University of Northern BC (UNBC) entered into a Memorandum of Understanding on November 12, 2013 to collaborate in establishing a mutually beneficial research partnership for northern BC. The UNBC Health Research Institute (HRI) serves as the Secretariat to support PHSA, NH and UNBC in their commitment to enhance research collaboration between the three organizations.

This partnership is guided by the following principles:

- Attends to the needs and realities of northern British Columbia in the overall context of British Columbia, including issues of equity, diversity, and inclusivity.
- Builds sustainable research capacity in the North, for the North.
- Builds capacity for partnered research and leaves a legacy of capacity across all three organizations.
- A research-based collaborative relationship for the purpose of improving the quality of health services and improving population health.
- Attends to the issues of sustainability of each party's contribution to the research partnership.
- Recognizes and respects the intellectual property rights of individual researchers and each Partner.
- Mutual respect and acknowledgement of the skills and expertise each Partner brings to the partnership.
- Open and transparent communication between the Partners.

## FUNDING THROUGH THIS PARTNERSHIP

### Collaboration for Health Research in Northern BC Funding

#### Seed Grant Program (2015-2023)

The HRI continues to serve as the Secretariat for the UNBC, Provincial Health Services Authority (PHSA) and Northern Health (NH) partnership. The HRI facilitated the ninth and final competition for this seed grant program, and two projects received funding for 2023-2024. In total, since 2015 twenty-six projects have been awarded a seed grant from this program. For a detailed list of the funded teams, please visit the [HRI Website](#), to see active recipients, see Appendix A.

#### NEW for 2024-2025 Project Grant Program

In 2023, PHSA, NH and UNBC made a commitment to continuing this partnership and to supporting a Project Grant program, the first call for applications was released in March 2024. Up to two projects will be funded per year with a \$45,000- 2 year grants.





## CELEBRATING THE COLLABORATION FOR HEALTH RESEARCH IN NORTHERN BC SEED GRANT PRESENTATION AND PANEL DISCUSSION

As part of the Northern BC Research and Quality Conference, a Seed Grant Presentation and Panel Discussion was held to **Celebrate 10 years of Partnership!** Phase two of the partnership was also announced at this event.

Six researchers provided overviews of their previously funded projects and engaged in a panel discussion about the impacts of the grants. This event was hosted by HRI co-lead Dr. Sarah Gray.

- [Introduction](#)
- [Esther Alonso-Prieto](#) | [Developing a Moral Empowerment Program to address moral determinants of providers' wellbeing and contribute to healthcare quality, effectiveness, and sustainability in Northern BC](#)
- [Davina Banner-Lukaris](#) | [Building Dialogues for Clinical Research Collaboration and Leadership in Northern BC](#)
- [Lisa Ronald](#) | [Assessing Community Vulnerability to Health Impacts of Climate Change in Northern BC: An Exploratory Study](#)
- [Emma Rossnagel](#) | [Growing Our Own: A Resident Focused Pilot Gardening Program in a Long-Term Care Home](#)
- [Caroline Sanders & Erica Koopmans](#) | [Day-to-Day living during COVID-19: A community participation study exploring the pandemic's impact on the early years, ages 0-8 years, across Northern communities](#)
- [Fraser Bell](#) | [Closing Remarks](#)



Image(s): Panel presenters



# WORKING GROUPS & COMMITTEES

The HRI manager, co-leads and staff are members of several local/regional, provincial, and national working groups and committees. The administrative function provided by the HRI for Partnered Initiatives provides opportunities to enhance research activities at UNBC with the aim to enhancing UNBC's research and partnerships.

## Local/Regional

- Northern BC Research and Quality Conference Planning & Administration Committees
- UNBC Health Research Institute Seminar Series Planning Committee
- UNBC Regional Data Centre Advisory Committee
- NH-UNBC Memorandum of Understanding Steering Committee; Research & Knowledge Translation Working Group
- Northern Centre for Clinical Research Advisory Committee

## Provincial

- Health Research Council of BC
- REACH BC Advisory Committee
- Health Research BC's Putting Patients First Annual Conference Planning Committee
- BC SUPPORT Unit Working Groups
- RCCBC & BC SUPPORT Unit Communications Team
- Rural Coordination Centre of BC Rural Site Visit Planning
- Rural Coordination Centre of Community Engagement Action Plan (CEAP)
- Rural Health Conference Poster Review Committee
- Island Health Seed Grant Adjudication Committee

## National

- N2 Network of Networks: Public Engagement Committee (PEC)
  - In 2023 this working group received a Cafe Scientific Grant to host the workshop: Inclusion of Immigrants in Clinical Trails (Toronto, ON)

Image: Attendees of the Research and Quality Conference



# OPERATIONAL BUDGET

FOR FY 2023 - 2024 AND PROJECTED EXPENSES FOR FY 2024-2025

	<u>Actual 2023-2024</u>	<u>Projected 2024-2025</u>
<b>Opening Balance</b>	<b>323,218</b>	<b>283,916</b>
<i>REVENUES</i>		
External revenue	485,000	720,000
Cost recovery for use Distiller	3,800	3,000
Deferred revenue for Distiller	5,029	
Contribution for partnered events	11,500	5,000
Contribution for partnered work		20,000
Cost recovery salary KS RA	10,712	0
Returned research funds	1,285	0
<b>TOTAL FUNDS AVAILABLE</b>	<b>840,544</b>	<b>1,031, 916</b>
<i>EXPENSES</i>		
Personnel	204,690	169,145
HRI operating expenses	1,598	800
Capital expenses	5,863	
Research awards	0	90,000
Travel awards	2,187	
Employee travel	759	
Event & meeting expenses	12,409	5,000
Honoraria & gifts	2,893	500
Service expenses	1,208	
Software licenses	15,867	16,500
*Fund Transfer to NH	255,000	165,000
KS librarian salary	42,356	42,356
Contribution to support event	11,500	
Transfer for Distiller use	300	
<b>TOTAL EXPENSES</b>	<b>556,630</b>	<b>489,301</b>
<b>Closing Balance</b>	<b>289,914</b>	<b>542,615</b>

The opening balances of the 4 accounts managed by the HRI consist of:

- HRI Base Operating: \$106,413
- Health Research BC-SPOR Northern Centre: \$ 115,000
- Provincial Health Services Authority Seed Grant Fund: \$18,091
- Rural Coordination Centre of BC: \$58,675
- Knowledge Synthesis Centre: \$ 25,000

\*Committed Funds: BC SUPPORT Unit Northern Centre Partnership Transfer to Northern Health

- 2023-2024: \$255,000
- 2024-2025: \$165,000



Image: Honours Students Emily Pinko, Thomas Kreitz, Alexia Bankowski, and Bruce Danesh pose after their presentations for the HRI Seminar Series



# Looking Forward

# 2024-2025

The HRI will continue to pursue its four strategic directions/goals: knowledge creation, knowledge exchange and translation, fostering linkages, and capacity development. It will implement objectives and activities in a collaborative and networked way, which allows the Institute to be strategic yet flexible and opportunistic in its actions.

Key new HRI activities that are planned for the coming year are described below.

## **Fostering Linkages**

The HRI continues to cultivate new partnerships to continue to address the core strategic areas. In 2024-2025 two new such partnerships will begin:

### **UNBC Library**

The HRI has partnered with the UNBC Library to hire a Knowledge Synthesis Centre Librarian to coordinate and manage the HRI Knowledge Synthesis Centre. We look forward to introducing the KS Librarian in 2024-2025.

### **Faculty of Human and Health Sciences**

The HRI has partnered with the Faculty of Human and Health Sciences on a Professorial Lecture Series, the inaugural event will be held in the 2024-2025 fiscal year.

## **Canadian Foundation for Innovation (CFI) Proposal**

The HRI and the Northern Centre for Clinical Research (NCCR), are developing an application for the Canadian Foundation for Innovation (CFI) 2025 Innovation Fund competition. The proposal aims to reduce health inequities that exist for northern, rural and Indigenous Peoples by creating a Northern BC Hub for Health Research in partnership with UNBC, Lheidli T'enneh First Nation, UBC and Northern Health.

Northern British Columbia (BC) currently lacks an Indigenous-informed, purpose-built, technology-leading, health research structure. A large infrastructure investment will create new and reimagined research spaces and equipment on the Prince George campus of UNBC and at the University Hospital of Northern BC (UHNBC) on the unceded territories of the Lheidli T'enneh First Nation. The health research node will be informed by the Indigenous territories on which it is grounded, fueled by innovation and purpose-built to advance health research for northern BC communities, health researchers and the contexts it serves.



Image: HRI Co-Lead, Dr. Sarah Grey, HRI Leadership Council Member, Dr. Waqar Haque, and HRI Administrative Assistant, Bree Loeffler at the HRI Connect Launch Event



# Appendices

# APPENDIX A

## Collaboration for Health Research in Northern BC Seed Grant Program

PHSA, NH, UNBC

Seed Grant Award Winners, funded 2023-2024:

**Developing a Moral Empowerment Program to address moral determinants of providers' wellbeing and contribute to healthcare effectiveness and sustainability**

**UNBC Lead:** Dr. Davina Banner-Lukaris, Associate Professor, Nursing

**PHSA Lead:** Alice Virani, Executive Director, PHSA Ethics Service

**NH Lead:** Esther Alon-Prieto, Northern Health Ethics Service Lead

**Term:** April 1, 2023-March 31, 2024

**Examining how a partnership between health and post-secondary education providers can facilitate the return of domestic internationally educated nurses (d-IENs) return to the nursing workforce**

**UNBC Lead:** Dr. Caroline Sanders, Associate Professor, School of Nursing

**PHSA Lead:** Brittany Watson, Executive Director, Professional Practice and Policy Office

**NH Lead:** Joanne Cozac, Coordinator Internationally Educated Health Professionals

**Term:** April 1, 2023-December 31, 2024

Image: Amy Kleptar and Erica Koopmans during the opening reception of the Research and Quality Conference



**UNBC Health Research Institute  
Summary of Institute Activities 2023-2024**

**Submitted to the UNBC Office of Research and Innovation  
June 5, 2024**

Please see below the summary of the 2023-2024 Health Research Institute (HRI) Annual Report, which was presented to the HRI membership at the HRI annual meeting held April 25<sup>th</sup>, 2024. The information is organized under the HRI's four strategic directions: Knowledge Synthesis and Exchange, Fostering Linkages, Knowledge Creation, and Capacity Development.

## Summary

### 1. Knowledge Synthesis and Exchange

#### *HRI Knowledge Synthesis (KS) Centre*

- Six researchers utilized the KS Centre services for a total of 8 projects
- The HRI has partnered with the UNBC Library to hire a Knowledge Synthesis Centre Librarian to coordinate and manage the HRI Knowledge Synthesis Centre. The KS Librarian began May 2024.
  - The HRI received financial support for this position from the Office of Research and Innovation, Northern Health and the Northern Centre for Clinical Research.

### 2. Fostering Linkages & HRI Partnerships

#### *HRI Connect Membership Database & HRI Membership Tiers-NEW!*

- The HRI Connect Portal was created in HRI Leadership Council Member Waqar Haque's Business Intelligence Research Group (BIRG) lab with the assistance of 8 undergraduate and graduate students who dedicated countless hours to create this resource. As a part of the development team for HRI Connect, students pursued the practical application of skills and further enhanced their knowledge base.
- HRI Connect is a membership database that facilitates networking amongst the HRI members and allows the HRI to better communicate important information. To better organize and communicate with our members, three membership tiers were also developed: UNBC Member, Partner Member, Student and Trainee Member.

#### *Partnership Activities: Northern Health (NH)*

- Northern BC Research and Quality Conference
  - Biennial conference the HRI co-hosts with NH. Held November 7-9, 2023.
  - The HRI Manager and Administrative Assistant organized & co-hosted the conference with two members of NH; Marcelo Bravo and Julia Bickford. This 2.5-day conference was held for the first time on the UNBC campus. The conference was organized with the assistance of an Advisory Committee, Planning Committee, and Person and Family Engagement Committee.



- Highlights: Over 200 registered, well over 100 attendees, 37 oral presentations, 39 poster presentations, 9 skill building workshops, 8 exhibitor booths.
- NH-UNBC MOU Working Groups: Steering Committee & Research and Knowledge Translation Working Group
  - 4 members of the HRI leadership are engaged in this work including Margot Parkes (Steering Committee), Shannon Freeman, Waqar Haque and Leana Garraway (Research & Knowledge Translation Working Group).
  - The HRI Co-Leads and manager worked with Mark Barnes & ORI to write a Project Manager position to support the MOU working groups. This position with report to the ORI but sit in the HRI as part of the team.
- BC SUPPORT Unit Northern Centre (Michael Smith Health Research BC)
  - Run as a partnership between NH and UNBC since 2016. Northern Centre Co-Leads are Leana Garraway (UNBC) and Marcelo Bravo (NH). The Northern Centre is the go-to place for patient-oriented research in the north.

*Partnership Activities: Rural Coordination Centre of BC (RCCbc)*

- RCCbc funds 1.5 HRI employees: .5 of an Administrative Assistant, 1 Research Associate.

### 3. Knowledge Creation

*Partnership Activities: Provincial Health Services Authority (PHSA)-Northern Health-University of Northern BC*

- HRI serves as secretariat for this partnership
- Collaboration for Health Research in Northern BC Seed Grant Competition (2015-2023).
  - The 9<sup>th</sup> and final Seed Grant competition was facilitated by the HRI. 2 projects were funded with a \$10,000 seed grant. The seed grant funded has now been depleted.
- The HRI organized a knowledge translation and networking event held on November 7<sup>th</sup>, 2023 to *Celebrate the Success of the Collaboration for Health Research in Northern BC Seed Grant Program*. This event was held to be part of the 2023 Northern BC Research and Quality Conference activities.
- Phase II agreement for the partnership was negotiated, with a commitment from PHSA, NH and UNBC to fund *Collaboration for Health Research in Northern BC Project Grant* program. Funding up to 2 projects a year with \$45,000 grants for 6 projects. The HRI continues to support this partnership as secretariat.

### 4. Capacity Development

*Health Research Seminar Series*

- The Health Research Seminar Series runs monthly between September and April and provides a venue for local and visiting researchers from a variety of disciplines and UNBC honors and graduate students to present their research.
  - The presenters included 10 researchers, 1 graduate student and 4 undergraduate honour students over 8 seminar series.

### *Student Engagement*

- The HRI also strives to increase awareness of its services to students by organizing various events and activities. In 2023- 2024, these included:
  - Hosted exhibitor table at UNBC orientation & HRI manager attended School of Health Sciences 2023 Graduate Orientation Luncheon.
  - HRI Manager guest lecturer in 2 Nursing 403 Introduction to Nursing Research classes.
  - The 2023 Research and Quality Conference was a supportive environment that encouraged students to participate, present their research, network, attend skill building workshops, and learn about the many career opportunities available in research and quality improvement.

### Looking ahead 2024-2025

1. Canadian Foundation for Innovation (CFI) proposal
  - HRI is partnered with the Northern Centre for Clinical Research (NCCR) to develop an application for the Canadian Foundation for Innovation (CFI) 2025 Innovation Fund competition.
  - Partners include UNBC, Lheidli T'enneh First Nation, NH and UBC
  - The proposal aims to reduce health inequities that exist for northern, rural and Indigenous Peoples by creating a Northern BC Hub for Health Research in partnership with UNBC, Lheidli T'enneh First Nation, UBC and Northern Health.
2. Faculty of Human and Health Sciences
  - The HRI has partnered with the Faculty of Human and Health Sciences on a Professorial Lecture Series, the inaugural event will be held in the 2024-2025 fiscal year.

2023-2024 Fiscal Year Finances

Accounts	Health Research Institute Operating Fund		*BC SUPPORT Unit Northern Centre		**Provincial Health Services Authority, Northern Health & UNBC Partnership		Rural Coordination Centre of BC/Health Research Institute		Knowledge Synthesis Centre	
	Actual 2023-24	Projected 2024-25	Actual 2023-24	Projected 2024-25	Actual 2023-24	Projected 2024-25	Actual 2023-24	Projected 2024-25	Actual 2023-24	Projected 2024-25
<b>Opening Balance as of April 1, 2024</b>	\$106,413	\$64,360	\$115,000	\$124,912	\$18,091	\$3,020	\$58,675	\$89,641	\$25,039	\$1,982
<b>REVENUE</b>										
External Revenue			\$395,000	\$330,000.00		\$375,000	\$90,000			\$15,000
Cost recovery for use of HRI License to Distiller	\$3,800	\$3,000								
Deferred revenue for Distiller cost recovery for 2024-26	\$5,029									
Cost recovered salary for KS Research Associate	\$10,712									
Contribution to support partnered events	\$11,500	\$5,000								
Contribution to support partnered work		\$20,000								
Returned research funds					\$1,285					
<b>Total funds available</b>	<b>\$137,454.00</b>	<b>\$92,361</b>	<b>\$510,000</b>	<b>\$454,912</b>	<b>\$19,376.00</b>	<b>\$378,020</b>	<b>\$148,675</b>	<b>\$89,641</b>	<b>\$25,039.00</b>	<b>\$16,982</b>
<b>EXPENDITURES</b>										

Personnel	\$19,577		\$130,062	\$134,000	\$134,000		\$52,294	\$35, 145	\$2,757	
Project Grants						\$90,000				
Office Expenses	\$1,295	\$550	\$16		\$89.00		\$198	\$250		
Software Licensing	\$15,867	\$16,500								
Event & Meeting Expenses	\$9,699	\$5,000			\$2,594		\$116			
Honoraria and Gifts	\$2,893	\$500								
Service Expenses	\$1,208									
Travel Awards	\$14				\$2,173					
Employee Travel	\$185		\$10				\$564			
Capital Expenses							\$5,863			
Fund Transfer to Northern Health			\$255,000	\$165,000.00						
Contribution to support events					\$11,500					
Transfer for Distiller Use									\$300	
Knowledge Synthesis Librarian Salary	\$22,356	\$22,356							\$20,000	\$20,000
<b>Total Expenses</b>	\$73,094	\$44,906	\$385,088	\$299,000	\$16,356	\$90,000	\$59,035	\$35,395	\$23,057	\$20,000
<b>Closing Balance</b>	<b>\$64,360.00</b>	<b>\$47,455</b>	<b>\$124,912</b>	<b>\$155,912</b>	<b>\$3,020</b>	<b>\$288,020</b>	<b>\$89,640</b>	<b>\$54,246</b>	<b>\$1,982</b>	<b>\$(3,018)</b>

Notes

\*The BC SUPPORT Unit Northern Centre is a 100% partnership between UNBC & NH. All funds for the Northern Centre are sent to UNBC, and UNBC then transfers 50% to Northern Health.

\*\*The HRI is secretariat to the PHSA-NH-UNBC partnership, duties include managing the *Collaboration for Health Research in Northern Research* seed grant program and project grant program & planning networking and knowledge translation events.



**REPORT TO: GOVERNANCE & HUMAN RESOURCES COMMITTEE  
UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

<b>Subject:</b>	<b>Annual Report on UNBC Harassment &amp; Discrimination Policy</b>
<b>Governance &amp; Human Resources Committee</b>	<b>Meeting Date: June 17, 2024</b>
<b>Submitted By:</b>	Lisa Haslett, Associate Vice-President, Administration
<b>Please note other guests to be in attendance:</b>	Jennifer Dawson, Interim, Director of Human Resources
<b>Appendices:</b>	2024 Report of Complaints and Investigations (Harassment Discrimination RIWP)

## Complaints and Investigations at UNBC

**April 30, 2024**

This report covers the period of May 1, 2023, to April 30, 2024

**Report from the Director of Human Resources and the Vice Provost Faculty Relations:**

As per Article 42.6 and Appendix 42A of the Faculty Collective Agreement, this document provides details of situations where Appendix 42A UNBC Harassment and Discrimination Policy is investigated. This document also includes complaints and investigations under the Respect in the Workplace Policy.

To provide the Board of Governors with information that can assist with supporting the University in enhancing a respectful workplace, we are providing the summary of all complaints received by Faculty and Staff. As UNBC is a small community, and to respect the privacy of the individuals involved in these situations, we have summarized the information.

<b>Respondent Employee Group</b>	<b>New Complaints</b>	<b>Resolved</b>	<b>Still in Progress</b>
<i>Faculty (2023-2024)</i>	3	2	1
<i>Staff (2023-2024)</i>	5	4	1
<hr/>			
<i>Faculty (2022-2023)</i>	6	5	1
<i>Staff (2022-2023)</i>	4	4	0
<hr/>			
<i>Faculty (2021-2022)</i>	6	6	0
<i>Staff (2021-2022)</i>	5	5	0
<hr/>			

***Types of Complaints Received (all employee groups):***

- Harassment and bullying
- Accessibility concerns
- Discrimination

***Location or Unit of the Incident(s) (all employee groups):***

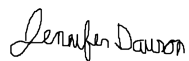
All complaints that have been received have been a result of actions taken on the Prince George campus. We’ve also seen complaints brought forward due to interactions on Zoom, Teams, and email.

***Informal Resolution or Full Investigation (all employee groups):***

According to UNBC Policy, complainants may decide to:

- (1) report and not want any action taken – 0
- (2) report and request informal resolutions – 1
- (3) report and request a formal investigation – 7

Jennifer Dawson



Interim Director, Human Resources

Dr. Bill Owen



Vice Provost, Faculty Relations

***As of April 10, 2024 Interim Vice-  
President Academic and Provost***

## **UNBC STRATEGIC RESEARCH PLAN REFRESH/RENEWAL**

**Objective:** To review, refresh, and revise the UNBC Strategic Research Plan in alignment with the 2023-2028 Strategic Plan (READY).

**Purpose:** To confirm the core research aspirations, needs, priorities, and values for UNBC, as aligned with the UNBC Strategic Plan 'READY'. The renewal process will encompass a collaborative process between faculty, administrative staff, students, alumni, research partners, and others. A collaborative process will be designed and the UNBC community will be engaged across multiple points to provide direction and guidance. This plan will be developed alongside the concurrent UNBC Academic Plan refresh and steps will be taken to promote efficiency and widespread engagement in the planning process.

### **KEY ACTIVITIES**

#### **June-August 2024: Early consultation**

- Early engagement with UNBC community to gain input into strategic research plan process and to identify key informant groups.
- Convene an advisory council with diverse representation of key informant groups, including researchers from all career stages and disciplines.
- Create a guiding framework for the UNBC Strategic Research Plan, confirm timelines, and identify communication strategies to optimize the engagement of the broader UNBC community. This will be done in collaboration with the Prime Strategic Planning group.
- Develop, refine, and/or select engagement tools, including interview guides and surveys.
- Beginning outreach to UNBC research centres, institutes, and groups to gather early input on needs, priorities, and values.
- Consult and share information with UNBC leadership, including Senate SCAAF.

#### **September-December 2024: Engagement and Outreach**

- Develop a detailed calendar of engagement events and communicate these with UNBC community.
- Deploy university-wide survey.
- Conduct initial focus groups, individual interviews, and outreach visits to solicit early input into needs, priorities, and values.
- Conduct outreach activities with relevant partners, including community partners

- Conduct town halls with students from all levels.
- Conduct town halls with alumni.
- Review and synthesize data
- Provide ongoing updates and opportunities for feedback as the plan framework and plan develops.
- Revise the draft plan based on feedback and present back to advisory group and UNBC leadership ensuring clarity, coherence, and feasibility.

#### **January-April 2025: Implementation and Evaluation**

- Present the final draft version of the UNBC Strategic Research Plan for review and approval by senior leadership, SCAAf, senate, and others.
- Finalize strategic plan, with estimated formal launch of April 01, 2025.
- Disseminate strategic plan across UNBC and to relevant partners.
- Engage in annual planning and commence implementation of UNBC Strategic Research Plan.
- Establish mechanisms for review and evaluation