UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

SENATE MEETING
PUBLIC SESSION
MINUTES

November 23, 2016
3:30 – 5:30 PM
Senate Chambers (Room 1079 Charles J McCaffray Hall)

Present: A. Aravind, S. Bach, S. Beeler, M. Bouchard, S. Brown, D. Casperson, M. Dale, B. Deo, G. Deo, D. Erasmus, A. Fordjour, K. Howitt (Recording Secretary), E. Jensen, K. Keen (Vice Chair), H. Lowe, B. Menounos, S. McKenzie (Interim Secretary of Senate), M. Murphy, G. Nixon, I. Olasanmi, M. Peterson, M. Prevost, K. Reimer, A. Robinson, R. Robinson, D. Ryan, P. Sanborn, G. Schmidt, B. Schorcht, E. Searle, N. Thompson, D. Weeks (Chair), C. Whalen, T. Whitcombe, A. Wilson

Regrets: A. Blanding, E. Ezedebego, W. Fellers, A. LeBlanc, J. Moore, A. Palmer, G. Payne, M. Romanets, A. Stroet, T. Summerville

Absent: A. Clay, L. Handfield, D. Nyce

The meeting commenced at 3:30 p.m. The Chair welcomed new Undergraduate Student Senator, Scott Brown.

1.0 **S-2016011.01**
Approval of the Agenda
Menounos
That the agenda for the November 23, 2016 Public Session of Senate be approved as presented.
CARRIED

2.0 **S-201611.02**
Approval of Senate Minutes
Whitcombe
That the minutes of the October 26, 2016 Public Session of Senate be approved as presented.
CARRIED

3.0 **Information**

3.1 Senate Committee on First Nations and Aboriginal Peoples - Integration of First Nations Content into Degree Programs Report — **Dr. Ryan**

Drs. Schorcht and Wilson presented a report on the integration of indigenous content into degree programs. The PowerPoint presentation has been attached to these minutes as Appendix I. A discussion followed.

The SCFNAP working group will present another report during the winter semester.

4.0 Business Arising from Previous Minutes of Senate

4.1 Steering Committee of Senate — Dr. Weeks

Revisions to the Senate Handbook – Dean of Graduate Programs, Vice President of Research and Graduate Programs, and Administrative Title Changes

S-201611.03
Revisions to the Senate Handbook – Senate Membership
Ryan
That, on the recommendation of the Steering Committee of Senate,

Whereas, the administration position of *Dean of Graduate Programs* will be closed;

And whereas *the Dean of Graduate Programs* administration position is a voting member of Senate;

And whereas s. 35(2)(k) of the *University Act* requires that the ratio established in subsections (g) and (h) of 35(2) be preserved;

Now therefore, be it resolved that, s.1 of the Senate Handbook be amended by removing the words "**the Dean of Graduate Programs**" in subsection (g) and substituting the words "**the Vice-Provost of Student Recruitment.**"

Effective Date: November 23, 2016

CARRIED

S-201611.04
Revisions to the Senate Handbook – Changes to Dean of Graduate Programs, Vice President of Research and Graduate Programs, and Administrative Title Changes
Whitcombe
That, on the recommendation of the Steering Committee of Senate, the revisions to the Senate Handbook regarding the Dean of Graduate Programs, Vice President of Research and Graduate Programs, and administrative title changes be approved as proposed.
Effective Date: Upon the approval of Senate

Amendment
That the title of Vice President of Advancement and Communications on pages 4, 32, and 34 of the Senate Handbook be changed to the Vice President, University Advancement.

CARRIED

A Senator stated that the Vice President, Research and Graduate Programs has been added to several of the Senate committees, and he wanted to know if the Vice President will be able to send a designate. The University Secretary noted that anyone who is on a committee by virtue of their office can send a designate.

4.2 Steering Committee of Senate — Dr. Weeks

Revisions to the Senate Handbook – Senate Meeting Schedule

Comparative information regarding regularly scheduled Senate meetings at the other BC research universities was included for information.

S-201611.05
Revisions to the Senate Handbook - Changes to the Scheduled Meetings (July)
Erasmus
That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of July as a regularly scheduled Senate meeting.
Effective Date: January 1, 2017
CARRIED

S-201611.06
Revisions to the Senate Handbook – Changes to the Scheduled Meetings (June)
Erasmus
That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of June as a regularly scheduled Senate meeting.
Effective Date: January 1, 2017
DEFEATED

S-201611.07
Revisions to the Senate Handbook - Changes to the Scheduled Meetings (August)
Erasmus
That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of August as a regularly scheduled Senate meeting.
Effective Date: January 1, 2017
DEFEATED

S-201611.08
Revisions to the Senate Handbook - Changes to the Scheduled Meetings (December)
Whitcombe
That, on the recommendation of the Steering Committee of Senate, Section 3 (w)(i) of the Senate Handbook be amended with the removal of December as a regularly scheduled Senate meeting.
Effective Date: January 1, 2017
CARRIED

The changes to the Senate schedule will take effect January 1, 2017.

4.3 SCAAF Subcommittee on Academic Scheduling (SSAS) Dr. Ryan

Faculty Senator (appointed by Senate) (Chair)

The terms of reference for the SSAS were included. The committee was formed in 2014 but has never been fully populated or met. The Chair of the subcommittee will be a Faculty Senator appointed by Senate. The Chair of the SCN stated the committee will be following up with Faculty Senators to fill the vacancy.

5.0 President's Report Dr. Weeks

The President attended more than 30 meetings since his last report to Senate. He and the Provost continue to meet with academic departments. The meetings are well attended and informative.

Dr. Weeks, Dr. Payne, a faculty member, and a staff member were in Bogota, Columbia for work related to UNBCs environmental research, Environmental Engineering and the Wood Engineering Programs, and the Bio Energy Plant. They made excellent contacts that he believes will help with recruiting and research opportunities for faculty.

Dr. Weeks met with the engineering accreditation team when they were at UNBC, and it was a positive meeting.

Dr. Weeks has met several times with the David Douglas Botanical Garden Society. Ms. Rennick is Re-visiting the Campus Master Plan and the David Douglas Botanical Garden Society will have a big impact on that plan working together with the University to develop green spaces on campus.

The President was in Ottawa for the Canadian Bureau on International Education Annual Conference, and UNBC had a booth there. Representatives from the BC provincial government did a presentation related to the Northern Marketing Strategy at the conference.

The President and the Provost will be in China at the beginning of December to meet with partner institutions to look at increasing the number of students coming to UNBC from China.

A delegation from Wenzhou University visited UNBC in November.

Mr. Paul Davidson, President of Universities Canada, recently visited UNBC. There was a joint Senate and Board gathering. Mr. Davidson did a number of presentations on campus for students and staff.

The Joint Board of Governors and Senate meeting will take place in February. Senators are asked to forward their ideas for speakers to Dr. Weeks or Dr. Keen.

Dr. Weeks and the senior leadership team attended a workshop, in concert with Inspiring Women Among Us events, looking at how to increase diversity on campus.

6.0 Report of the Provost **Dr. Ryan**

The Provost reported there are two final candidates in the Registrar search. They were on campus November 23rd and 24th. The search committee will meet soon to make a decision on the successful candidate and an announcement will be made.

The President and Provost will soon start meeting with non-academic units.

The Academic Planning Action Planning Groups met for the first time on November 8, 2016 and discussed next steps. The groups also met with their Academic Planning Phase One counter-parts for a transfer of knowledge. There will be another meeting on November 25th to discuss engagement with the UNBC community. The groups felt they may be better served if the timeline for reporting to Senate was slightly adjusted to March; however they would like some time to consider the work that needs to be completed first.

> A Senator asked Dr. Ryan what the impact would be to the budgeting model if the timeline for Academic Planning exercise is moved from February to March. Would their findings still be able to inform the budget?
>
> Dr. Ryan noted that there can be some flexibility with the Academic Planning exercise timeline in order to inform the budget. Each Action Planning Group needs to consider a reasonable timeline they can meet.

The Deans have been asked to come up with a set of priorities for faculty positions opening up, and the Provost will be meeting with the Deans to go over the priorities. An announcement will be made by December 1st regarding the positions that recruitment will be initiated for in December.

7.0 Report of the Registrar **Ms. McKenzie**

None

8.0 Question Period **Dr. Weeks**

A Senator asked if the Provost Search committee had been formed yet.

> Dr. Weeks said the contracts for the Provost and Vice President, Research and Graduate Programs search consultants were awarded November 23, 2016. The search committees should be populated over the next few of weeks. They are only about a month off of the timeline set out in a recent Weeks Review.

A Senator asked if the University has considered an influx of American students due to the recent events in the USA.

> Dr. Weeks replied that at the undergraduate level, UNBC already aggressively markets in parts of the USA, and there is an opportunity to expand. The University is currently working with a consultant to look at targeted recruitment in the Pacific Northwest and California. If, at the Graduate level, faculty see an increase in interest from students, they should contact the Vice President, Research and Graduate Programs, the Provost, or the President to let them know if there is anything they can do to help.
>
> The Senator noted that the American Geophysical Union Conference will soon take place in San Francisco. It may be a good opportunity for the University to set up an information booth as there are about 25,000 – 28,000 people who attend the conference.

Dr. Weeks asked the Senator to pass the dates of the conference on to the Vice Provost of Student Recruitment as soon as possible, along with any other ideas or opportunities that could be built into the visit.

The Director of CTLT issued her report "*Students as Partners: Considerations for UNBC*" in response to concerns about improving the experience for Student Senators. A Senator asked what the next steps are in terms of implementing the recommendations or discussing the recommendations at Senate.

Dr. Weeks noted that part of the report was motivated by trying to understand how the University Could improve student participation and the student experience in university governance. A student bursary will be implemented that will be available to students involved in university governance. Dr. Summerville is looking at developing a course.

The Vice-President of Advancement responded from the Gallery that up to 10 - $1000 bursaries are intended to be made available to students on a needs basis.

Dr. Weeks said the terms for these bursaries will make their way through the SCSB.

Dr. Weeks said with respect to student experience in governance, some work has been done with onboarding. He asked Senators if there were other things that could be done to improve student experience.

A Senator suggested that the Steering Committee of Senate consider allocating some time under Other Business at the January Senate meeting to discuss ideas about improving student experience in governance.

Action Item: The Steering Committee of Senate will consider allocating time for Senate to discuss ideas about improving student experience in governance at the January Senate meeting under Other Business.

Senator asked if the bursary money would roll over to the next year if there were not enough student recipients.

Dr. Weeks said the SCSB will outline the terms, but as this would be a needs based bursary, his hope is that the money would be fully distributed each year.

A Senator asked if there will be any criteria that the bursary be given based on their leadership roles in the University or will it be strictly based on financial need.

Dr. Weeks said the bursaries are a way to honour the work done by the students who volunteer their time to university governance. They will be based on need as this was one of the barriers identified as to why students may not get involved in university governance. In addition to the bursary, the credit course that will be developed will be available to students who are participating in governance, tuition free.

A Senator asked if a motion will be coming forward making the necessary changes to the references of the Dean of Graduate Programs in the Graduate Calendar.

Ms. Sanford replied that the motions will go to the relevant Senate committees and then come to Senate in December.

A Senator asked for clarification on Giving Tuesday and the Employee Challenge.

Mr. Tribe said the University will match employee donations up to a total of $10, 000. Employees are encouraged to make a gift in an area where you want to see support. This will support UNBC's capital campaign.

Dr. Weeks said large donors often ask what the level of giving from within the institution is.

A Senator asked how two Interim Research and Graduate Program Leads were chosen; what are the authorities or powers they are exercising; and what are the terms for the positions.

Dr. Weeks said it would be better for the Vice President, Research and Graduate Programs to

answer that question when he returns.

A Senator asked which of the leads have signing authority for the various forms.

Dr. Hartley responded from the Gallery that he and Dr. Kitchenham are the two Leads appointed by the Vice President, Research and Graduate Programs. They have been told their terms will end on May 30, 2017. Whether there is a renewal or not, should be discussed with Dr. Payne. Information and forms that are required for graduate students will go forward to the Graduate Office as usual. All the authority will sit with the Vice President, Research and Graduate Programs. The Graduate Office staff will work with Dr. Hartley and Dr. Kitchenham to decide who will have the delegated authority to sign-off on forms.

A Senator noted an issue that came up at a Chairs' meeting recently was that there are some discrepancies y between what appears in the PDF version of the Calendar and the online version. He asked if there is a mechanism where the two versions of the calendar can be reconciled.

The Registrar was not in the room when the question was asked. Ms. Lawson, Assistant Registrar, Records and Operations, noted from the Gallery that the PDF version is the one people should refer to if there are discrepancies between the two versions. Ms. Lawson said any noted discrepancies can be sent to the Registrar's Office for correction

9.0 Removal of Motions from the Consent Agenda **Dr. Weeks**

A Senator asked for motions S-201611.19 and S-201611.25 to be removed from the consent agenda.

10.0 Committee Reports

10.1 Senate Committee on Academic Affairs **Dr. Ryan**

"For Approval" Items:

Motions S-201611.09 - S-201611.15 were dealt with in as an omnibus motion.

S-201611.09
New Academic Program Proposal - Master of Applied Science in Engineering
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new Master of Applied Science in Engineering be approved as proposed.
Proposed Start Date: September 2017 (entry to degree is September, January and May semesters)
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Program Description

The Master of Applied Science in Engineering degree is offered with either a thesis or a project option. The degree is expected to attract students from engineering disciplines such as, but not limited to, civil, environmental, structural, and building sciences. The Master of Applied Science (MASc) degree is suited to students who wish to pursue a research-based program in Engineering.

The thesis option has, as a substantial component, the completion of an original research program, culminating in the preparation of a thesis, and will prepare graduates for careers in applied research and engineering or for further academic study. The project option provides training across disciplines particularly suitable to individuals with more defined career objectives, as well as providing a mechanism for non-traditional students (e.g. working students, teachers, and professionals) to upgrade their skills and technological knowledge. Students will, upon successful completion of the degree requirements outlined herein, obtain an MASc in Engineering.

All students must participate in the Graduate Seminar in Engineering course (ENGR 701-1.5) for at least two semesters during their course of studies.

Thesis Option

The Master of Applied Science thesis option is designed for candidates who wish to develop career interests related to applied scientific research or who intend to pursue further academic research degrees. MASc students are required to complete 3 credit hours of the ENGR 701-1.5 Graduate Seminar in Engineering course, along with ENGR 700-3 Technical Writing, a minimum of 9 credit hours of approved electives, and a 12 credit-hour thesis (ENGR 790-12). It is expected that electives will consist of engineering oriented courses, and the thesis will involve an independent investigation resulting in a scientific contribution.

The 9 elective credit hours must be graduate-level study (i.e., at or above the 600 level) selected from the courses available at UNBC. A maximum of 6 credit hours from independent studies can be counted towards the elective requirement. Specific details of course work are determined by the research area undertaken by the student. The supervisory committee ensures an appropriate selection of elective courses is taken and may require a student to complete more than 9 elective credit hours if, for example, weaknesses in the student's background exist (including undergraduate prerequisites for graduate courses) or if additional courses are required for professional accreditation.

As part of the MASc thesis (ENGR 790-12), students are required to (a) make an oral presentation of the thesis proposal to the supervisory committee; (b) write an original thesis based on the-completed research (in accordance with established UNBC guidelines); and (c) present an oral defence of the thesis to the examining committee as per Regulation 4.5 Final Oral Examinations and Examining Committees. All course requirements must have been satisfied prior to the oral defence.

Summary of Thesis Option

ENGR 701–1.5	Graduate Seminar in Engineering	3 credit hours
ENGR 700-3	Technical Writing	3 credit hours
Elective Courses		9 credit hours
ENGR 790-12	MASc Thesis	12 credit hours
Total Required for Degree		**27 credit hours**

Project Option

The Master of Applied Science project option is designed for candidates who wish to upgrade their skills or who are constrained in their ability to undertake an applied research thesis. MASc students are required to complete 3 credit hours of the ENGR 701-1.5 Graduate Seminar in Engineering course, along with ENGR 700-3 Technical Writing, a minimum of 15 credit hours of approved electives, and a 6 credit-hour project (ENGR 792-6). The project will involve an independent investigation resulting in a scientific contribution, although this contribution need not include original research.

The 15 elective credit hours must be graduate-level study (i.e., at or above the 600 level) selected from available courses. A maximum of 6 credit hours from independent studies (e.g. ENGR 798-3) can be counted towards the elective requirement. Specific details of course work will in part be determined by the nature of the project undertaken by each student. The supervisory committee will ensure an appropriate selection of elective courses is taken and may require a student to complete more than 15 credit hours if weaknesses in the student's background exist (including undergraduate prerequisites for graduate courses) or if additional courses are required for professional accreditation.

In order to complete an MASc project successfully, a student is required to (a) make a presentation of the project proposal to the supervisory committee; (b) write a project report; (c) give a public lecture on the completed project; and (d) pass an evaluation of the project report by the examining committee. All core and elective course requirements must have been satisfied prior to the oral presentation of the Project.

Summary of Project Option

ENGR 701-1.5	Graduate Seminar in Engineering	3 credit hours
ENGR 700-3	Technical Writing	3 credit hours
Electives Courses		15 credit hours
ENGR 792-6	MASc Project	6 credit hours
Total Required for Degree		**27 credit hours**

Recommended Progression

The normal time for completion of the MASc is two academic years as a full-time student. While this is the

recommended timeline, it may be adjusted at the discretion of the supervisory committee to suit a particular student's research and program needs.

The Graduate Seminar in Engineering course is offered during the September and January semesters. Students are expected to enrol in the seminar course at least two times during their degree program.

Electives may be taken at any time. The sequencing of electives is determined by the student in discussion with their supervisor and the supervisory committee. In Year I, the student, under the direction of the supervisory committee, develops a thesis or project proposal. By the end of the second semester after enrolment, the student should have successfully defended their proposal to the supervisory committee. This allows the student to start the collection of data and/or preparation of experiments and models during the last semester of Year I. It is expected that the student will have successfully defended the thesis or completed the evaluation phase of the project by the end of Year II.

Admission, Regulations and Committee Structures

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year Baccalaureate degree (or equivalent) from a recognized institution in Engineering or related area. Acceptance to the MASc program is contingent upon prospective students finding a faculty member to serve as their supervisor. Applicants must provide a completed Teaching Assistantship Application and a completed Funding Worksheet with their application material for this program.

Applicants are required to provide three letters of recommendation. Normally, at least two of the three letters, exclusive of any letter provided by an intended supervisor, must be from individuals who are able to comment on the applicant's academic and research potential.

Application deadlines are found in this calendar under "Semester Dates" or online at www.unbc.ca/calendar/graduate, under "Semester Dates." The Master of Applied Science Program accepts students for the September, January, and May semesters.

For additional information about graduate admissions or to download application materials, go to the Graduate Programs website at www.unbc.ca/graduateprograms.

Transfer Students

On the recommendation of the program, the Dean of Graduate Programs may accept courses taken at other institutions for credit toward a UNBC graduate program. At the time of application, it is recommended applicants clearly state in a letter their intent to transfer courses and identify the courses to be considered for possible transfer.

Normal Time Required for Completion

Normally, the degree should be completed within two years. Students may take longer to complete the degree depending on their personal circumstances and the nature of their research or project involvement.

Committee Structure

Students are advised by a supervisory committee consisting of at least three members, including the academic supervisor who will serve as the chair of the committee. At least one of the committee members must be from outside the student's program. The committee will be struck during the student's first semester of study.

S-201611.10
New Course Approval - ENGR 700-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 700-3 Technical Writing be approved as proposed.
Proposed semester of first offering: September 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

This course is an introduction to technical writing concepts for graduate students focusing on thesis and report writing. It is intended to help students improve their general writing skills while learning principles and approaches for producing good quality thesis, report, and article manuscripts. Specific topics to be covered include thesis and report writing, improving grammar and organization, literature reviews, and referencing and documentation, including how to avoid plagiarism. Students prepare and submit a written report on a topic in Engineering related to his/her field of research.

S-201611.11
New Course Approval - ENGR 701-1.5
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 701-1.5 Graduate Seminar in Engineering be approved as proposed.
Proposed semester of first offering: September 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

This course covers important subject areas in specific engineering disciplines and specializations, including, risk assessment, safety, project management and law, and ethics. All MASc students are required to register twice in this course during their degree.

S-201611.12
New Course Approval - ENGR 790-12
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 790-12 Master of Applied Science in Engineering Thesis be approved as proposed.
Proposed semester of first offering: September 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Students are required to submit a thesis that represents the result of the student's original research undertaken after admission to the program. The MASc thesis is prepared under the guidance of the primary supervisor and committee. Students are required to defend the thesis at an oral examination as this course is required for graduation in the Master of Applied Science in Engineering thesis option.

S-201611.13
New Course Approval - ENGR 792-6
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 792-6 Master of Applied Science in Engineering Project be approved as proposed.
Proposed semester of first offering: September 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Students are required to submit a project that represents the result of their original research undertaken after admission to the program. The MASc project is prepared under the guidance of the primary supervisor and committee. Students are required to pass an evaluation of the project with the examining committee as this course is required for graduation in the Master of Applied Science in Engineering project option.

S-201611.14
New Course Approval - ENGR 798-(1-6)
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 798-(1-6) Special Topics be approved as proposed.
Proposed semester of first offering: September 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

This course is intended to fulfill requirements for specialized instruction in any of the disciplines in Engineering. Topics are chosen depending upon student interest and instructor availability, and topic headings vary from year to year and from section to section.

S-201611.15
New Course Approval - ENGR 799-(1-6)
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the new course ENGR 799-(1-6) Independent Studies be approved as proposed.
Proposed semester of first offering: September 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

This course provides a concentration on a particular topic or topics agreed upon by the student and a member of the faculty in the MASc Graduate Program. This course may be repeated to a maximum of 6 credit hours, provided that all topics are distinct.

Prerequisites: Permission of the Instructor and Chair, MASc Graduate Program

S-201611.16
Change(s) to the Course Prerequisites - IENG 612-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 612-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 612-3 Project Design I
This lab-based course focuses on applied structural design and hands-on experience. Students build their own designs and compete in various tasks such as building a chair, a bridge or other structures.
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.17
Change(s) to the Course Prerequisites - IENG 613-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 613-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 613-3 Wood Design I
This lecture-based course focuses primarily on structural design with timber and other wood-based products. ~~Other focuses~~ Topics include the ~~behavior~~ behaviour and design of various types of wood-to-wood connections and wood-to-other material such as steel or concrete. Students design various structural elements such as diaphragms, trusses, rigid frames, arches, and prismatic plates of hyperbolic paraboloids for buildings, bridges and other tall wood structures. Conventional lumber or state-of-the-art engineered wood products are discussed.
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.18
Change(s) to the Course Prerequisites - IENG 614-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 614-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 614-3 Building Science I
This lecture-based course focuses on the fundamentals of building science, such as acoustic design and sound separation; absorbing and reducing transfer of sound in wooden or hybrid buildings; and other forms of vibration. ~~static and dynamic thermal performance including thermal bridges, hydrodynamic processes in buildings and airtightness and convection-based influences.~~
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.19
Change(s) to the Course Prerequisites - IENG 615-3
Jensen
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 615-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 615-3 Wood Science
This lecture-based course introduces students to the study of tree growth, macroscopic and microscopic anatomical features of wood, identification of softwoods and hardwoods, wood variability and quality, chemical make-up, physical properties including fire-resistance and structural properties, wood-water interactions, transport phenomena, and wood drying methods.
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.20
Change(s) to the Course Prerequisites - IENG 626-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 626-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 626-3 Sustainable Design I
This lecture-based course presents an array of tools used to assess and manage wood design activities that impact the environment. Tools considered may include the following: environmental indicators measurement; environmental risk assessment; life-cycle assessment; environmental management systems; and sustainable forest management certification. Further methods and parameters for healthy living, indoor air quality, thermal comfort, as well as analysis of social responsibility in various contexts, are discussed.
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.21
Change(s) to the Course Prerequisites - IENG 719-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 719-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 719-3 Special Topics
This course focuses on recent developments in the Canadian and/or international wood construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field ~~trip(s)~~ trips are required.
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.22
Change(s) to the Course Prerequisites - IENG 722-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 722-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 722-3 Project Design 2
This lab-based course is a wood-design studio~~, based~~ focussing on a realistic design task that applies design skills in structural design, building-science, and sustainable design. This course may be offered in the form of a team competition.
~~Prerequisities~~ Prerequisites: ~~IENG 612-3,~~ IENG 723-3, or by permission of the Program Chair

S-201611.23
Change(s) to the Course Prerequisites - IENG 723-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 723-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 723-3 Wood Design 2
This lecture-based course focuses on detailed design for structural tasks for large and tall wood structures such as highrises and bridges. Structural connections of wooden components with various materials as well as hybrid systems are discussed in detail.
~~Prerequisities~~ Prerequisites: ~~IENG 611-3, IENG 612-3,~~ IENG 613-3, ~~IENG 614-3, IENG 615-3, and IENG 719-3~~, or by permission of the Program Chair

S-201611.24
Change(s) to the Course Prerequisites - IENG 724-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 724-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 724-3 Building Science 2
This lecture-based course focuses on the following fundamentals: static and dynamic thermal performance including thermal bridges; hydrodynamic processes in buildings and airtightness; and convection-based influences. ~~acoustic design and sound separation; absorbing and reducing transfer of sound in wooden or hybrid buildings; and other forms of vibration.~~
~~Prerequisities~~ Prerequisites: IENG 614-3, or by permission of the Program Chair

S-201611.25
Change(s) to the Course Prerequisites - IENG 727-3
Jensen
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 727-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 727-3 Wood Processing
This course guides students through all stages of construction, starting with design and finishing with the completed building. Faculty select a sample project to guide students through the construction process. Students learn plant layout and state-of-the-art processes of the industry. The course finishes with a small design project~~,~~ for which ~~the~~ students create~~s~~ all required documentation from construction drawings, details, schedules of materials, and plant layout, to produce the structure to the highest standard and efficiency.
~~Prerequisities~~ Prerequisites: IENG 611-3~~, IENG 612-3, IENG 613-3, IENG 614-3,~~ IENG 615-3~~, IENG 719-3~~, or by permission of the Program Chair

S-201611.26
Change(s) to the Course Prerequisites - IENG 729-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 729-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 729-3 Special Topics 2
This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field ~~trip(s)~~ trips are required.
~~Prerequisities~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.27
Change(s) to the Course Prerequisites - IENG 731-6
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 731-6, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 731-~~6~~8 Project Design 3
This course is the capstone project and can include various fields covered in the program. Students are encouraged to combine several topics to demonstrate integrated design skills.
~~Prerequisities~~ Prerequisites: ~~IENG 611-3, IENG 719-3, IENG 612-3, IENG 613-3, IENG 614-3, IENG 615-3~~ IENG 723-3 and IENG 724-3, or by permission of the Program Chair

S-201611.28
Change(s) to the Course Prerequisites - IENG 734-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 734-3, on page 130 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 734-3 Sustainable Design 2
This lecture-based course focuses on the highest priorities of sustainable design in both energy efficiency and moderate and cold climates. Design of energy-efficient buildings, interconnection of architectural volumes, form, envelope design and healthy living are evaluated. Energy efficiency standards are explored. The integration of building services such as HRV, HVAC and renewable energy generation and their influence on the design are introduced.
~~Prerequisities~~ Prerequisites: IENG 626-3, or by permission of the Program Chair

S-201611.29
Change(s) to the Course Prerequisites - IENG 738-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 738-3, on page 131 in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 738-3 Analysis
~~The~~ In this course, students learn ~~course covers~~ the analysis of one or more ~~of the following~~ aspects of wood or hybrid structures including the following: structural design; specific modern wood based, composite or hybrid

materials; envelope design; building science; and sustainable design. ~~It~~ The analysis focuses on environmental impact and energy efficiency. ~~The student~~ Students present~~s~~ the results of this analysis in the form of a case study.
~~Prerequisites~~ Prerequisites: IENG 611-3, ~~IENG 612-3, IENG 613-3, IENG 614-3, IENG 626-3, IENG 719-3, IENG 724-3, IENG 727-3, IENG 731-6~~, or by permission of the Program Chair

S-201611.30
Change(s) to the Course Prerequisites - IENG 739-3
Whitcombe
That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the course prerequisites for IENG 739-3, on page 131 in the print or PDF calendar accessible on the UNBC web page of the 2016/2017 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED (consent agenda)

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

IENG 739-~~3~~2 Special Topics 3
This course focuses on recent developments in the Canadian and international wood and/or sustainable construction industry. Topics vary and explore recent trends, methods or new products and approaches in the industry. Field ~~trip(s)~~ trips are required.
~~Prerequisites~~ Prerequisites: IENG 611-3, or by permission of the Program Chair

S-201611.31
Changes to Program Description - Integrated Wood Design Program
Jensen
That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the Integrated Wood Design program description for on pages 70 and 71 of the 2016/17 graduate calendar, be approved as proposed.
Effective date: January 1, 2017
CARRIED

Details of the approved calendar text are as follows (for revisions, deleted text indicated by ~~strikethrough~~, new text indicated by underline, and [commentary, where included, in Courier New font within square brackets]):

Integrated Wood Design (MEng Program)

*Applicable Supervisors:
Guido Wimmers, Associate Professor and Chair
Thomas Tannert, Associate Professor and BC Leadership Chair in Tall Wood ~~Building Constructor~~ and Hybrid Structures Engineering
Asif Iqbal, Assistant Professor
Maik Gehloff, Senior Lab Instructor

~~Website: www.unbc.ca/engineering/master-engineering-integrated-wood-design~~
Website: http://www.unbc.ca/graduate-engineering

Wood is the world's most common and sustainable building material. Known for its aesthetic beauty, durability, and ease of machinability, wood is becoming the leading building material in a new paradigm of sustainable and healthy building practices. Significant renewable wood resources in British Columbia and an international wood culture ~~in British Columbia~~ provide a strong impetus for UNBC, the province, and industrial partners to develop a leading education program centred on sustainable healthy building practices using wood.

In order ~~Built~~ to meet the needs of the profession, the Master of Engineering, Integrated Wood Design develops students' skills in understanding wood as a versatile and sustainable building component that can be used in applications far beyond what could be achieved using concrete and steel. Students investigate wood at the micro and macro levels and explore the science and art of designing and building wood structures. The one-year interdisciplinary Master's program is built on four main pillars:

1. Wood Mechanics and Timber Structures – Students gain a deep understanding of wood. Starting with an understanding of the supply chain, students come to appreciate the sustainable nature of wood, its unique structure, its living nature, and its strengths and weaknesses, ~~all in the context of~~ in relationship to other

commonly used building materials.

2. Hands-on Experience – The only way to experience wood is to work with it, as it is one of the most complex building materials. ~~As it is one of the most complex building materials, the only way to experience wood is to work with it.~~ Students build small-scale structures to explore the versatility and complexity of wood structures. Community or industry internships may be included.
3. Team Work - At the core of successful design teams is the ability to communicate effectively and integrate different points of view. Students undertaking this program are immersed in the science and art of design team work. Multi-disciplinary teams work together throughout the program to build effective communication skills by working with individuals with diverse backgrounds and a wide range of experts such as technical experts, professional engineers, architects, and community members.
4. Sustainability – Students study and come to appreciate a range of state-of-the-art sustainable designs and how those designs ~~they~~ fit within the broader social and political context of sustainability.

Admission Requirements

In addition to the admission application requirements outlined in Section 1.0 of the Graduate Academic Calendar, applicants are required to hold a four-year (120 credit-hour~~s~~) baccalaureate degree from a recognized institution in Civil Engineering.

~~In addition to the English Language Requirements outlined in Section 1.1 of the calendar, for~~ For entry into the MEng degree program, students must fulfill the English Language Requirements outlined in Section 1.1 of the calendar, and they must have also passed one of the tests listed below ~~must have been taken~~ within the last 24 months at the ~~lime~~ time of application. In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar. ~~No test waiver is allowed for the admission to the Master of Engineering.~~

Score requirements must meet one of the following criteria:

IELTS (International English Language Testing System) score of at least 7.0 overall, with not less than 6.5 in any of the four modules.

TOEFL (Test of English as a Foreign Language) score of 100 in the internet-based test, with not less than 25 in any of the Reading, Listening, Writing or Speaking components; or equivalent other TOEFL score.

LPI (Language Proficiency Index) score of 6 (essay score of at least 36).

Exceptional Admission

Applicants who have a four-year (120 credit-hour~~s~~) baccalaureate degree (or equivalent) may be granted admission to the program if ~~sufficent~~ sufficient related engineering content can be demonstrated. The Pre-Entry program as outlined in Section 1.7.2 is not applicable for applicants to gain entry to the MEng Program.

Requirements

~~Semester 1~~
IENG 611-3 Introduction to Wood as a Building Material
~~IENG 612-3 Project Design 1~~
IENG 613-3 Wood Design 1
IENG 614-3 Building Science 1
IENG 615-3 Wood Science
IENG 719-3 Special Topics 1

~~Semester 2~~
IENG 626-3 Sustainable Design 1
IENG 722-3 Project Design 2
IENG 723-3 Wood Design 2
IENG 724-3 Building Science 2
IENG 727-3 Wood Processing
IENG 729-3 Special Topics 2

~~Semester 3~~
IENG 731-~~6~~8 Design Project 3
IENG 734-3 Sustainable Design 2
~~IENG 738-3 Analysis~~
IENG 739-~~3~~2 Special Topics 3

Motion
Erasmus
In accordance with Senate regulation 3(w) iii, that the Senate session extend beyond 5:30 p.m.
CARRIED

10.2 Senate Committee on Admissions and Degrees **Dr. Owen**

None

10.3 Senate Committee on First Nations and Aboriginal Peoples **Dr. Ryan**

None

10.4 Senate Committee on Scholarships and Bursaries **Dr. Owen**

"For Information" Items:

SCSB20161026.03 (approved)
UNBC Tuition Award for Excellence
That the new Terms and Conditions for the UNBC Tuition Award for Excellence be approved.
Effective Date: 2017-2018 Academic Year

SCSB20161026.04 (approved)
Revisions to the Nordic Sport Leadership Awards
That the revised Terms and Conditions for the Nordic Sport Leadership Awards be approved.
Effective Date: 2017-2018 Academic Year

SCSB20161026.05 (approved)
Revisions - TransCanada Corporation Indigenous Community Development Award
That the revised Terms and Conditions for the TransCanada Corporation Indigenous Community Development Award be approved.
Effective Date: 2016-2017 Academic Year

SCSB20161026.06 (approved)
Revisions to the UNBC Scholars Award
That the revised Terms and Conditions for the UNBC Scholars Award be approved.
Effective Date: 2017-2018 Academic Year

10.5 Senate Committee on Nominations **Dr. Casperson**

"For Approval" Items:

Regular **S-201611.32**
Recommendation of Senate Committee Members to Senate
Casperson
That, on the recommendation of the Senate Committee on Nominations, the following candidate, who has met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.
Effective date: Immediately upon approval by Senate

SENATE COMMITTEE POSITION TO BE FILLED (except as otherwise noted, all terms begin immediately)	**CANDIDATE**
SENATE COMMITTEE ON ACADEMIC APPEALS	
Lay Senator (03/31/2018)	Ms. Lisa Handfield

CARRIED

10.6 Senate Committee on the University Budget *(no material)* **Dr. Whitcombe**

The Senate Committee on the University Budget is scheduling meetings with the various University stakeholders over the next two months.

10.7 Ad Hoc Committee of Senate Considering Motion S-201603.16 - **Dr. Schorcht**
Recommendations for Changes to Undergraduate Regulations 50 and 51*(no material)*

The NBCGSS has appointed a graduate student to the ad hoc committee. NUGSS will be making the undergraduate appointment on November 25, 2016. The committee will be convened once the students have been contacted.

11.0 S-201611.33
Approval of Motions on the Consent Agenda **Dr. Weeks**
Whitcombe
That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.
CARRIED

12.0 Other Business

None

13.0 S-201611.34
Move to In Camera Session
Whitcombe
That the meeting move In Camera.
CARRIED

A Senator offered a clarification of a point made earlier regarding officers on Senate and Senate Committees. As per the Senate Handbook:

3 (bb) Conduct of Meetings

(vi) When a person is a voting member of Senate or a Senate Committee by virtue of their office and is absent, they may appoint an acting officer, who will have the right to vote at Senate or Senate Committee meetings.

14.0 S-201611.39
Adjournment
Whitcombe
That the Senate meeting be adjourned.
CARRIED

The meeting ended at 5:35 p.m.

Indigenization at UNBC

Report to the UNBC Senate

Dr. Blanca Schorcht, Dean, CASHS

Dr. Gary N. Wilson, Acting Chair,

Department of First Nations Studies

November 23, 2016

What does Indigenization mean to us at UNBC?

- Enrolment Implications
- Curriculum/Course Content
- Pedagogical Approaches and Practices
- Required or Strongly Encouraged?

Summary of Materials Relating to Indigenization

- Existing Inventories and Surveys
  - Centre for Teaching, Learning and Technology - inventory of courses with Indigenous content based on course titles and calendar descriptions
  - Registrar's Office - list of courses with First Nations/Aboriginal/Indigenous content
  - Provost's Committee on Pedagogical Practices Survey Results and Recommendations – voluntary faculty survey of pedagogical practices

Future Research – Winter 2017

- More comprehensive survey of courses with Indigenous content using existing course outlines
- Interviews with faculty who incorporate Indigenous content/perspectives into their courses
- Report on Indigenization practices at other post-secondary institutions

Timelines

- Preliminary report to the Senate Committee on First Nations and Aboriginal Peoples (end of February 2017)
- SCFNAP to finalize the report and develop recommendations on Indigenization (end of March 2017)
- Presentation of report and recommendations to Senate (April 2017)