

**SENATE MEETING  
PUBLIC SESSION  
MINUTES**

May 24, 2017

3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

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**Present:** B. Annear (Secretary of Senate), A. Aravind, S. Beeler, A. Blanding, M. Bouchard, R. Chowdhury, D. Casperson, B. Deo, D. Erasmus, M. Erickson, W. Fellers, L. Haslett, K. Hirsh-Person, S. Hogan, K. Howitt (Recording Secretary), N. Huynh, E. Jensen, A. Larsen, J. MacDonald, M. Mandy, B. Menounos, J. Moore, G. Nixon, D. Nyce, A. Palmer, D. Ryan, B. Schorcht, T. Summerville, D. Weeks (Chair), D. Wessell Lightfoot, C. Whalen, T. Whitcombe

**Regrets:** S. Barton, M. Dale, L. Dohler, S. Horianopoulos, H. Massingham, M. Murphy, G. Payne, M. Prevost, R. Robinson, A. Stroet, R. Wheate

**Absent:** A. Saenz, L. Handfield, M. Peterson

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The meeting commenced at 3:36 p.m.

**1.0 S-201705.01**

**Approval of the Agenda**

Ryan

That the agenda for the May 24, 2017 Public Session of Senate be approved as presented.

CARRIED

**Notice of Motion**

Whalen

That the Senate Handbook be amended with regards to the inclusion of the President or delegate of the Faculty Association as a non-voting member, similar to that of the President of NUGSS and the President of GSS.

**2.0 S-201705.02**

**Move to In Camera Session**

Menounos

That the meeting move In Camera.

CARRIED

The Public Session of Senate reconvened at 3:55 p.m.

**3.0****S-201705.09****Approval of Senate Minutes**

Lightfoot

That the minutes of the April 26, 2017 Public Session of Senate be approved as presented.

**Amendment**

Annear

That at the top of page 9 of the Public Session meeting package the sentence that states “The BEd degree is a two-year program that consists of ~~73~~ up to 65 credit hours...” be changed to, “The BEd degree is a two-year program that consists of ~~73~~ up to 67 credit hours...”

CARRIED as amended.

**4.0****Academic Planning Groups – Presentation****Ms. Patenaude**

The Academic Action Plan – Draft Recommendations document was included in the meeting package for information.

The President and Provost thanked the Academic Planning Action Planning Groups and the Director, Integrated Planning for their work. The Director, Integrated Planning, Ms. Patenaude made a brief presentation to Senate and outlined the engagement sessions that took place. She noted that the Planning Groups were still considering two major revisions with respect to the College structure part of the Plan. They are hopeful that some of the recommendations will be considered for the 2018/19 budget cycle. An updated version of the draft recommendations will go to SCAAF on June 7, 2017 and to Senate on June 28, 2017.

Representatives of the Action Planning Groups were present to participate in the discussion and respond to questions. The following issues and points were raised:

- the University’s signature areas
- it was noted that the reference to the Nisga “house of learning” should be the Nisga “house of wisdom”
- the draft recommendations related to the Faculty Renewal and Development Survey will be sent in a separate document to the University Community and will be included in the final draft
- meaning of decolonization versus de-colonialization was raised

Further comments and feedback about the draft document can be sent to [unbcplan@unbc.ca](mailto:unbcplan@unbc.ca) until May 29, 2017.

**5.0****Business Arising from Previous Minutes of Senate**

At the April 26, 2017 Senate meeting, a Senator asked if the \$2.5/2.6 million in Merit-based Awards represents an increase or decrease relative to previous years, and the Senator requested information on the overall trend. Follow-up on this action item is still required.

**6.0****President’s Report****Dr. Weeks**

The Provost search is underway. The job was posted internally and will be posted on public websites. Further announcements will be made through the “Announce” email list informing the University community on progress.

On May 23, 2017, the task force on the international high school met. Communication will be sent through the “Announce” email list outlining the membership of the task force. The task force identified key areas of questions, concerns and opportunities, that the group will endeavor to work through. On May 25, 2017 at 11:30 a.m., UNBC’s public fund-raising campaign: the Northern Leadership Campaign, will be launched in the Alumni Lounge.

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

The Provost noted that the final draft of the Academic Action Plan Recommendations will go to SCAAF on June 7, 2017. Feedback on the first draft document can be submitted to [unbcplan@unbc.ca](mailto:unbcplan@unbc.ca) until May 29, 2017.

The Provost also commented on the International High School Task Force, and noted that in addition to identifying areas of concern and opportunities, the group would be reaching out to individuals and departments to help find responses and solutions.

The 2016/2017 enrollment numbers are ready for review by the auditors. The numbers will not be final until that review is complete. But, the numbers indicate that enrollment was up 3% compared to the previous year. That increase is a reflection of 2015/2016 recruitment efforts. The University is working towards a 5% increase in enrollment this year. A separate report shows applications and admissions up 15% and 18% respectively, and registration up 39% compared to the same time last year.

The Provost referred to a question raised at the previous meeting about external reviews of academic units. The Provost's website will be updated to show the status of review. As per the Terms of Reference for the Senate Committee on Academic Affairs, the Provost will bring information regarding external reviews to that committee for discussion and to address inconsistencies in terms of how, where and what information should be posted.

A Senator asked for absolutes on the FTEs.

The Provost replied there were 2538 FTEs in the 2015/2016 academic calendar year, and for 2016/2017 there were 2632 FTEs. There were 501 graduate students 2015/2016 and 480 graduate students in 2016/2017.

## **8.0 Report of the Registrar**

**Mr. Annear**

The Registrar thanked staff in the Office of the Registrar for all of their work on the convocations. The Registrar reported that a call for nominations was sent to graduate students for the vacant Graduate Student Senator position on Senate. The deadline for nominations was May 19, 2016. A few nominations were put forward. Eligibility will be verified and there will be an election. A call for nominations was also sent to contacts in the regions for the three Regional Representative vacancies on Senate (Peace-River/Liard Region, South-Central Region, and Aboriginal/First Nations Communities). The deadline for nominations is June 2, 2017.

## **9.0 Question Period**

The President noted that no questions were submitted in advance and asked for questions from the floor.

A Senator asked whether there had been further thought given to whether graduation ceremonies in the regions are defined as formal convocations.

The President clarified that once convocation happens at the Prince George campus, the students in the regions officially convocate. That is why the events in the regions are called celebrations. There has been discussion with the Chief Information Officer and other people internally about the possibility of using technology to enhance the ceremonies and the connection to the Prince George convocation.

A Senator asked whether there will be a public presentation made by candidates for the Provost position.

The Associate Vice President, People, Organizational Design and Risk indicated that the search consultant, Caldwell, informed the selection committee that it is becoming more difficult to find candidates for provost or presidential positions if there is a public component to the process, because their candidacy cannot then be kept confidential. The committee discussed balancing the importance of community involvement and attracting quality candidates. The President has committed to making the process as open as possible, while ensuring the University gets quality applicants.

A Senator suggested the candidates meet with Senate in an In-camera session.

The President stated he would take this under advisement. Senate and faculty have representation on these committees, and the committee members are there to support the President in making decisions about the candidates.

**10.0 Removal of Motions from the Consent Agenda**

**Dr. Weeks**

There were no motions on the Consent Agenda.

**11.0 Committee Reports**

**11.1 Senate Committee on Academic Affairs**

**Dr. Ryan**

**“For Approval” Items:**

**S-201705.10**

**Approval of the Northern Transitions Program**

Palmer

That, on the recommendation of the Senate Committee on Academic Affairs, the Northern Transitions Program be approved as proposed.

Effective Date: September 2017

CARRIED

**S-201705.11**

**Approval of the New Northern Transitions Program (NTP) – Calendar Entry**

Palmer

That, on the recommendation of the Senate Committee on Academic Affairs, the new Northern Transitions Program (NTP) be approved as proposed.

Proposed Start Date: September 2017

CARRIED

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

**General Calendar Description:**

UNBC’s Northern Transitions Program (NTP) is a holistic and supportive program that helps students prepare for and successfully navigate the transition to university studies. By offering courses that bridge gaps in student knowledge and experience, the NTP is a program for anyone who would benefit from a supportive transition into the role of a post-secondary student.

The NTP provides skills and knowledge in the first year of studies that subsequently allow students to complete degree programs. Throughout their critical first year, students will receive credit for courses in which they develop library skills, text reading skills, communication, exam-taking strategies and quantitative skills. This program has three main principles:

- To enhance learning, writing, communication, computer and other skills, which will improve success in a post-secondary institution;
- To enable students to explore various career options available through their educational achievements;
- To provide a supportive network and learning environment which will enhance personal development and academic success.

**Courses and Semester Layout**

The Northern Transitions Program was developed with existing UNBC courses to support students continuing into degrees of their choice. This program is cohort-based so only others in the NTP will be in the courses in order to build relationships and supports with fellow students. The courses will be enhanced by a bi-weekly talking circle with their Academic Learning Coach (ALC) to ensure that all aspects of student life are nurtured. The foci of these

talking circles is on a wide range of topics from academics and support services to cultural support and wellness. This is not a standalone program so students are expected to apply to a UNBC program of choice in their first year of studies with the Northern Transitions Program. The program is designed to facilitate 20 students per year in each cohort. Northern Transitions program students are required to complete 18 credit hours in their first and second semesters as follows:

#### Semester One

UNIV 101-3 Introduction to Higher Education

ENGL 170-3 Writing and Communication Skills

CPSC 150-3 Computer Applications

#### Semester Two

ARTS 102-3 Research Writing

ENGL 120-3 Introduction to Canadian Native Literatures

XMAT 161-1, 162-1, 163-1 Intermediate Algebra

#### **Academic Learning Coach**

The NTP provides support networks for personal growth that help students deal with issues that can impede their academic success. The Academic Learning Coach (ALC) is the students' key support. The ALC facilitates student engagement as students transition to university to ensure that their higher learning experience is a success. By providing personalized support, the coach guides students through course work in an advisory and supportive capacity. They assist students in their transition to a self-motivated and independent approach university level learning by being responsive to the particular needs that students may require for their future success in UNBC programs.

#### **Admission Requirements**

Students will be required to complete a regular UNBC Admission Application form and indicate the Northern Transitions Program as their academic intention.

Students are required to have completed Math 10 and preference will be given to students who have completed English 12 or English First Peoples 12.

Students who do not successfully meet the Cumulative GPA of 2.0 (C average) for this program are required to meet with their academic advisor and Academic Learning Coach to help assess goals and steps needed to move forward. Such students may be asked to take a short break from the University; however, this is not considered a penalty, as we want to provide students with options to ensure they are successful in their future educational endeavours.

#### **Application Process**

Students are encouraged to begin admission inquiries as soon as possible in the new calendar year. The deadline for submission of applications, complete with all required documentation, for September registration is May 31. Complete application files are given first preference for acceptance into the program. Not all students who are eligible are admitted as space in the program is limited.

To be considered for the Northern Transitions program, students must also submit the following with their application form:

- one official transcript from high school and all post-secondary institutions attended

(photocopies or facsimiles are not accepted as official);

- a letter of intent outlining their career goals and the importance of the Northern Transitions program in achieving those goals;
- a letter of support from a high school teacher and/or band administrator, education coordinator or sponsoring organization.

Students who have submitted the the above mentioned documents and have met all entrance requirements are then scheduled for a personal interview to ensure suitability and preparedness for the Northern Transitions Program.

**Curriculum:**

Northern Transitions program students are required to complete 18 credit hours in their first and second semesters as follows:

Semester One

UNIV 101-3 Introduction to Higher Education

ENGL 170-3 Writing and Communication Skills

CPSC 150-3 Computer Applications

Semester Two

ARTS 102-3 Research Writing

ENGL 120-3 Introduction to Canadian Native Literatures

XMAT 161-1, 162-1, 163-1 Intermediate Algebra

**S-201705.12**

**Approval of the Renewal of the Exchange Agreement between UNBC and University of Burgundy, France (uB)**

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the exchange agreement between UNBC and University of Burgundy, France (uB) be approved as proposed.

Effective Date: Upon approval of Senate

CARRIED

**11.2 Senate Committee on Admissions and Degrees (8 minutes)**

**Dr. Ryan**

**“For Approval” Item:**

**S-201705.13**

**Change(s) to the Calendar Regarding Undergraduate English Language Requirements**

Erasmus

That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the calendar regarding Undergraduate English Requirements be approved as proposed.

Effective date: May 2017

CARRIED

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

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. Students who completed five consecutive years of

instruction and examination entirely in the English language immediately before admission (**i.e., within two years of application**) are exempted from this requirement. **Students who have completed secondary education taught entirely in the English Language at a recognized institution may be exempted from this requirement by providing proof. An up to date list of countries where students are exempt from the English Language Proficiency requirements can be found on the Admissions pages of the UNBC website.**

Acceptable evidence of English language proficiency may be any one of the following:

- TOEFL (Test of English as a Foreign Language) score of ~~88~~ **90** or higher in the internet-based test, with not less than 20 in each of the Reading, Listening, Writing or Speaking components. Score of at least 230 in the computer-based test or at least 570 in the paper-based test. UNBC's institutional TOEFL code is 0320.
- IELTS (International English Language Testing System) **Academic** score of at least 6.5 overall, with not less than 6.0 in any of the four modules.
- ~~LPI (Language Proficiency Index) score of at least 5.~~
- A final grade of 2.00 (C) or better in both UNBC English Language Studies' 50 and 170.
- A final grade of 2.00 (C) or better in an articulated BCCAT EAP 4 program.
- A final grade of 70% or better in English 12 from the British Columbia secondary system.
- A final grade of 75% (B) or better in a University Transferable English course.
- Completion of two full years of full time degree level studies or equivalent at a recognized institution where English is the language of instruction.
- ~~Completion of one full year of degree studies (minimum four full transferable courses with a minimum grade of 'C') entirely in the English language at a recognized institution from a country approved by UNBC where English is an official language.~~
- A final grade of ~~4~~ **2** or better in Advanced Placement (AP) English Language and Composition or AP English Literature and Composition.
- A final grade of ~~5~~ **3** or better in International Baccalaureate (IB) English A1 or A2 (higher or subsidiary level).
- MELAB score of 80, with a minimum 3 on the Speaking Rating Scale
- CELPIP Academic Test score of 4H or higher in each of the Reading, Listening, Writing, and Speaking components.
- CAEL (Canadian Academic English Language) or the CAEL CE Assessment score of at least 70, **with no subtest below 60.**
- ~~University of Cambridge ESOL grade B on the Certificate of Advanced English (CAE).~~
- **A grade of B or better on Cambridge English: Advanced (CAE)**
- **PTE (Pearson Test of English - Academic): 65 overall score, with 60 reading, 60 writing, 60 listening, and 60 speaking**
- ~~Comparable results in any other internationally recognized English Language Assessment test considered as equivalent to TOEFL or IELTS.~~

For the Northern Collaborative Baccalaureate Nursing Program (NCBNP), the following are required for admission:

- fulfillment of the BC Secondary School English 12 requirement (~~67~~ **70** %), ~~or equivalent~~, and
- either an IELTS (International English Language Testing System) **Academic**, or a CELBAN (Canadian English Language Assessment for Nurses) with current, valid results and scores as set by CRNBC for the year of admission.

In order to be considered valid, ~~these scores~~ results must be sent directly from the testing agency/institution to the Office of the Registrar. Scores are valid for a period of two years.

**S-201705.14**

**Changes to the Application for Admission Deadline - Master of Engineering in Integrated Wood Design**

Whitcombe

That, on the recommendation of the Senate Committee on Admissions and Degrees, the application for Admission deadline to the Master of Engineering in Integrated Wood Design be approved as proposed.

Effective date: As soon as approved by Senate

CARRIED

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

Certificate (Alphabetical by Subject)	Application Deadline According to Preferred Semester of Entry		
	September	January	May
Aboriginal Child Youth and Mental Health	December 15	May 1	December 15
Degree (Alphabetical by Subject)	Application Deadline According to Preferred Semester of Entry		
	September	January	May
Applied Science in Engineering (MAsc in Engineering) (Pending approval from BC Degree Quality Assurance Board)	December 15	May 1	December 15
Business Administration (MBA)	December 15	no intake	no intake
Business Administration (MSc)	December 15	no intake	no intake
Development Economics (MA)	December 15	May 1	no intake
Disability Management (MA)	December 15	no intake	no intake
Education (MEd -- Counselling Specialization)	December 15	no intake	no intake
Education (MEd -- Multidisciplinary Leadership Specialization)	December 15**	no intake	December 15**
Education (MEd -- Special Education Specialization)	December 15	no intake	no intake
English (MA)	December 15	no intake	no intake



First Nations Studies (MA)	December 15	no intake	no intake
Gender Studies (MA)	December 15	May 1	no intake
Health Sciences (MSc)	December 15	no intake	no intake
Health Sciences (PhD)	December 15	no intake	no intake
History (MA)	December 15	September 15	no intake
Integrated Wood Design (MEng)	no intake	<del>May 1</del> Ongoing	no intake
Interdisciplinary Studies (MA and MSc)	December 15**	May 1	December 15**
International Studies (MA)	December 15	May 1	no intake
Mathematical, Computer, Physical, and Molecular Sciences (MSc)	December 15	May 1	no intake
Natural Resources and Environmental Studies (MA)	December 15**	May 1	December 15**
Natural Resources and Environmental Studies (MNRES)	December 15**	May 1	December 15**
Natural Resources and Environmental Studies (MSc)	December 15**	May 1	December 15**
Natural Resources and Environmental Studies (PhD)	December 15**	May 1	December 15**
Nursing (MScN)	December 15	May 1	no intake
(MScN: FNP)	December 15	no intake	no intake
Political Science (MA)	December 15	May 1	no intake
Psychology (MSc)	December 15	no intake	no intake
Psychology (PhD)	December 15	no intake	no intake
Social Work (MSW)	December 15	no intake	no intake

**11.3 Senate Committee on First Nations and Aboriginal Peoples**

**Dr. Ryan**

None

**11.4 Senate Committee on Scholarships and Bursaries**

**Mr. Annear**

None

**11.5 Senate Committee on Nominations**

**Dr. Casperson**

**“For Approval” Item:**

**S-201705.15**

**Recommendation of Senate Committee Members to Senate**

Casperson

That, on the recommendation of the Senate Committee on Nominations, the following candidates, who have 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 Affairs**

Faculty Senator (03/31/2020)

Dr. Dana Wessell Lightfoot

Graduate Student — CASHS (03/31/2018)

Mr. Wendel Schwab

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

**SCAAF Art Acquisition Subcommittee**

Faculty member with a broad interest in the arts (03/31/2020)

Dr. Sylvia Barton

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

**Senate Committee on First Nations and Aboriginal Peoples**

Faculty Senator (03/31/2020)

Dr. Roger Wheate

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

**Senate Committee on Scholarships and Bursaries**

Faculty Senator — CASHS (03/31/2020)

Dr. Stan Beeler

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

**Senate Committee on Student Discipline Appeals**

Graduate Student (03/31/2018)

Mr. Seamus Hogan

Further nominations were sought from the floor, and there being none, the motion was CARRIED.

**“For Information” Item:**

**Senate Committee on the University Budget**

Faculty Association Representative, appointed by the  
Faculty Association Professional (03/31/2020)

Dr. Balbinder Deo

## 11.6 Steering Committee of Senate

### 11.6.1 Report on Action Items from the April 26, 2017 Senate Meeting

Mr. Annear

Mr. Annear stated on May 17, 2017 the SCS discussed the following action items:

- (i) Timestamps – The SCS proposed using suggested timestamps on the May 24<sup>th</sup> Senate agenda as well as the following two regular meeting agendas as a pilot. The Secretary of Senate and the University Secretary will track how much time is actually used for the various agenda items. The SCS will discuss the use of timestamps again after three meetings.
- (ii) Question Period – Senators are highly encouraged to submit their questions before Senate meetings to allow time for more fulsome answers. Questions Members of the SCS felt that questions should still be accepted on the floor of Senate. Questions submitted before Senate meetings should be sent to Ms. Howitt.
- (iii) Recording Meetings, Senate Minutes, and Overall Senate Meeting Package Content – The Office of the University Secretariat will be looking at other BC post-secondary institutions over the coming months to do a comparison of Senate meeting packages. There was discussion about Senate minutes and the possibility of posting the audio recorded meetings publically or for only Senators. Consideration should be given to the impact on Senators comfort in speaking freely during meetings and for the need to manage the records once created (how long will recordings be kept, proactive protection, maintenance and retention of records, etc.). The current practice, as per the Senate Handbook, is to erase the Senate recordings once the minutes are approved. A change to this practice would require a motion to change the Senate Handbook.

<b>Action item:</b> The SCS is to discuss again whether audio recordings of Public Sessions should be brought to Senate as a discussion item or as a motion.
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### 11.6.2 Strategic Research Plan

#### S-201705.16

#### **Strategic Research Plan 2017-2021**

Schorcht

That Senate endorses the major objectives and strategic research areas outlined in UNBC's Strategic Research Plan 2017-2021 and recognizes that the Strategic Research Plan is a living document that will evolve and change over time.

Effective date: May 24, 2017

CARRIED

The Strategic Research Plan was included in the meeting package for information.

## 12.0 Information

### 12.1 Security and Ransomware

Mr. Condon

PowerPoint presentation slides were included in the meeting package for information. The Chief Information Officer, Mr. Condon made a presentation to Senate on Security and Ransomware, and there was an opportunity for questions.

The Chair left the Senate meeting at 5:12 p.m. and the Vice Chair was in the chair.

## 13.0 Approval of Motions on the Consent Agenda

Dr. Weeks

There were no motions on the Consent Agenda.

## 14.0 Other Business

None

15.0

**S-201705.18**

**Adjournment**

Blanding

That the Senate meeting be adjourned.

CARRIED

The meeting ended at 5:28 p.m.