

**SENATE MEETING  
OPEN SESSION  
MINUTES**

October 23, 2024

3:30 – 5:30 PM

Senate Chambers

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**Present:** J. Bankole, C. Barreira, C. Brown, D. Brown, D. Casperson, B. Danesh, B. Deo, R. Fonda, K. Fredj, M. Gehloff (Vice Chair), M. Groulx, N. Hanlon, J. Hirt, C. Hofsink, C. Ho Youngusband, S. Iftikhar, H. Kazemian, T. Klassen-Ross, N. Koper, A. Kranz, D. Litz, M. Mandy, S. MacKay, N. Neufeld, R. Noonan, B. Owen, A. Parent (Recording Secretary), M. Parkes, G. Payne (Chair), K. Read (Secretary of Senate), K. Rennie, D. Roberts, R. Robinson, P. Siakaluk (non-voting), R. Singh, K. Stathers, M. Tavares, F. Tong, J. Unnuth (non-voting), T. Whitcombe, S. Wilson,

**Regrets:** R. Camp II, J. Crandall, B. Daniel (non-voting), T. Fyfe, D. McIntosh, D. Nyce, P. Prince, R. Somani (non-voting), T. Watters, P. Winwood (non-voting), P. Wood-Adams

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The Senate Meeting began at 3:30 pm.

### **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.

The Chair welcomed new Student Senator, Maria Tavares.

The Chair noted regrets for the Vice President, Research and Innovation and welcomed Associate Vice President Davina Banner-Lukaris as the acting officer for the Vice President, research and Innovation.

The Chair noted regrets for the University Librarian and welcomed Dr. Kealin McCabe as the acting officer for the University Librarian.

The Chair reported that there are 2 student vacancies, one for the Faculty of Human and Health Sciences and the other for Faculty of Business and Economics and noted that Senator Durau resigned from her position on Senate. The Chair noted one Faculty vacancy for the Faculty of Indigenous Studies, Social Sciences and Humanities.

**1.0 S-202410.01  
Approval of the Agenda**

Gehloff

That the agenda for the October 23, 2024, Open Session of Senate be approved as presented.

CARRIED

**2.0 Presentation: Student Success** – J. Foster, Director Student Success, R. Munchinsky, Manager, Student Experience & Planning, A. Kearns, Manager Student Health & Wellness

Senate discussed and asked questions.

Senate discussed

- better supports for the Academic Resource Centre to be able to support students and faculty with evening exams and increased capacity.
- Supports for students accessing services such as legal, financial etc...
- The interface between Restorative Justice and our Code of Conduct Policy

The following question was asked but time did not permit an answer it was forwarded to the Steering Committee of Senate for a future meeting.

Senator Danesh: What would be the main communication contact that students (graduate or undergraduate) can reach out to for discussing their issues (for example discussing their contract and not getting the funds that they were promised; power dynamic issues with their supervisor and academic challenges and misconduct)

### 3.0 Approval of the Minutes

#### **S-202409.02**

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

Gehloff

That the Minutes for the September 25, 2024, Open Session of Senate be approved as presented.

CARRIED

### 4.0 Business Arising

### 5.0 President's Report

Payne

The President reported on:

- Launch of Hockey for Youth program started by a UNBC Alumni
- Speaker at International Students Day
- National Day for Truth and Reconciliation
- Launch of the Commonwealth 75<sup>th</sup> Anniversary book, featuring UNBC along with a video highlighting UNBC's Sustainability.
- Meetings with government, the Northern Post-Secondary Council  
Student First Approach
- Priorities coming out of READY

#### 5.1 Report from the October 4, 2024 Board of Governors

- i. Institutional Accountability Plan and Report
- ii. *Financial Information Act* Report
- iii. Five Year Capital Plan
- iv. Scholarships, Bursaries and Awards
- v. UNBC Q1 2024-25 Financial Statements
- vi. UNBC Q1 2024-25 Forecast
- vii. Deletion of Program – Post-Diploma Baccalaureate Nursing Program
- viii. Cedars Christian School and UNBC TekX Dual Credit program
- ix. UNBC and School District 57's Dual Credit agreement
- x. Dorset College Agreement Termination
- xi. Lheidli T'enneh Tuition Initiative Agreement
- xii. Executive Compensation for Vice Presidents
- xiii. Executive Compensation for the President and Vice Chancellor
- xiv. UNBC Board of Governors – 2025 Meeting Date
- xv. Exempt Handbook Update
- xvi. Quarterly Board of Governors Appointment Delegation Policy Report
- xvii. UNBC Faculty Association Market Differentials
- xviii. Governance Report – Action Items for 2024
- xix. Discussion on Enrollment Management

## 6.0 Report of the Interim Provost

Interim Provost Owen reported on:

- Immigration, Refugee and Citizenship Canada
- Student Engagement
- Enrollment Management – priorities for the short term to focus on retention and recruitment initiatives for January
- Times Higher Education World Academic Summit
- Academic Plan – Refresh
- McLean's Ranking

## 7.0 Report of the Registrar

Registrar Read reported on the activities of the Office of the Registrar and International.

- Planning for and responding to the IRCC announcements for the Provincial Attestation Letters.
- Launch of Undergraduate Admissions on the CRM
- Upgrades to Self Service Banner 9
- Fall Exam schedule released

Overall enrolment:

- Overall domestic undergraduate FTE stable
- Domestic graduate enrollment is up 7% - 26 FTE
- International UG up just about 2% -8 FTE or so,
- Graduate International students are down about 8% - 20 FTE.
- Overall fall enrollment is a positive story but we are seeing an impact as a result of IRCC changes.

Senator Casperson asked if there was data or a GPA breakdown on students who are choosing not to continue at UNBC.

Senator Fredj noted that some programs have removed winter admissions.

## 8.0 Report on Regional Activities (5 minutes)

The Interim Provost reported work on report and framework for how we can support students, faculty and staff in our regional communities and campuses. The report to Senate will be coming in January or February.

Senate discussed:

- Communications and being able to share the activities and work of faculty members in community and the regions.
- The role of Faculties, and their academic relationships in regions.
- Engagement with the Office of Indigenous Initiatives to work and communicate with communities.

## 9.0 Question Period

### 9.1 Questions in advance - None

### 9.2 Questions from the floor

- Senator Casperson asked about the Graduate Degrees in Gender Studies and First Nations Studies that are not currently accepting applications. Dean Rennie reported that this is a result of teaching capacity and constraints.
- Senator Groulx asked if there were updates on the Privileged Access Management and Acceptable Use Policy. The Provost reported that policy is in progress.
- Senator Casperson asked about the continued conversations on Artificial Intelligence. The committee from last spring had several items for future consideration and when these will be addressed. The Provost reported that it is on the radar and he will discuss it further with the Director,

CTLT and that some education sessions have been hosted.

## 10.0 Committee Reports

### 10.1 Senate Committee on Student Appeals

Klassen-Ross

No report.

### 10.2 Senate Committee on Academic Affairs

Owen

#### For Approval:

#### **S-2024010.03**

#### **New Program Approval – PhD, Chemistry**

Hirts

That on the recommendation of the Senate Committee on Academic Affairs the new PhD in Chemistry be approved as proposed.

**Effective Date: September 2025 (Pending Board, DQAB/Ministry approval)**

CARRIED

**General Calendar Description:** The PhD in Chemistry at UNBC provides students with a breadth of experience across a range of experimental techniques and procedures. PhD students conduct advanced research and gain an experiential education preparing graduates for future careers as research scientists in either academia, government, or industry.

The objective of the PhD program in Chemistry is to develop scholars and researchers who can contribute to the larger body of scientific knowledge in all of the sub-disciplines of chemistry and advance our understanding of the fundamental role chemistry plays across a broad spectrum of interests.

**Curriculum:** The PhD is a research degree, developed for students coming in with a rich background in the foundational knowledge required for chemistry. The supervisory committee assesses the student's readiness to conduct research and recommends coursework. These courses may be offered on campus by faculty, through the Western Dean's or other institutional agreements, or through reputable on-line learning platforms such as EdX.

#### **Courses:**

CHEM 804-3 Graduate Seminar

CHEM 890-12 Dissertation

Other courses or professional development credits as deemed necessary by the supervisory committee (not to exceed a total of 9 academic credits)

**Candidacy:** Students entering the Ph.D. program with a Master's degree must complete the candidacy exam within 18 months from entry, while students transferring from the M.Sc. in Chemistry to the Ph.D. program must complete the exam within 24 months from the beginning of their graduate program. The candidacy examination consists of a grant-style proposal written by the student on their proposed research and an oral defence of the proposal with questions along with any other questions the supervisory committee deems necessary. Students must pass both the oral and written components.

**Other requirements:** Students must continuously register full-time in three terms per year. No part-time graduate program is available for this degree. Students normally undertake a teaching assistantship within the department.

**Dissertation:** Students must have an identified supervisor at the time of application. Within 6 months of admission, a supervisory committee consisting of their supervisor and three faculty members (one of whom should be an external faculty member from a related academic discipline) must be created. Students are expected to work with their supervisor and committee in the development and execution of their research. Students are expected to publish the results of their research in credible refereed scientific journals and present them at conferences.

**Oral Examination:** The final, written dissertation will be evaluated by the supervisory committee and an external examiner (from outside of the University) chosen by the Graduate Committee in consultation with the supervisor and approved by the Dean of the Faculty of Science and Engineering. The dissertation must be publicly presented and defended in an oral exam.

**Program Length:** 4 years if entering with a completed M.Sc. or 6 years with direct entry or by transferring from an M.Sc. program.

Items .04 and .05 were moved as omnibus motion.

**S-2024010.04**

**New Course Approval – ENGR 458-3 Advanced Treatment Processes for Water and Wastewater**

Roberts

That on the recommendation of the Senate Committee on Academic Affairs the new course ENGR 458-3 Advanced Treatment Processes for Water and Wastewater be approved as proposed.

**Effective Date: September 2024**

CARRIED

This course extends and deepens the scope of ENGR 358-3 Water and Wastewater Systems, covering processes for removing impurities that are not effectively removed by conventional water and wastewater treatment systems, such as nutrients (e.g., nitrogen and phosphorus), residual organics, and emerging pollutants. The scope of the course extends to sludge management and resource recovery. Topics include, but are not limited to, the following: polishing ponds, media filtration, disinfection, membrane treatment systems, membrane bioreactors, adsorption, nitrogen and phosphorus removal, biofilm processes, advanced oxidative processes, sludge management, and resource recovery from biosolids.

**Prerequisites (taken prior):** ENGR 358-3

**Preclusions:** ENGR 658-3

**S-2024010.05**

**New Course Approval – ENGR 658-3 Advanced Treatment Processes for Water and Wastewater**

Roberts

That on the recommendation of the Senate Committee on Academic Affairs the new course ENGR 658-3 Advanced Treatment Processes for Water and Wastewater be approved as proposed.

**Effective Date: September 2024**

CARRIED

This advanced course covers processes for removing impurities that are not effectively removed by conventional water and wastewater treatment systems, such as nutrients (e.g., nitrogen and phosphorus), residual organics, and emerging pollutants. The scope of the course extends to sludge management and resource recovery. Topics include, but are not limited to, the following: polishing ponds, media filtration, disinfection, membrane treatment systems, membrane bioreactors, adsorption, nitrogen and phosphorus removal, biofilm processes, advanced oxidative processes, sludge management, and resource recovery from biosolids.

**Prerequisites (taken prior):** ENGR 358-3 or equivalent, or permission of the instructor

**Preclusions:** ENGR 458-3

**Consent S-2024010.06**

**Change(s) to Course Description – ENGR 217-3 Engineering Design II**

That on the recommendation of the Senate Committee on Academic Affairs, the changes to the description for ENGR 217-3 Engineering Design II, on page 236 of the 2024-2025 undergraduate calendar, be approved as proposed.

**Effective Date: September 2025**

Quorum lost. Moved to November agenda

**Consent S-2024010.07**

**Change(s) to Calendar – ENGR 270-3**

That the calendar entry for ENGR 270-3 be revised as proposed.

**Effective Date: September 2025**

Quorum lost. Moved to November agenda

**For Discussion and Information**

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10.2.1 NRESi Annual Report 2023-2024 included in the meeting package

10.2.2 UNBC Research Ethics Board 2023 Report included in the meeting package

10.2.3 Ministry of Post Secondary Education and Future Skills – Quality Assessment Process and Criteria included in the meeting package

**10.3 Steering Committee of Senate**  
No report.

**Payne**

**10.4 Senate Committee on Nominations**

**Gehloff**

**S-202410.08**

**Recommendation of Senate Committee Members to Senate**

Kranz

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

**Effective date: October 23, 2024**

Senate Committee on University Budget	Graduate Student – Rachel Fonda	08/31/2025
Senate Committee on University Budget	Undergraduate Student - Ranjodh Singh	08/31/2025

CARRIED

10.4.1 List of Senate Committee Vacancies was included in the meeting package.

**10.5 Senate Committee on Curriculum and Calendar**  
No report.

**Read**

**10.6 Senate Committee on Admissions and Degrees**  
No report.

**Read**

**10.7 Senate Committee on Indigenous Initiatives**

**Payne**

**10.7.1 Naming of Physical Assets Policy and Procedures**

**Wood-Adams**

- i) **FOR CONSULTATION** - *Naming of Physical Assets Policy* (draft)
- ii) **FOR INFORMATION** – *Naming of Physical Assets Procedures* (draft)
- iii) **FOR INFORMATION** – *Naming Policy* (1998 – to be repealed)

Items moved to the November meeting of Senate for consultation and discussion

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

**Payne**

Items .09 and .10 were moved as an omnibus motion.

Senator Hirts proposed a motion to extend Senate.

Quorum was lost at 5:40 pm.

**Regular S-202410.09**

Gehloff

That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, Senate approves the new Bestowal of the Title Professor Emeritus/Emerita Policy as proposed.

**Effective Date: Upon the approval of Senate**

Quorum lost. Moved to November agenda.

**Regular S-202410.10**

Gehloff

That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special

Recognition, Senate approves the new Bestowal of the Title Professor Emeritus/Emerita Procedures as proposed.

**Effective Date: Upon the approval of Senate**

Quorum lost. Moved to November agenda.

**Regular S-202410.11**

That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, Senate approve the repeal of the Bestowal of the Title Professor Emeritus/Emerita Policy and Procedures approved in 2000.

**Effective Date: Upon the approval of Senate**

Quorum lost. Moved to November agenda.

**10.9 Senate Committee on Scholarships and Bursaries**

**Wood-Adams**

**For Information: NEW Awards Approved**

**SCSB20240925.03 (approved)**

**Coast Hotel Sustainability Student Award**

That the new Terms and Conditions for the Coast Hotel Sustainability Student Award be approved.

**Effective: 2024-2025 academic year**

**SCSB20240925.04 (approved)**

**Dr. Jim Campbell Memorial Award**

That the new Terms and Conditions for the Dr. Jim Campbell Memorial Award be approved.

**Effective: 2024-2025 academic year**

**SCSB20240925.05 (approved)**

**Selen and Anita Alpay Leadership Award**

That the new Terms and Conditions for the Selen and Anita Alpay Leadership Award be approved.

**Effective: 2024-2025 academic year**

**10.10 Senate Committee on University Budget**

**Gehloff**

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

**Payne**

**S-202410.12**

**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.

**Effective Date: Upon the approval of Senate**

**12.0 Information**

**13.0 Other Business**

**14.0 S-202410.13 (10 minutes)**

**Move to the Closed Session**

That the meeting move to Closed Session.

**15.0 S-202410.18**

**Adjournment**

That the Senate meeting be adjourned.