

**SENATE MEETING  
PUBLIC SESSION  
AGENDA**

January 24, 2018  
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

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**1.0 Acknowledgement of Territory**

**2.0 S-201801.01**

**Approval of the Agenda †**

Page 1

That the agenda for the January 24, 2018 Public Session of Senate be approved as presented.

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

**3.0 S-201801.02**

**Approval of Senate Minutes**

Page 6

That the minutes of the November 22, 2017 Public Session of Senate be approved as presented.

**4.0 Business Arising from Previous Minutes of Senate (*no material*)**

**5.0 President's Report**

**6.0 Report of the Provost (*5 minutes*)**

**Dr. Ryan**

**7.0 Report of the Registrar (*5 minutes*)**

**Mr. Annear**

**8.0 Question Period (*10 minutes*)**

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

**Mr. Searle**

**10.0 Committee Reports**

**“For Approval” Items:**

- Page 27** A summary of the revisions made to the degree structures in Ecosystem Science and Management is included in the meeting package for information.
- Regular **S-201801.03**  
**Changes to Degree Names - BSc Natural Resources Management, Major in Forest Ecology and Management, and Major in Wildlife and Fisheries**
- Page 29** That, on the recommendation of the Senate Committee on Academic Affairs, the changes to the degree names for the BSc Natural Resources Management, Major in Forest Ecology and Management, and Major in Wildlife and Fisheries on pages 158 and 162 in the 2016/2017 undergraduate calendar, be approved as proposed.  
 Effective date: September 2018
- Regular **S-201801.04**  
**Approval of New Academic Program - BSc in Conservation Science and Practice**
- Page 38** That, on the recommendation of the Senate Committee on Academic Affairs, the new BSc in Conservation Science and Practice be approved as proposed.  
 Proposed Start Date: September 2018
- Regular **S-201801.05**  
**New Course Approval - NREM 209-3**
- Page 48** That, on the recommendation of the Senate Committee on Academic Affairs, the new course NREM 209-3 The Practice of Conservation be approved as proposed.  
 Proposed semester of first offering: Winter 2019
- Regular **S-201801.06**  
**New Course Approval - NREM 409-3**
- Page 54** That, on the recommendation of the Senate Committee on Academic Affairs, the new course NREM 409-3 Conservation Planning be approved as proposed.  
 Proposed semester of first offering: January 2019
- Regular **S-201801.07**  
**New Course Approval - BIOL 409-3**
- Page 60** That, on the recommendation of the Senate Committee on Academic Affairs, the new course BIOL 409-3 Conservation of Aquatic Ecosystems be approved as proposed.  
 Proposed semester of first offering: September 2019
- Consent **S-201801.08**  
**Course Deletion - ORTM 310**
- Page 65** That, on the recommendation of the Senate Committee on Academic Affairs, the deletion of ORTM 310 (Research Methods and Analysis), ORTM 412 (Issues and Trends in Outdoor Recreation and Tourism), ORTM 414 (Polar Tourism and Recreation) be approved as proposed.  
 Effective date: September 2018
- Regular **S-201801.09**  
**New Course Approval - PHYS 298 (3-6)**
- Page 67** That, on the recommendation of the Senate Committee on Academic Affairs, the new course PHYS 298 (3-6) Special Topics in Physics be approved as proposed.  
 Proposed semester of first offering: September 2018
- Consent **S-201801.10**  
**Change to the Course Prerequisite - PHYS 404-3**
- Page 72** That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course prerequisite for PHYS 404-3 Solid State Physics on page 283 in PDF version of the 2017/2018 undergraduate calendar be approved as proposed.  
 Effective date: September 2018

Consent **S-201801.11**  
**Change to the Course Prerequisite - PHYS 406-3**  
Page 74 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course prerequisite for PHYS 406-3 Subatomic Physics on page 283 in PDF version of the 2017/2018 undergraduate calendar be approved as proposed.  
Effective date: September 2018

Consent **S-201801.12**  
**Change to the Course Prerequisite - PHYS 407-3**  
Page 76 That, on the recommendation of the Senate Committee on Academic Affairs, the change to the course prerequisite for PHYS 407-3 Statistical Mechanics on page 283 in PDF version of the 2017/2018 undergraduate calendar be approved as proposed.  
Effective date: September 2018

**10.2 Senate Committee on Admissions and Degrees (no material) Mr. Annear**

**10.3 Senate Committee on First Nations and Aboriginal Peoples (5 minutes) Dr. Ryan**

Regular **S-201801.13**  
**Changes to Course Requirements – First Nations Studies Graduate Program**  
Page 78 That, on the recommendation of the Senate Committee on First Nations and Aboriginal Peoples, the change(s) to the course requirements for the FNST Graduate program on page 67 of the 2017/2018 PDF calendar, be approved as proposed.  
Effective date: September 2018

**10.4 Senate Committee on Honorary Degrees and Other Forms of Special Recognition (15 minutes)**

**10.4.1 Changes to the Honorary Degree Policy**

Regular **S-201801.14**  
**Changes to the Honorary Degree Policy**  
Page 81 That, on the recommendation of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition, the changes to the Honorary Degree policy be approved as proposed.  
Effective Date: Upon the approval of Senate

Page 82 The annotated version of the revised Honorary Degree policy is included in the meeting package.

Page 86 The current Honorary Degree policy is included in the meeting package for information.

**10.4.2 Valedictorian Nomination and Selection (for discussion)**

Page 89 Valedictorian Nominations Selection Procedures  
Page 93 Valedictorian Roles and Responsibilities  
Page 94 Valedictorian Information Package  
Page 97 Valedictorian Nomination Form  
Page 99 Valedictorian Evaluation Form  
Page 102 Valedictorian Interview Questions and Evaluation

**10.5 Senate Committee on Scholarships and Bursaries (5 minutes) Mr. Annear**

**“For Approval” Item:**

Regular **S-201801.15**  
**Revision to Doctoral Dissertation Completion Award**  
Page 104 That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the revised Awards Guide Description for the Doctoral Dissertation Completion Award be approved as amended.  
Effective Date: 2017-2018 Academic Year

**“For Information” Items:**

**SCSB 20171122.03** (approved)

**New Community Arts Council Award**

Page 106 That the new Terms and Conditions for the Community Arts Council Award be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB20171122.04** (approved)

**Revision to William Dow Ferry Graduate Fellowship in Political Science**

Page 108 That the revised Terms and Conditions for the William Dow Ferry Graduate Fellowship in Political Science be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB 20171213.04** (approved)

**New Northern Transitions Student Success Award**

Page 110 That the new Terms and Conditions for the Northern Transitions Student Success Award be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB 20171213.05** (approved)

**New Costco Wholesale Canada Ltd. Bursary**

Page 112 That the new Terms and Conditions for the Costco Wholesale Canada Ltd. Bursary be approved.  
Effective Date: 2019-2020 Academic Year

**SCSB 20171213.06** (approved)

**New Jack and Mary Wiggin Aboriginal Health Award**

Page 114 That the new Terms and Conditions for the Jack and Mary Wiggin Aboriginal Health Award be approved.  
Effective Date: 2018-2019 Academic Year

**SCSB20171213.07** (approved)

**Revision to Northern Society of Oilfield Contractors & Service Firms Bursary**

Page 117 That the revised Terms and Conditions for the Energy Services BC Bursary (formerly - Northern Society of Oilfield Contractors and Service Firms Bursary) be approved.  
Effective Date: 2018-2019 Academic Year

**10.6 Senate Committee on Nominations (5 minutes)**

**Mr. Ritchie**

Page 119 A list of current Senate committee vacancies is included in the meeting package for information.

Regular

**S-201801.16**

**Recommendation of Senate Committee Members to Senate**

That, on the recommendation of the Senate Committee on Nominations, the following candidate, who has met all eligibility requirements to serve on the 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**

**STEERING COMMITTEE OF SENATE**

Student Senator (03/31/2018)

Ana Saenz

**10.7 Steering Committee of Senate (15 minutes)**

**Dr. Ryan**

Regular

**S-201801.17**

**Changes to the Senate Handbook - SCAAF Subcommittee on Academic Scheduling**

Page 120 That, on the recommendation of the Steering Committee of Senate, the membership of the SCAAF Subcommittee on Academic Scheduling be adjusted as proposed.  
Effective Date: Upon the approval of Senate

Regular **S-201801.18**  
**Changes to the Terms of Reference for the SCAAF Subcommittee on Curriculum and Calendar**  
Page 122 That, on the recommendation of the Steering Committee of Senate, the terms of reference for the SCAAF Subcommittee on Curriculum and Calendar be approved as proposed.  
Effective Date: Upon the approval of Senate

Page 123 The revised terms of reference and membership for the SCCC are included in the meeting package.

Page 124 The current terms of reference and membership for the SCCC are included in the meeting package for information.

Regular **S-201801.19**  
**Changes to the Senate Handbook – Order of the Open Session Agenda**  
Page 125 That, on the recommendation of the Steering Committee of Senate, the Senate Handbook be amended as proposed.  
Effective Date: On approval of Senate

11.0 **S-201801.20**  
**Approval of Motions on the Consent Agenda** Mr. Searle  
That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

12.0 **Information** (*no material*)

13.0 **Other Business** (*10 minutes*)

Page 127 13.1 Search Committees for Academic Vice-Presidents and other Senior Academic Administrators (discussion) Ms. Sanford

13.2 Joint Board Senate Workshop Ms. Sanford

14.0 **S-201801.21** (*10 minutes*)  
**Move to In Camera Session**  
That the meeting move In Camera.

15.0 **S-201801.26**  
**Adjournment**  
That the Senate meeting be adjourned.



MEMORANDUM

**TO:** Senate  
**FROM:** Kathy Lewis  
**DATE:** 19 June 2017  
**RE:** Summary of revisions to degree structures in Ecosystem Science and Management

The Ecosystem Science and Management Program proposes several substantial changes to the degree structure in the Natural Resources Management BSc. Currently, the BSc in Natural Resources Management has three majors: Forest Ecology and Management, Wildlife and Fisheries, and Outdoor Recreation and Conservation. There are two main reasons for the proposed changes. One is to enable two of the majors (Forest Ecology and Management, Wildlife and Fisheries) to become stand-alone degrees in order to make them more apparent to potential students, and to raise their profile. The second is to fill a demand for a degree that explicitly addresses conservation science.

In summary, we propose to dismantle the BSc in Natural Resources Management, and create three “new” degrees.

- BSc Forest Ecology and Management – the requirements for this degree remain unchanged from the current major in Forest Ecology and Management.
- BSc Wildlife and Fisheries – the requirements for this degree remain unchanged from the current major in Wildlife and Fisheries.
- BSc Conservation Science and Practice. This is a renaming of the former the former major in Outdoor Recreation and Conservation and the addition of a new major in Landscape Conservation and Management.

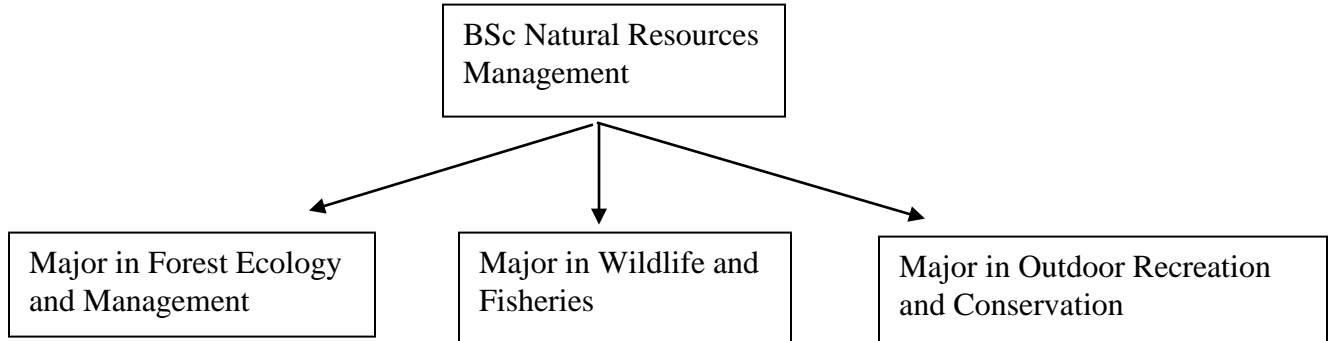
BSc Conservation Science and Practice.

The two majors within the Conservation Science and Practice present two complementary themes within conservation science, one focusing on parks and wildlands, and the other focusing on conservation within multi use landscapes. The courses within each major are selected to provide a common foundation for all students, but in-depth specialization within their selected major.

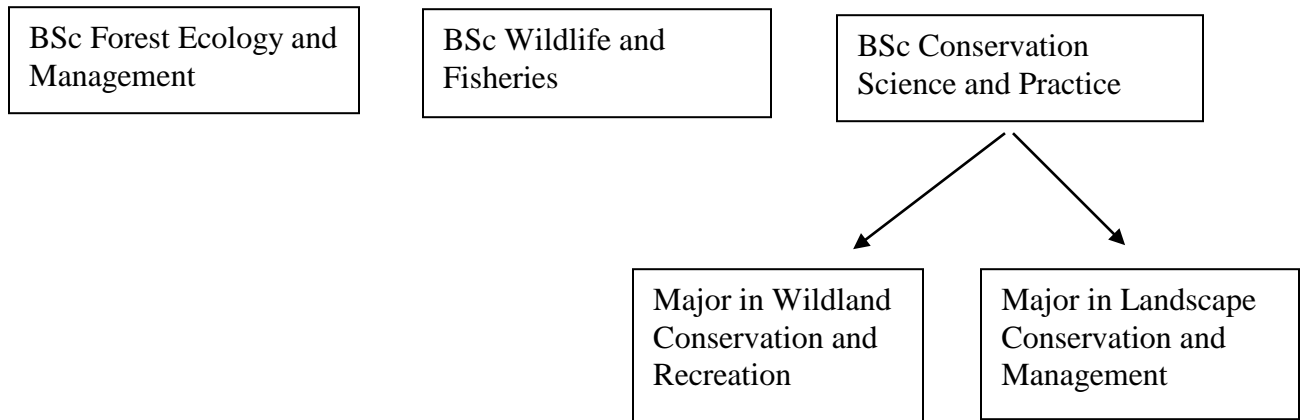
- Major in Wildland Conservation and Recreation – is similar to the Outdoor Recreation and Conservation major currently in the NRM degree. This major focuses on portions of the landscape where conservation values, including outdoor recreation and aesthetics, are the priority land use. Students will acquire skills in conservation area design, management of parks and protected areas, and analysis and management of impacts of recreation and tourism on ecological integrity.

- Major in Landscape Conservation and Management – is a new major intended to attract students with interests in natural and human-modified systems across broad spatial scales. Students will acquire skills in analysis of quantitative data necessary for planning and management of multiple values across space and time.

**Current Structure**



**Proposed Structure**



**Resources**

Three new courses are proposed to support the new degree and majors. The remaining curriculum draws on existing courses. One of the new courses (NREM 409-3, Conservation Planning) will be taught by Oscar Venter as part of his normal teaching load. The other new course (NREM 209-3, The Practice of Conservation) will be taught by either the incoming new hire in Environmental Policy, or one of two faculty members in Outdoor Recreation and Tourism Management. The third course (BIOL 409-3, Conservation of Aquatic Ecosystems) will be taught by a new tenure track hire – Eduardo Martins – as part of his normal teaching load. Three courses in ORTM are planned for deletion: ORTM 414 (Polar Tourism, rarely offered), 412 (Issues and Trends in Outdoor Recreation and Tourism, offered annually) and 310 (Research Methods and Analysis, offered annually).

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the changes to the degree names for the BSc Natural Resources Management, Major in Forest Ecology and Management, and Major in Wildlife and Fisheries on pages 158 and 162 in the 2016/2017 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** We are proposing a series of changes to the BSc Natural Resources Management degree structure. Currently, the BSc in Natural Resources Management has three majors: Forest Ecology and Management, Wildlife and Fisheries, and Outdoor Recreation and Conservation. The original intent of the NRM degree was to have a common first two years after which students would choose their major. However, the requirements of each major have changed significantly since the degree's inception, both to meet accreditation requirements for forestry (Association of Professional Foresters of BC) and wildlife and fisheries (Association of Professional Biologists of BC) as well as to accommodate the evolving field of Outdoor Recreation and Conservation. Although the majors remain related, they no longer share any common years and have been quite distinct for many years. Moreover the terminology of Natural Resources is reflective of an older, extractive approach to viewing the complex array of ecological and human goods and services from the environment. The new degree, major names, and focus on conservation are reflective of societal and associated curricular shifts. Elevation of the majors in Forest Ecology and Management, Wildlife and Fisheries to become stand-alone degrees will also raise their profile, making them more apparent to students and likely increase enrolment.
3. **Implications of the changes for other programs, etc., if applicable:** The only program affected by this is internal to ESM and that is the third major of the NRM degree – major in Outdoor Recreation and Conservation. This major is undergoing changes as well, and will be housed under a new degree being proposed along with the changes proposed in this motion.
4. **Reproduction of current Calendar entry for the item to be revised:**

**Natural Resources Management (BSc Program)**

Kathy Lewis,  
Professor and Chair  
Annie Booth, Professor  
Philip Burton, Professor  
Mark Dale, Professor  
Russell Dawson, Professor  
Arthur Fredeen, Professor  
Michael Gillingham, Professor  
Ian Hartley, Professor  
Dezene Huber, Professor  
Chris Johnson, Professor  
Staffan Lindgren, Professor



Hugues Massicotte, Professor  
William McGill, Professor  
Chris Opio, Professor  
Ken Otter, Professor  
Katherine Parker, Professor, and Ian McTaggart Cowan Muskwa Kechika Research Professor  
Mark Shrimpton, Professor  
Ché Elkin, Associate Professor, and FRBC/Slocan Mixed Wood Ecology  
Chair (Ecosystem Science and Management)  
Scott Green, Associate Professor  
Philip Mullins, Associate Professor  
Paul Sanborn, Associate Professor  
John Shultis, Associate Professor  
Oscar Venter, Associate Professor, and Forest Renewal BC Endowed  
Chair in Growth and Yield and Forest Valuations  
Pamela Wright, Associate Professor  
Allan Costello, Assistant Professor  
Lisa Poirier,  
Assistant Professor  
Bryan Bogdanski, Adjunct Professor  
Barbara Cade-Menun, Adjunct Professor  
Alan Carroll, Adjunct Professor  
John Clague, Adjunct Professor  
Craig DeLong, Adjunct Professor  
Marten Geertsema, Adjunct Professor  
Susan Grainger, Adjunct Professor  
Sybille Haeussler, Adjunct Professor  
Chris Hawkins, Adjunct Professor  
Doug Heard, Adjunct Professor  
George Iwama, Adjunct Professor  
Michael Jull, Adjunct Professor  
Pat Maher, Adjunct Professor  
Ian Picketts, Adjunct Professor  
Thomas Pypker, Adjunct Professor  
Saphida Migabo,  
Senior Lab Instructor  
Roy Rea,  
Senior Lab Instructor

Website: [www.unbc.ca/forestry](http://www.unbc.ca/forestry)

Website: [www.unbc.ca/outdoor-recreation-tourism-management](http://www.unbc.ca/outdoor-recreation-tourism-management)

Website: [www.unbc.ca/wildlife-fisheries](http://www.unbc.ca/wildlife-fisheries)

The Natural Resources Management program offers students an integrated resource management approach with specialization through majors in Forest Ecology and Management, Wildlife and Fisheries, and Outdoor Recreation and Conservation.

The recognition that management of any natural resource has implications for all other natural resources is a primary driving factor in the undergraduate curriculum for this degree program. Multiple and sustainable resource management is emphasized. The Forest Ecology and Management major is accredited by the Canadian Forestry Accreditation Board and meets certification requirements for the Association of BC Forest Professionals. Government, industry and private experts assist in course presentations. The University has two research forests (Aleza Lake Research Forest, John Prince Research Forest) available to students in this program.

## Major in Forest Ecology and Management



To enter the Honours program, students must have completed 60 credit hours and obtained a minimum Cumulative GPA of 3.33. Attaining the minimum requirement will not guarantee admission into the Honours program, which will be at the discretion of the Ecosystem Science and Management Program. Maintenance of a Cumulative GPA of 3.33 is required to remain in the Honours program.

Honours students are required to complete the degree requirements for the BSc in Natural Resources Management (Wildlife and Fisheries). In addition, each student must also complete an additional 6 credit hours in the form of an undergraduate thesis (as part of their elective credits) under the supervision of a faculty member.

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

**Natural Resources Management (BSc Program)**

~~Kathy Lewis,~~

~~Professor and Chair~~

~~Annie Booth, Professor~~

~~Philip Burton, Professor~~

~~Mark Dale, Professor~~

~~Russell Dawson, Professor~~

~~Arthur Fredeen, Professor~~

~~Michael Gillingham, Professor~~

~~Ian Hartley, Professor~~

~~Dezene Huber, Professor~~

~~Chris Johnson, Professor~~

~~Staffan Lindgren, Professor~~

~~Hugues Massicotte, Professor~~

~~William McGill, Professor~~

~~Chris Opio, Professor~~

~~Ken Otter, Professor~~

~~Katherine Parker, Professor, and Ian McTaggart Cowan Muskwa Kechika Research Professor~~

~~Mark Shrimpton, Professor~~

~~Ché Elkin, Associate Professor, and FRBC/Slocan Mixed Wood Ecology~~

~~Chair (Ecosystem Science and Management)~~

~~Scott Green, Associate Professor~~

~~Philip Mullins, Associate Professor~~

~~Paul Sanborn, Associate Professor~~

~~John Shultis, Associate Professor~~

~~Oscar Venter, Associate Professor, and Forest Renewal BC Endowed~~

~~Chair in Growth and Yield and Forest Valuations~~

~~Pamela Wright, Associate Professor~~

~~Allan Costello, Assistant Professor~~

~~Lisa Poirier,~~

~~Assistant Professor~~

~~Bryan Bogdanski, Adjunct Professor~~

~~Barbara Cade-Menun, Adjunct Professor~~

~~Alan Carroll, Adjunct Professor~~

~~John Clague, Adjunct Professor~~

~~Craig DeLong, Adjunct Professor~~

~~Marten Geertsema, Adjunct Professor~~

~~Susan Grainger, Adjunct Professor~~

~~Sybille Haeussler, Adjunct Professor~~

~~Chris Hawkins, Adjunct Professor~~

Doug Heard, Adjunct Professor  
George Iwama, Adjunct Professor  
Michael Jull, Adjunct Professor  
Pat Maher, Adjunct Professor  
Ian Picketts, Adjunct Professor  
Thomas Pypker, Adjunct Professor  
Saphida Migabo,  
Senior Lab Instructor  
Roy Rea,  
Senior Lab Instructor

Website: [www.unbc.ca/forestry](http://www.unbc.ca/forestry)

Website: [www.unbc.ca/outdoor-recreation-tourism-management](http://www.unbc.ca/outdoor-recreation-tourism-management)

Website: [www.unbc.ca/wildlife-fisheries](http://www.unbc.ca/wildlife-fisheries)

The Natural Resources Management program offers students an integrated resource management approach with specialization through majors in Forest Ecology and Management, Wildlife and Fisheries, and Outdoor Recreation and Conservation.

The recognition that management of any natural resource has implications for all other natural resources is a primary driving factor in the undergraduate curriculum for this degree program. Multiple and sustainable resource management is emphasized. The Forest Ecology and Management major is accredited by the Canadian Forestry Accreditation Board and meets certification requirements for the Association of BC Forest Professionals. Government, industry and private experts assist in course presentations. The University has two research forests (Aleza Lake Research Forest, John Prince Research Forest) available to students in this program.

### Major BSc in Forest Ecology and Management

Kathy Lewis, Professor and Chair

Annie Booth, Professor

Philip Burton, Professor

Mark Dale, Professor

Arthur Fredeen, Professor

Ian Hartley, Professor

Dezene Huber, Professor

Chris Johnson, Professor

Staffan Lindgren, Professor Emeritus

Hugues Massicotte, Professor

William McGill, Professor

Chris Opio, Professor

Ken Otter, Professor

Katherine Parker, Professor, and Ian McTaggart Cowan Muskwa Kechika Research Professor

Ché Elkin, Associate Professor, and FRBC/Slocan Mixed Wood Ecology Chair (Ecosystem Science and Management)

Scott Green, Associate Professor

Brent Murray, Associate Professor

Paul Sanborn, Associate Professor

Oscar Venter, Associate Professor, and Forest Renewal BC Endowed Chair in Growth and Yield and Forest Valuations

Lisa Poirier, Assistant Professor

Jenia Blair, Senior Lab Instructor

Saphida Migabo, Senior Lab Instructor

Roy Rea, Senior Lab Instructor

Bryan Bogdanski, Adjunct Professor

Barbara Cade-Menun, Adjunct Professor

Alan Carroll, Adjunct Professor  
Craig DeLong, Adjunct Professor  
Marten Geertsema, Adjunct Professor  
Susan Grainger, Adjunct Professor  
Sybille Haeussler, Adjunct Professor  
Doug Heard, Adjunct Professor  
Michael Jull, Adjunct Professor  
Ian Picketts, Adjunct Professor  
Thomas Pypker, Adjunct Professor

Website: [www.unbc.ca/forestry](http://www.unbc.ca/forestry)

~~Website: [www.unbc.ca/outdoor-recreation-tourism-management](http://www.unbc.ca/outdoor-recreation-tourism-management)~~

~~Website: [www.unbc.ca/wildlife-fisheries](http://www.unbc.ca/wildlife-fisheries)~~

The Forest Ecology and Management degree provides students with a thorough understanding of the science, philosophy, and practice of managing forested ecosystems. Through study and active learning experiences, students obtain a consistent and broad background in course work that encompasses foundational and integrative topics. Given the range of knowledge and expertise needed to effectively manage and conserve forested ecosystems, students are provided an opportunity to select a minor and pursue a specialisation consistent with the overall objectives of the degree. Although the degree is designed to expose students to contemporary knowledge and techniques drawn from a variety of disciplines in the natural and social sciences, students are encouraged to challenge conventional knowledge paradigms and approaches to forest management. The Forest Ecology and Management degree is accredited by the Canadian Forestry Accreditation Board and meets certification requirements for the Association of BC Forest Professionals. The University has two research forests (Aleza Lake Research Forest, John Prince Research Forest) available to students in this program.

Undergraduate students are required to take a total of 96 credit hours of program core courses in addition to a qualified minor as outlined below.

The minimum requirement for completion of a Bachelor of Science ~~with a major~~ in Forest Ecology and Management is 123 credit hours.

## Program Requirements

[degree requirements text unchanged]

\*Note: Applications for exemption from NREM 100-3 must be made within the first year of study in any ~~Natural Resource Management major~~ this degree.

[degree requirements text unchanged]

Minor requirement associated with the Forest Ecology and Management major degree

[minor requirement text unchanged]

## BSc Honours – Forest Ecology and Management

The Honours in Forest Ecology and Management offers students a higher level of education and research experience for proceeding to post graduate studies. Honours students are required to



minimum requirement for completion of a Bachelor of Science ~~with a major~~ in Wildlife and Fisheries is 123 credit hours.

#### Program Requirements

[degree requirements text unchanged]

\*Note: Applications for exemption from NREM 100-3 must be made within the first year of study in ~~any Natural Resources Management major~~ this degree.

[degree requirements text unchanged]

#### BSc Honours – Wildlife and Fisheries

The Honours in ~~Natural Resource Management (Wildlife and Fisheries)~~ recognizes ~~U~~ndergraduate students who both excel at their studies and who complete the ~~an U~~ndergraduate ~~T~~hesis (normally NRES 430).

To enter the Honours ~~p~~Program, students must have completed 60 credit hours and obtained a minimum Cumulative GPA of 3.33. Attaining the minimum requirement ~~will~~ does not guarantee admission into the Honours ~~p~~Program, which will be at the discretion of the Ecosystem Science and Management Program. Maintenance of a Cumulative GPA of 3.33 is required to remain in the Honours ~~p~~Program.

Honours students are required to complete the degree requirements for the BSc in ~~Natural Resources Management (Wildlife and Fisheries)~~. In addition, each student must also complete an additional 6 credit hours in the form of an undergraduate thesis (as part of their elective credits) under the supervision of a faculty member. Students are responsible to find their own undergraduate thesis research supervisor. Faculty members are under no obligation to supervise Honours students.

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

**Program / Academic / Administrative Unit:** Ecosystem Science and Management

**College:** CSAM

**College Council Motion Number:** CSAM MOTION 2017:10:12:06

**College Council Approval Date:** Oct 12, 2017

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

#### 7. Other Information

**Attachment Pages:**  2  pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.09

**Moved by:** E. Jensen **Seconded by:** T. Whitcombe

**Committee Decision:** CARRIED, pending consideration from the SCCC. SCAAF suggested the rationale for the changes be stronger.

On January 11, 2018 – Editorial revisions were recommended by the SCCC.

**Approved by SCAAF:** January 3, 2018  
**Date**



**Chair's Signature**

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



Motion Number (assigned by  
Steering Committee of Senate): S-201801.04

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW ACADEMIC PROGRAM PROPOSAL

**Motion:** That the new BSc in Conservation Science and Practice be approved as proposed.

#### **A. General Information**

**Program Title:** BSc Conservation Science and Practice. Majors in Wildland Conservation and Recreation, and Landscape Conservation and Management.

**Program Objectives:** Students pursuing a BSc in Conservation Science and Practice will focus on understanding and addressing the contemporary challenges facing the sustainable use and conservation of our environment. Being able to do so requires a strong scientific foundation, including the necessary appreciation for both the natural and human dimensions of conservation and management. This degree equips students with the knowledge to enter a solutions-based career that actively contributes to solving today's conservation and environmental management problems. Our goal is to provide students with the philosophical foundation, scientific theory, and technical skills to address the challenge of maintaining the functioning of ecosystems across developed, developing, and still wild landscapes.

The major in **Wildland Conservation and Recreation** (a revised version of the BSc NRM Outdoor Recreation and Conservation) focuses on portions of the landscape where conservation values, including recreation and aesthetic values, are the priority land use activities, and where these activities intersect with other values, priorities, and uses. Topics include the promotion of and advocacy for conservation, integrated management of legally designated parks and protected areas, conservation area design, as well as human activities across those areas, including recreation, ecotourism and the associated positive and negative impacts on ecological integrity. Students will develop the skills necessary to identify, plan, monitor, and manage conservation values within the parks, recreation, and tourism sectors.

The major in **Landscape Conservation and Management** focuses on natural and human-modified systems across broad spatial scales. The emphasis in this major will be on integrated landscapes that support a wide variety of values and activities including the maintenance of biodiversity, the rights and practices of Indigenous People, ecosystem services, and resource extraction. Courses in this major will consider human activities across a range of ecological scales but with an emphasis on landscape and ecosystem-level processes. Graduates from the major will have the skills to work with cutting edge tools and data that are necessary for the planning and management of multiple values across space and time.

**Credential upon Completion of the Program:** Bachelor of Science

**Program Offering the Degree:** Ecosystem Science and Management. For calendar purposes, this should be its own degree, as is the current Natural Resources Management Degree.

**Proposed Start Date:** September 2018

**Suggested Institutional Priority:** We suggest this to be a high priority. Prospective students are interested in conservation science, and although many of our current programs have conservation as a foundation philosophy, the proposed degree will focus on preparing students to meet complex challenges brought about

by increasing population size and resource development. This degree recognizes that ecological systems underpin human well-being in many ways – from art and culture to food security. Conservation professionals work to ensure that ecosystems will continue to provide these values for future generations. This requires an integration of human and ecological values across a broad range of ecosystems at increasingly larger spatial and temporal scales. We believe that there is a demand for this program of study that is not being met by our other degree programs.

**Relationship of Proposed Program to the Mandate of the Institution:** This proposed program fits in the “Environment and Natural Resources” Signature Area, and overlaps with “Health and Quality of Life”, “Northern Community Sustainability and Development”, and “First Nations and Indigenous Priorities” Signature Areas.

**Implications for the Cooperative Education Option:** not applicable at this time

**Specialties within Program:** two majors as listed above

**Related Programs at Other Institutions:** UBC has a BSc in Natural Resources Conservation within their Faculty of Forestry. There are two majors in that degree, one in Science and Management which focuses on conservation and management of renewable resources, and the other in Global Perspectives, which focuses on policy formation and planning within a global context.

Thompson Rivers University has a Bachelor of Natural Resource Science, which is focused on the biology, ecology and management of natural resources.

**Relation to Existing Programs:** This new degree program provides a home for the existing but revised major in Outdoor Recreation and Conservation, that is a better fit than its current home in Natural Resources Management, due to the focus of the new degree on Conservation. It also provides an alternative for students who are interested in forest resources or wildlife/fisheries but who have strong conservation interests at broader scales. This program complements Forest Ecology and Management, and Wildlife and Fisheries. The two new courses proposed in support of the degree will be of interest to these majors, as well as majors in Environmental Studies, Environmental Sciences, and Environmental Planning.

**Articulation Arrangement:** Will be developed with diploma programs in natural resources and similar, at BC and other Canadian colleges.

**Consultations with Other Institutions:** none.

## **B. Program Description** See below.

Conservation Science and Practice (BSc Program)

Pending

Kathy Lewis, Professor and Chair  
Annie Booth, Professor  
Philip Burton, Professor  
Che Elkin, Associate Professor  
Arthur Fredeen, Professor  
Dezene Huber, Professor  
Kyrke Gaudreau, Assistant Professor  
Michael Gillingham, Professor  
Chris Johnson, Professor  
Eduardo Martins, Assistant Professor

Farhad Moghimehfar, Assistant Professor  
Phil Mullins, Associate Professor  
Ken Otter, Professor  
Katherine Parker, Professor, and Ian McTaggart Cowan Muskwa Kechika Research Professor  
Ché Elkin, Associate Professor, and FRBC/Slocan Mixed Wood Ecology Chair (Ecosystem Science and Management)  
Scott Green, Associate Professor  
Brent Murray, Associate Professor  
Mark Shrimpton, Professor  
John Shultis, Associate Professor  
Oscar Venter, Associate Professor, and Forest Renewal BC Endowed Chair in Growth and Yield and Forest Valuations  
Pamela Wright, Associate Professor  
Roy Rea, Senior Lab Instructor  
Ian Picketts, Adjunct Professor  
Richard Shuster, Adjunct Professor

**General Calendar Description:** Ecological systems underpin human well-being in many ways from art and culture to food security. Conservation professionals work to ensure that ecosystems will continue to provide these values for future generations. However, we are facing an increasingly complex set of challenges as human populations and resource development increase and the global climate changes. Meeting these challenges requires an integration of human and ecological values across a broad range of ecosystems at increasingly larger spatial and temporal scales. Students pursuing a BSc in Conservation Science and Practice focus on understanding and addressing the contemporary challenges facing the sustainable use and conservation of our environment. Navigating these challenges requires a strong scientific foundation, including the necessary appreciation for both the natural and human dimensions of conservation and management. This degree equips students with the knowledge to enter a solutions-based career that actively contributes to solving today's conservation and management problems. Our goal is to provide students with the philosophical foundation, scientific theory, and technical skills to address the challenge of maintaining the functioning of ecosystems across developed, developing and still wild landscapes.

The BSc in Conservation Science and Practice allows students to pursue one of two majors:

1. **Wildland Conservation and Recreation**
2. **Landscape Conservation and Management**

The major in **Wildland Conservation and Recreation** focuses on portions of the landscape where conservation values, including recreation and aesthetic values, are the priority land use activities, and where these activities intersect with other values, priorities, and uses. Topics of study include: the promotion of and advocacy for conservation; integrated management of legally designated parks and protected areas; conservation area design; and human activities across these areas, including recreation, ecotourism and the associated positive and negative impacts on ecological integrity. Students develop the skills necessary to identify, plan, monitor, and manage conservation values within the parks, recreation and tourism sectors.

The major in **Landscape Conservation and Management** focuses on natural and human-modified systems across broad spatial scales. The emphasis in this major is on integrated landscapes that support a wide variety of values and activities including the maintenance of biodiversity, the rights

and practices of Indigenous Peoples, ecosystem services, and resource extraction. Courses in this major consider human activities across a range of ecological scales but with an emphasis on landscape and ecosystem-level processes. Graduates from the major develop the skills to work with cutting-edge tools and data that are necessary for the planning and management of multiple values across space and time.

Both majors are premised on an interdisciplinary and multi-value perspective. The degree is focused on the natural sciences, and draws on ideas, theory and practice from the social sciences. This broad perspective recognizes that humans are part of socio-ecological systems; thus, the human dimensions of conservation, management and natural sciences are integral components of the curriculum.

### Curriculum:

## Major in Wildland Conservation and Recreation

### Lower-Division Requirement

#### 100 Level

BIOL 103-3	Introductory Biology I
BIOL 104-3	Introductory Biology II
BIOL 123-1	Introductory Biology I Laboratory
BIOL 124-1	Introductory Biology II Laboratory
CHEM 100-3	General Chemistry I
ENVS 101-3	Introduction to Environmental Citizenship
FNST 100-3	The Aboriginal Peoples of Canada
NREM 100-3*	Field Skills
ORTM 100-3	Foundations of Outdoor Recreation and Tourism

\*Note: Applications for exemption from NREM 100-3 must be made within the first year of study in this major.

#### 200 Level

BIOL 201-3	Ecology
FSTY 201-3	Forest Plant Systems <i>or</i> BIOL 301-3 Systematic Botany
NREM 204-3	Introduction to Wildlife and Fisheries
NREM 209-3	The Practice of Conservation ( <i>new course</i> )
ORTM 200-3	Sustainable Recreation and Tourism
ORTM 205-3	Outdoor Skills and Leadership
STAT 240-3	Basic Statistics

### Upper-Division Requirement

#### 300 Level

ENPL 304-3	Mediation, Negotiation and Public Participation
or ENVS 326-3	Natural Resources, Environmental Issues and Public Engagement
GEOG 300-3	Geographic Information Systems
NREM 303-3	Aboriginal Perspectives on Land and Resource Management

ORTM 305-3	Protected Area Planning and Management
ORTM 300-3	Recreation and Tourism Impacts
ORTM 332-3	Outdoor, Environmental and Experiential Education
ORTM 333-3	Field School

**Two of:**

BIOL 302-3	Limnology
BIOL 304-3	Plants, Society and the Environment
BIOL 307-3	Ichthyology and Herpetology
BIOL 308-3	Ornithology and Mammalogy
BIOL 318-3	Fungi and Lichens
BIOL 322-3	Entomology
BIOL 323-3	Evolutionary Biology
BIOL 333-3	Field School
BIOL 350-3	Ethnobotany
NREM 333-3	Field Applications in Resource Management

**400 Level**

BIOL 411-3	Conservation Biology
GEOG 413-3	Advanced GIS
or BIOL 325-3	Ecological Analysis
NREM 400-4	Natural Resources Planning
NREM 409-3	Conservation Planning ( <i>new course</i> )
ORTM 400-3	Conservation Area Design and Management

**Two of:**

ORTM 306-3	Indigenous Tourism and Recreation
ORTM 403-3	International Dimensions of Resource Recreation and Tourism
ORTM 407-3	Recreation, Tourism and Communities
ORTM 408-3	The Psychology of Recreation and Tourism
ORTM 409-3	Critical Approaches to Outdoor Recreation Activities

**One of:**

BIOL 402-3	Aquatic Plants
BIOL 404-3	Plant Ecology
BIOL 406-3*	Fish Ecology
BIOL 410-3*	Population and Community Ecology
BIOL 412-3*	Wildlife Ecology
BIOL 420-3*	Animal Behaviour
BIOL 421-3	Insects, Fungi and Society

**One of:**

BIOL 409-3	Conservation of Aquatic Ecosystems ( <i>new course</i> )
BIOL 413-3*	Wildlife Management
BIOL 414-3*	Fisheries Management
NREM 413-3	Agroforestry

\*Prerequisites for these courses may be met by appropriate selection of courses in options listed in "Two of" and "One of" lists above.

**Elective Requirements**

Elective credit hours as necessary to ensure completion of a minimum of 120 credit hours.

## **BSc Honours – Conservation Science and Practice (Wildland Conservation and Recreation)**

The Honours in Conservation Science and Practice (Wildland Conservation and Recreation) offers students a higher level of education and substantial research experience for proceeding to post-graduate studies.

To enter the Honours Program, students must have completed 60 credit hours and obtained a minimum Cumulative GPA of 3.33. Attaining the minimum requirement does not guarantee entry into the Honours Program, which will be at the discretion of the Conservation Science and Practice Curriculum Committee. Maintenance of a Cumulative GPA of 3.33 is required to remain in the Honours Program.

Honours students are required to complete the degree requirements for the BSc Conservation Science and Practice (Wildland Conservation and Recreation). In addition, each student must also complete an additional 6 credit hours in the form of an undergraduate thesis (normally NRES 430-6) under the supervision of a faculty member. Students are responsible to find their own undergraduate thesis research supervisor. Faculty members are under no obligation to supervise Honours students.

## **Major in Landscape Conservation and Management**

### **Lower-Division Requirement**

#### **100 Level**

BIOL 103-3	Introductory Biology I
BIOL 104-3	Introductory Biology II
BIOL 123-1	Introductory Biology I Laboratory
BIOL 124-1	Introductory Biology II Laboratory
CHEM 100-3	General Chemistry I
ECON 100-3	Microeconomics
ENVS 101-3	Introduction to Environmental Citizenship
FNST 100-3	The Aboriginal Peoples of Canada
MATH 152-3	Calculus for Non-majors
NRES 100-3	Communications in Natural Resources and Environmental Studies
NREM 101-3	Introduction to Natural Resource Management and Conservation

#### **200 Level**

BIOL 201-3	Ecology
ENSC 201-3	Weather and Climate
ENVS 306-3	Human Ecology
or ENVS 225-3	Global Environmental Change: Science and Policy
FNST 249-3	Aboriginal Resource Planning
NREM 204-3	Introduction to Wildlife and Fisheries
NREM 209-3	The Practice of Conservation (new course)

POLS 257-3 Public Law in Canada  
STAT 240-3 Basic Statistics

### 300 Level

BIOL 325-3 Ecological Analyses  
ENPL 304-3 Mediation, Negotiation & Public Participation  
or ENVS 326-3 Natural Resources, Environmental Issues and Public Engagement  
ENSC 302-3 Low Carbon Energy Development  
or ECON 305-3 Environmental Economics and Environmental Policy  
GEOG 300-3 Geographic Information Systems  
NREM 303-3 Aboriginal Perspectives on Land and Resource Management

### Two of:

BIOL 301-3 Systematic Botany  
BIOL 307-3 Ichthyology and Herpetology  
BIOL 308-3 Ornithology and Mammalogy  
BIOL 318-3 Fungi and Lichens  
BIOL 322-3 Entomology  
BIOL 350-3 Ethnobotany  
FSTY 201-3 Forest Plant Systems

### 400 Level

BIOL 409-3 Conservation of Aquatic Ecosystems (*new course*)  
or ENSC 425-3 Climate Change and Global Warming  
BIOL 411-3 Conservation Biology  
ENVS 414-3 Environmental and Professional Ethics  
FSTY 405-3 Forest Ecosystem Modelling  
or ENSC 406-3 Environmental Modelling  
GEOG 413-3 Advanced GIS  
NREM 400-4 Natural Resources Planning  
NREM-409-3 Conservation Planning (*new course*)  
ORTM 400-3 Conservation Area Design and Management

### Elective Requirement

Elective credit hours as necessary to ensure completion of a minimum of 120 credit hours.

## BSc Honours – Conservation Science and Practice (Landscape Conservation and Management)

The Honours in Conservation Science and Practice (Landscape Conservation and Management) offers students a higher level of education and substantial research experience for proceeding to post-graduate studies.

To enter the Honours Program, students must have completed 60 credit hours and obtained a minimum Cumulative GPA of 3.33. Attaining the minimum requirement does not guarantee entry into the Honours Program, which is at the discretion of the Conservation Science and Practice Curriculum Committee. Maintenance of a Cumulative GPA of 3.33 is required to remain in the Honours Program.

Honours students are required to complete the degree requirements for the BSc Conservation Science and Practice (Landscape Conservation and Management). In addition, each student must also complete an additional 6 credit hours in the form of an undergraduate thesis (normally NRES 430-6) under the supervision of a faculty member. Students are responsible to find their own undergraduate thesis research supervisor. Faculty members are under no obligation to supervise Honours students.

### **C. Need for Program**

**Enrolment Projections:** We anticipate 10 students a year in the first two years, increasing to 15 -20 students a year entering the program in subsequent years

**Cultural, Social and Economic Needs:** There is a significant need for conservation professionals in many different areas of environmental and economic management and sustainability, emerging from increasing pressures on the environment due to human population growth, the growing human footprint, climate change and other human-caused impacts.

**Labour Market Demands:** According to a StatsCanada report on Job Market Trends, needs in Professional, scientific and technical services are 5<sup>th</sup> out 10 highest ranked job vacancies in Canada, and conservation professionals could meet some of those needs.

**Other Benefits:**

### **D. Faculty**

**Faculty list:** No new positions are required. New courses included in the curriculum will be delivered by Oscar Venter and Eduardo Martins as part of their normal teaching load, and a redirection of resources in ORTM. Many instructors from ESM will be involved in this program.

**Expected Teaching Loads:** no change

**Research Funding:** not applicable

### **E. Program Delivery**

**Distance Learning Components:** Several courses in the required curriculum are already delivered by distance and that will not change.

**Class Size and Structure:** No change in existing courses. New courses will be lecture based with hands-on tutorials using modelling, GIS and other applications as appropriate.

**Experiential Learning:** is already a significant component in existing curriculum and will continue to be emphasised.

### **F. Program Resources**

**Administrative Requirements:** no additional resources required.

**Operating Requirements:** no additional resources required



**Capital Requirements:** no additional resources required

**Start-up Costs:** none

**Special Resource Requirements:** none

**G. Library Resource Requirements** (See attached form)

## **H. Evaluation**

**Academic Quality of Program:** the new degree is a significant revision of the former Natural Resources Management Degree, which received strong external evaluations, and majors within it were accredited with the Canadian Forestry Accreditation Board, the Association of BC Forest Professionals, and the College of Applied Biologists.

**Methods of Internal Institutional Review:** Program reviews approximately every 5-7 years, including external evaluators.

**Relevant External Program Experts:**

Two potential external evaluators are:

Jeremy Kerr, University of Ottawa – 613-562-5800      [jkerr@uottawa.ca](mailto:jkerr@uottawa.ca)

Sarah Otto, UBC – 604-822-2778      [otto@zoology.ubc.ca](mailto:otto@zoology.ubc.ca)

## **I. Miscellaneous**

**Special Features:**

**Attachment Pages (in addition to required Library Form):**      0      pages

## **J. Authorization**

**College:** CSAM

**College Council Motion Number:** CSAM MOTION 2017:10:12:07

**College Council Approval Date:** Oct 12, 2017

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.10

**Moved by:** E. Jensen

**Seconded by:** T. Whitcombe

**Committee Decision:** CARRIED, pending consideration from the SCCC.

On January 11, 2018 – Editorial revisions were recommended by the SCCC.

**Approved by SCAAF:** January 3, 2018

**Date**



**Chair's Signature**

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

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course NREM 209-3 The Practice of Conservation be approved as follows:

**A. Description of the Course** This is a foundational course for students interested in conservation that explores both the theory and practice of conservation by bridging environmental and social sciences, and integrating important perspectives and approaches from the humanities.

1. **Proposed semester of first offering:** Winter 2019
2. **Academic Program:** ESM
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** NREM 209-3
4. **Course Title:** The Practice of Conservation
5. **Goal(s) of Course:**
  - Understand the basic need for conservation from various perspectives.
  - Understand and critically assess the foundations of conservation through philosophical, artistic, and scientific contributions to this movement presently and historically
  - Understand conservation through multiple scales and approaches that are used to study it, and which suggest and require different practices and policy responses locally, regionally, nationally, and internationally.
  - Examine the roles that various actors (within the state, private sector, and civil society) play in conservation.
  - Gain exposure to diverse cultural approaches to, perspectives on, and critiques of conservation and environmental protection.
  - Explore and gain experience in the practice of conservation through hands on activities such as citizen science, monitoring and research, policy formation, restoration, and advocacy.
  - Become familiar with the dominant arguments, trends, and movements that intersect, impact, and resist conservation, and what scientific, sociological, and cultural evidence and perspectives can teach us about moving forward
  - Develop an understanding of the range of career choices or specializations available in conservation.

**6. Calendar Course Description:**

This course introduces the foundations of conservation thought and practice through environmental and social sciences and humanities. It examines the various actors involved in conservation, approaches to conservation, and ways of acting for conservation. Students develop skills in conservation practice including informing policy, conducting citizen science, and active restoration activities. Students learn diverse scientific approaches, and reflect on multiple social critiques of the movement, and come to understand political-counter arguments and the ways in which they might respond as scholars, citizens and advocates.

**7. Credit Hours:**   3   credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

**a) Can the course be repeated for credit if the subject matter differs substantially?**

No   X  

**b) Is variable credit available for this course?** No   X  

**8. Contact Hours (per week):**

Lecture   3  

Seminar   #  

Laboratory   #  

Other (please specify) \_\_\_\_\_

**9. Prerequisites (taken prior):**   None  

**10. Prerequisites with concurrency (taken prior or simultaneously):**   None  

**11. Co-requisites (must be taken simultaneously):**   None  

**12. Preclusions:** None

**13. Course Equivalencies:** none

**14. Grade Mode:** NORMAL (i.e., alpha grade)

**15. Course to be offered:** each semester \_\_\_\_\_  
each year   X    
alternating years \_\_\_\_\_

**16. Proposed text / readings:** There is no required text for this class, however, a reading package will be prepared. Here are some example readings:

Callicott, J. B. (1993). A brief history of American conservation philosophy. Sustainable Ecological Systems: Implementing an Ecological Approach to Land Management, Rocky Mountain Forest and Range Experiment Station, Fort Collins, CO (USA). Retrieved from [https://www.fs.fed.us/rm/pubs\\_rm/rm\\_gtr247/rm\\_gtr247\\_010\\_014.pdf](https://www.fs.fed.us/rm/pubs_rm/rm_gtr247/rm_gtr247_010_014.pdf)

- Child, M. F. (2009). The Thoreau ideal as a unifying thread in the conservation movement. *Conservation Biology*, 23(2), 241–243.
- Minteer, B. A., & Miller, T. R. (2011). The New Conservation Debate: ethical foundations, strategic trade-offs, and policy opportunities. *Biological Conservation*, 144(3), 945–947.
- Morin, J.-F., & Orsini, A. (2014). Conservation and preservation. *Essential Concepts of Global Environmental Governance*, 40.
- Steffen, W., Persson, A., Deutsch, L., Zalasiewicz, J., Williams, M., Richardson, K., ... others. (2011). The Anthropocene: From global change to planetary stewardship. *AMBIO: A Journal of the Human Environment*, 40(7), 739–761.

**B. Significance Within Academic Program** This course is a core requirement for both majors in the BSc Conservation Science and Practice

1. **Anticipated enrolment** 25
2. **If there is a proposed enrolment limit, state the limit and explain:** N/A
3. **Required for:** Major: BSc Conservation Science and Practice, Majors in Wildland Conservation and Recreation, Landscape Conservation and Management Minor: \_\_\_\_\_ Other: \_\_\_\_\_  
**Elective in:** Major: many Minor: \_\_\_\_\_ Other: \_\_\_\_\_
5. **Course required by another major/minor:** No
6. **Course required or recommended by an accrediting agency:** no
7. **Toward what degrees will the course be accepted for credit?** BSc Conservation Science and Practice, as an elective in any other degree
8. **What other courses are being proposed within the Program this year?**  
 NREM 409-3 Conservation Planning  
 BIOL 409-3 Conservation of Aquatic Ecosystems
9. **What courses are being deleted from the Program this year?**  
 ORTM 414-3 Polar tourism  
 ORTM 310-3 Research Methods and Analysis  
 ORTM 412-3 Issues and Trends in Outdoor Recreation and Tourism

**C. Relation to Other Program Areas** Course content and focus discussed with other applicable programs (e.g., Environmental Studies, ORTM, GEOG, Forestry, Biology, NREM and Wildlife and Fisheries). No overlap identified.

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** N/A
2. **Is a preclusion required?** No X
3. **If there is an overlap, and no preclusion is required, please explain why not:** No overlap
4. **Has this overlap been discussed with the Program concerned?** N/A
5. **In offering this course, will UNBC require facilities or staff at other institutions?**

No   X  

If yes, please describe requirements:

6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?

No   X  

If **“yes,”** please contact the Articulation Officer in the Office of the Registrar.

#### D. Resources required

1. Please describe ADDITIONAL resources required over the next five years to offer this course.

- i. College Staffing: None
- ii. Space (classroom, laboratory, storage, etc.): None
- iii. Library Holdings: See attached form
- iv. Computer (time, hardware, software): None

#### E. Additional Attached Materials None

#### F. Other Considerations

1. First Nations Content\*: Yes\*\* possibly No         
\* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

\*\*If **“yes,”** refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

- 2. Other Information: N/A
- 3. Attachment Pages (in addition to required “Library Holdings” Form):   0   pages

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

- 1. College(s): CSAM
- 2. College Council Motion Number(s): CSAM CC MOTION 2017:10:12:08
- 3. College Council Approval Date(s): Oct 12, 2017
- 4. Senate Committee on First Nations and Aboriginal Peoples Motion Number: (if applicable, or state “not applicable”)

5. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: (if applicable, or state "not applicable")

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.13

**Moved by:** E. Jensen **Seconded by:** T. Whitcombe

**Committee Decision:** CARRIED, pending consideration from the SCCC.

On January 11, 2018 – Editorial revisions were recommended by the SCCC.

**Approved by SCAAF:** January 3, 2018  
**Date**



**Chair's Signature**

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

**New Course Approval  
Evaluation of Library Resources**

**Proposed New Course:** *NREM 209-3 Conservation Planning*

**Course Description:** This course introduces the foundations of conservation thought and practice through the environmental and social sciences as well as the humanities. The course examines the various actors involved in conservation, approaches to conservation, and ways of acting for conservation. Students develop skills in conservation practice including informing policy, conducting citizen science, and active restoration activities. Students will think critically about conservation and develop a more-nuanced understanding and skill set by (a) learning diverse scientific approaches, and reflecting on multiple social critiques of the movement, and (b) coming to understand dominant political counter arguments and the ways in which they might respond as scholars, citizens, and advocates.

**Library Recommendation:** *The current library holdings are adequate to support this course. Collection assessment information can be found in revised program approval form for Bachelor of Science in Conservation Science and Practice.*

**Summary:**

**Recommendation:** *The Geoffrey R. Weller Library has sufficient resources for a course of this nature. Improvements to the collection for the proposed course can be made within the existing library acquisition budget.*

**One-time funding required:** (\$ \_\_\_\_)

**Permanent additional funding required:** (\$ \_\_\_\_)

**Prepared by:** Susie Wilson

**Date:** September 15, 2017



**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course NREM 409-3 Conservation Planning be approved as follows:

**A. Description of the Course** Conservation practitioners are tasked with deciding among actions to maintain or protect productive ecological systems, conserve native biological diversity, and maintain wild species of special interest. Conservation actions include a diversity of policy and management approaches (e.g., protected areas, conservation easements, biodiversity offsets, payments for ecosystem services) that engage a wide range of disciplinary perspectives.

Conservation planning is concerned with the theory and techniques to improve the scientific basis of conservation decisions and the cost-effectiveness of conservation and management actions. Students will learn the basic tools of conservation planning including: systematic conservation planning, multi-criteria decision-analysis, risk assessment, and apply those tools to real and complex conservation problems.

1. **Proposed semester of first offering:** January 2019
2. **Academic Program: Ecosystem Science and Management**
3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** NREM 409-3
4. **Course Title: Conservation Planning**
5. **Goal(s) of Course:**
  1. Understand the principles and concepts underlying conservation planning
  2. Understand how these principles are applied in real world settings
  3. Gain exposure to and experience with a range of conservation planning tools

**6. Calendar Course Description:**

Conservation planning is concerned with the theory and techniques to improve the scientific basis of conservation decisions and the cost-effectiveness of conservation and management actions. Students learn to apply the basic tools of conservation planning to real and complex conservation problems. These tools include: systematic conservation planning; multi-criteria decision analysis; and risk assessment.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

a) **Can the course be repeated for credit if the subject matter differs substantially?**

No

\* If "yes," please indicate the maximum number\*\* of credit hours which may be applied to a student's degree using this course: #

\*\* If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:  
*"This course may be repeated to a maximum of XX credit hours if the material is substantially different."*

b) **Is variable credit available for this course?** No

Variable credit is denoted by the following examples:

i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. **Contact Hours (per week):**

Lecture 3

Seminar \_\_\_\_\_

Laboratory \_\_\_\_\_

Other (please specify) \_\_\_\_\_

9. **Prerequisites (taken prior):** NREM 209-3 (proposed new course)

10. **Prerequisites with concurrency (taken prior or simultaneously):** None

11. **Co-requisites (must be taken simultaneously):** None

12. **Preclusions:** None

13. **Course Equivalencies:** None

14. **Grade Mode:** NORMAL (i.e., alpha grade)

15. **Course to be offered:** each semester \_\_\_\_\_

each year x

alternating years \_\_\_\_\_

16. **Proposed text / readings:** Conservation Planning. Craig Groves and Edward Game 2016.

**B. Significance Within Academic Program** NREM 409-3 will be an important 400 level offering for the proposed degree 'Conservation Science and Practice' and both of its proposed majors. It builds off the information the students will learn in their previous three years, teaching the students how social, economic and environmental factors can be integrating into formal conservation decision making. By focusing on conservation planning and decisions, the course will complement the ORTM 400-3 Conservation

Area Design and Management and BIOL 411-3 Conservation Biology.

1. **Anticipated enrolment** \_\_\_\_\_ 10 \_\_\_\_\_
  2. **If there is a proposed enrolment limit, state the limit and explain:** \_\_\_\_\_ None \_\_\_\_\_
  3. **Required for:** Major: 1) Wildland conservation and recreation, 2) Landscape conservation and management
  4. **Elective in:** Major: many \_\_\_\_\_ Minor: \_\_\_\_\_ Other: \_\_\_\_\_
  5. **Course required by another major/minor:** none
- 

6. **Course required or recommended by an accrediting agency:** none

7. **Toward what degrees will the course be accepted for credit?**

BSc Conservation Science and Practice

8. **What other courses are being proposed within the Program this year?** 1) NREM209-3 The practice of conservation, 2) BIOL409-3 Conservation of Aquatic Ecosystems

9. **What courses are being deleted from the Program this year?**

ORTM 414 (Polar Tourism)

ORTM 412 (Issues and Trends in Outdoor Recreation and Tourism)

ORTM 310 (Research Methods and Analysis)

**C. Relation to Other Program Areas** None.

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** None

2. **Is a preclusion required?** No

3. **If there is an overlap, and no preclusion is required, please explain why not:**

4. **Has this overlap been discussed with the Program concerned?** NA

5. **In offering this course, will UNBC require facilities or staff at other institutions?**

No

**If yes, please describe requirements:**

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**

No

**If "yes,"** please contact the Articulation Officer in the Office of the Registrar.

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**D. Resources required** None. This course will be taught by Oscar Venter.

1. Please describe **ADDITIONAL** resources required over the next five years to offer this course.

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

ii. **Space (classroom, laboratory, storage, etc.):** class room and computer lab able to house a maximum of 20 students.

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** Approximately five 80 minute lectures will be given in a computer lab. Software will be arranged beforehand by the lecturer.

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

*\* Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

**\*\*If “yes,”** refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. **Other Information:** This course is being proposed in conjunction with curriculum changes in the Ecosystem Science and Management Program that includes: Dissolution of Natural Resource Management (NRM) degree, elevation of two majors in the NRM degree to degree status, creation of one new degree: a BSc in Conservation science and Practice, with two majors Wildland Conservation and Recreation, and Landscape Conservation and Management.

3. **Attachment Pages (in addition to required “Library Holdings” Form):**   0   pages

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

1. **College(s):** CSAM

2. **College Council Motion Number(s):** CSAM CC MOTION 2017:10:12:09

3. **College Council Approval Date(s):** Oct 12, 2017

4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable

5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.12

**Moved by:** E. Jensen **Seconded by:** T. Whitcombe

**Committee Decision:** CARRIED, pending consideration from the SCCC.

On January 11, 2018 – Editorial revisions were recommended by the SCCC.

**Approved by SCAAF:** January 3, 2018  
**Date**



**Chair's Signature**

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

**New Course Approval  
Evaluation of Library Resources**

**Proposed New Course:** *NREM 409-3 Conservation Planning*

**Course Description:** Conservation planning is concerned with the theory and techniques to improve the scientific basis of conservation decisions and the cost-effectiveness of conservation and management actions. Students will learn the basic tools of conservation planning including: systematic conservation planning, multi-criteria decision-analysis and risk assessment, and apply those tools to real and complex conservation problems.

**Library Recommendation:** *The current library holdings are adequate to support this course. Collection assessment information can be found in revised program approval form for Bachelor of Science in Conservation Science and Practice.*

**Summary:**

**Recommendation:** *The Geoffrey R. Weller Library has sufficient resources for a course of this nature. Improvements to the collection for the proposed course can be made within the existing library acquisition budget.*

**One-time funding required:** (\$ \_\_\_\_)

**Permanent additional funding required:** (\$ \_\_\_\_)

**Prepared by:** Susie Wilson

**Date:** September 15, 2017

Motion Number (assigned by  
Steering Committee of Senate): S-201801.07

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course BIOL 409-3 Conservation of Aquatic Ecosystems be approved as follows:

**A. Description of the Course** Aquatic ecosystems cover most of the Earth's surface and harbour an impressive diversity of habitats and species. Threats faced by aquatic ecosystems are numerous and differ markedly from those associated with terrestrial ones. This course will first introduce students to the structure and functioning of marine and freshwater ecosystems. Then students will be exposed to the unique conservation challenges facing aquatic biologists and conservation practitioners. Common approaches used for dealing with aquatic conservation challenges will be presented and the reasons for their successes and failures will be discussed. The course will draw on examples from international, national and regional/local conservation issues.

1. **Proposed semester of first offering:** September 2019

2. **Academic Program: Ecosystem Science and Management**

3. **Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** BIOL 409-3

4. **Course Title: Conservation of Aquatic Ecosystems**

5. **Goal(s) of Course:**

1. Understand the structure and functioning of aquatic ecosystems
2. Understand the major conservation issues associated with aquatic ecosystems
3. Expose students to high profile aquatic conservation issues globally, nationally and locally
4. Understand the factors leading to success and failure in conserving aquatic ecosystems

6. **Calendar Course Description:**

Aquatic ecosystems face many challenges requiring diverse conservation approaches. This course introduces students to the structure and functioning of aquatic ecosystems and exposes them to the myriad of conservation challenges being faced by these systems. Common approaches used to address conservation issues in aquatic ecosystems are presented and discussed using a series of case studies illustrating their successes and failures.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).





4. **Elective in:** Major: many Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. **Course required by another major/minor:** none

6. **Course required or recommended by an accrediting agency:** none

7. **Toward what degrees will the course be accepted for credit?**

BSc Conservation Science and Practice

8. **What other courses are being proposed within the Program this year?** 1) NREM209-3 The Practice of Conservation, 2) NREM409-3 Conservation Planning

9. **What courses are being deleted from the Program this year?**

ORTM 414 (Polar Tourism)

ORTM 412 (Issues and Trends in Outdoor Recreation and Tourism)

ORTM 310 (Research Methods and Analysis)

**C. Relation to Other Program Areas** None.

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** None

2. **Is a preclusion required?** No

3. **If there is an overlap, and no preclusion is required, please explain why not:**

4. **Has this overlap been discussed with the Program concerned?** NA

5. **In offering this course, will UNBC require facilities or staff at other institutions?**

No

**If yes, please describe requirements:**

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**

No

**If "yes,"** please contact the Articulation Officer in the Office of the Registrar.

**D. Resources required** None. This course will be taught by Eduardo Martins.

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**

i. **College Staffing:** none – course will be taught as part of regular load of existing faculty member

ii. **Space (classroom, laboratory, storage, etc.):** class room and computer lab able to house a maximum of 20 students.

iii: **Library Holdings:** None

iv. **Computer (time, hardware, software):** Approximately five 80 minute lectures will be given in a computer lab. Software will be arranged beforehand by the lecturer.

**E. Additional Attached Materials** None

**F. Other Considerations**

1. **First Nations Content\*:** No

\* **Whether a new course has First Nations content is to be determined by the relevant College Council(s).**

**\*\*If “yes,”** refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. **Other Information:** This course is being proposed in conjunction with curriculum changes in the Ecosystem Science and Management Program that includes: Dissolution of Natural Resource Management (NRM) degree, elevation of two majors in the NRM degree to degree status, creation of one new degree: a BSc in Conservation science and Practice, with two majors Wildland Conservation and Recreation, and Landscape Conservation and Management.

3. **Attachment Pages (in addition to required “Library Holdings” Form):**   0   pages

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

1. **College(s):** CSAM

2. **College Council Motion Number(s):** CSAM CC MOTION 2017:10:12:10

3. **College Council Approval Date(s):** Oct 12, 2017

4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable

5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.11

**Moved by:** E. Jensen **Seconded by:** T. Whictombe

**Committee Decision:** CARRIED, pending consideration from the SCCC.

On January 11, 2018 – Editorial revisions were recommended by the SCCC.

**Approved by SCAAF:**   January 3, 2018    
**Date**



**Chair’s Signature**

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

**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

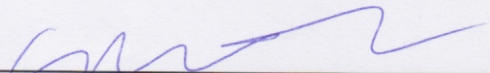
**PROPOSED NEW COURSE:** BIOL 409-3 Conservation of Aquatic Ecosystems

**Library Holdings** (to be completed by the appropriate Librarian):

a) Are current library holdings adequate?      Yes   X        No       

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?

  
\_\_\_\_\_  
University Librarian (or designate) signature

  Oct 26, 2017    
\_\_\_\_\_  
Date

Motion Number (assigned by  
Steering Committee of Senate): S-201801.08

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the deletion of ORTM 310 (Research Methods and Analysis), ORTM 412 (Issues and Trends in Outdoor Recreation and Tourism), ORTM 414 (Polar Tourism and Recreation) be approved as proposed.

1. **Effective date:** September 2018

2. **Rationale for the proposed revisions:** The Outdoor Recreation and Tourism Management majors (BSc Natural Resources Management, Major in Outdoor Recreation and Conservation and BA Nature Based Tourism Management) are both undergoing substantive changes, as part of revisions to the Natural Resources Management degree structure (see attached overview memo). As part of the revisions to both ORTM degrees, ORTM 310, 412 and 414 are being deleted. ORTM 414 has rarely been offered since the faculty member who taught it left, and the other two have been taught every year as part of the curriculum that is undergoing change.

3. **Implications of the changes for other programs, etc., if applicable:**

**ORTM 310** is currently in a list of courses in the following programs from which one or more courses are selected:

Minor in Northern Studies – select one of 11 options (p. 173 of pdf calendar)

Major in Northern Studies – select one of 11 options (p. 173)

Major in Geography – choose either ENPL 319 or ORTM 310 (p. 139)

Major in Public Administration and Community Development – select one of 5 options (p. 141)

The Northern Studies and Geography programs have been consulted regarding this proposed deletion, as well as Environmental Planning as numbers in ENPL 319 may increase as a result of this change. No concerns have been brought forward by those programs.

**ORTM 414** is currently in a list of courses from which one or more are selected in the following programs:

Environmental Studies, Global Environmental Studies Area of Specialization, select 8 of 10 options

Major in Northern Studies, Culture and People, at least 5 courses from a list of 29

Both programs have been consulted regarding this change and no concerns expressed.

ORTM 412 only occurs in ORTM related majors and minors.

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

ORTM 310-3 Research Methods and Analysis This course examines contemporary research approaches and methods using a variety of examples from the natural and social sciences focusing on outdoor recreation and tourism. Topics include the research process and quantitative and qualitative approaches to research. The class incorporates an applied project or projects for which data will be collected and analyzed in a mix of lab and lecture formats.

*Prerequisites:* ECON 205-3 or STAT 240-3 or permission of the instructor  
*Precluded:* ORTM 410-3

ORTM 412-3 Issues and Trends in Outdoor Recreation and Tourism This seminar examines current issues and problems in outdoor recreation and tourism, and explores philosophical, historical and contemporary trends and issues in outdoor recreation, parks and tourism. The future outlook for management, administration and utilization of recreation and tourism resources in BC will be examined.

*Prerequisites:* 90 credit hours or permission of the instructor

ORTM 414-3 Polar Tourism and Recreation This course focuses on the unique aspects of tourism and recreation in the Polar Regions. Topics covered include issues of shared management, sovereignty, science vs. tourism, adventure and expeditionary tourism and recreation, the logistical challenges of operating in such remote environments, and the impacts tourism and recreation have in the Polar Regions.

*Prerequisites:* 90 credit hours

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

Course deletion

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

**Program / Academic / Administrative Unit:** ESM

**College:** CSAM

**College Council Motion Number:** CSAM CC MOTION 2017:10:12:11

**College Council Approval Date:** Oct 12, 2017

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** not applicable

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** not applicable

**7. Other Information**

**Attachment Pages:** 2 pages (overview memo)

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.14

**Moved by:** E. Jensen

**Seconded by:** T. Whitcombe

**Committee Decision:** CARRIED

**Approved by SCAAF:** January 3, 2018

**Date**



**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-201801.09

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW COURSE APPROVAL MOTION FORM

**Motion:** That the new course *PHYS 298 (3-6) Special Topics in Physics* be approved as follows:

**A. Description of the Course** The content of this course varies according to the instructor and student requests. This course may be repeated, up to a maximum of six credit hours. This course provides an opportunity for students who are interested in research or further study in of topics in physics. It can be used as an elective for physics majors meeting the “four additional credit hours of Physics at the 200 level”; the department has only be offering 1 course that fulfils this elective.

**1. Proposed semester of first offering:** September 2018

**2. Academic Program:** Physics

**3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** PHYS 298 3-6

**4. Course Title:** Special Topics in Physics

**5. Goal(s) of Course:** This course will offer students research opportunities, experiential learning with projects, and develop technical writing skills.

**6. Calendar Course Description:** The content of this course varies according to the instructor and student requests. This course may be repeated, up to a maximum of ~~six~~ 6 credit hours if the material is substantially different.

**7. Credit Hours:** 3-6 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections “a)” and “b)” below).

**a) Can the course be repeated for credit if the subject matter differs substantially?**

Yes\*  X  No  \_\_\_\_\_

\* If “yes,” please indicate the maximum number\*\* of credit hours which may be applied to a student’s degree using this course:  6

\*\* If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as “3” and the following notation (with the correct



number of credit hours noted) is included within the Calendar Course Description:  
"This course may be repeated to a maximum of XX credit hours if the material is substantially different."

b) Is variable credit available for this course? Yes  No

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. **Contact Hours (per week):**

Lecture \_\_\_\_\_ Seminar \_\_\_\_\_  
Laboratory \_\_\_\_\_ Other (please specify) variable

9. **Prerequisites (taken prior):** Permission of the instructor

10. **Prerequisites with concurrency (taken prior or simultaneously):** none

11. **Co-requisites (must be taken simultaneously):** none

12. **Preclusions:** none

13. **Course Equivalencies:** none

14. **Grade Mode:** NORMAL (i.e., alpha grade)

15. **Course to be offered:** each semester   
each year \_\_\_\_\_  
alternating years \_\_\_\_\_

16. **Proposed text / readings:** As proposed by Instructor.

**B. Significance Within Academic Program**

1. **Anticipated enrolment** 10

2. **If there is a proposed enrolment limit, state the limit and explain:** n/a

3. **Required for:** Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Other: \_\_\_\_\_

4. **Elective in:** Major: Physics Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. **Course required by another major/minor:** n/a

6. **Course required or recommended by an accrediting agency:** n/a

7. **Toward what degrees will the course be accepted for credit?** BSc

8. **What other courses are being proposed within the Program this year?** none

9. **What courses are being deleted from the Program this year?** PHYS 304 Biophysics, PHYS 451 Optics and Photonics II

**C. Relation to Other Program Areas**

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** none

2. **Is a preclusion required?** Yes \_\_\_\_\_ No  X

3. **If there is an overlap, and no preclusion is required, please explain why not:**

4. **Has this overlap been discussed with the Program concerned?** Yes \_\_\_\_\_ No \_\_\_\_\_

5. **In offering this course, will UNBC require facilities or staff at other institutions?**

Yes \_\_\_\_\_ No  X

**If yes, please describe requirements:**

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**

Yes \_\_\_\_\_ No  X

**If "yes,"** please contact the Articulation Officer in the Office of the Registrar.

**D. Resources required**

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**

i. **College Staffing:** none

ii. **Space (classroom, laboratory, storage, etc.):** unknown

iii: **Library Holdings:** See attached form

iv. **Computer (time, hardware, software):** unknown

**E. Additional Attached Materials**



**F. Other Considerations**

1. **First Nations Content\*:** Yes\*\* \_\_\_\_\_ No  X   
\* *Whether a new course has First Nations content is to be determined by the relevant College Council(s).*

\*\*If “yes,” refer the motion to the Senate Committee on First Nations and Aboriginal Peoples prior to SCAAF.

2. **Other Information:**  
3. **Attachment Pages (in addition to required “Library Holdings” Form):**  0  pages

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

1. **College(s):** CSAM Department Physics motion 091417.04  
2. **College Council Motion Number(s):** CSAMCC Regular Motion 2017:11:09:08  
3. **College Council Approval Date(s):** November 9, 2017  
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** n/a  
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** n/a

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.05  
**Moved by:** E. Jensen **Seconded by:** R. Foo  
**Committee Decision:** CARRIED, with editorial revisions as recommended by the SCCC.

**Approved by SCAAF:**  January 3, 2018   
**Date**

  
**Chair's Signature**

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

**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** PHYS 298 (3-6) Special Topics in Physics

**Library Holdings** (to be completed by the appropriate Librarian):

a) Are current library holdings adequate?      Yes   X        No       

The Library can support a special topics course in Physics depending on the topic chosen.

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?

  
\_\_\_\_\_  
**University Librarian (or designate) signature**

Sept 8/17  
\_\_\_\_\_  
**Date**

Motion Number (assigned by  
Steering Committee of Senate): S-201801.10

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change to the course prerequisite for PHYS 404-3 Solid State Physics on page 283 in PDF version of the 2017/2018 undergraduate calendar be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The purpose of the motion is to remove the prerequisite of PHYS 302-3 to this course. This course is offered on a two-year rotation and based on past practices and course material in PHYS 404, PHYS 206 and PHYS 202 are sufficient for students to have for taking PHYS 404.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**PHYS 404-3 Solid State Physics** Physics of the solid state of matter. Covers: theories of metals, crystal lattices, reciprocal lattice, periodic potentials, electron dynamics, band structures, conduction in metals, phonons in metals, semiconductors, diamagnetism and paramagnetism, superconductivity.

Prerequisites: PHYS 202-4, PHYS 206-4, PHYS 302-3

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

**PHYS 404-3 Solid State Physics** This course covers physics of the solid state of matter. ~~Covers~~ including: theories of metals, crystal lattices, reciprocal lattice, periodic potentials, electron dynamics, band structures, conduction in metals, phonons in metals, semiconductors, superconductivity and diamagnetism and paramagnetism. ~~superconductivity.~~

Prerequisites: PHYS 202-4, PHYS 206-4, ~~PHYS 302-3~~

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

**Program / Academic / Administrative Unit:** Department of Physics Motion

**College:** College of Science and Management

**College Council Motion Number:** CSAMCC Consent Motion 2017:11:09:04

**College Council Approval Date:** NOVEMBER 9, 2017

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** n/a

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** n/a

7. Other Information

Attachment Pages: 0 pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.06

**Moved by:** G. Payne

**Seconded by:** R. Foo

**Committee Decision:** CARRIED, with editorial revisions as recommended by the SCCC.



**Approved by SCAAF:** January 3, 2018  
**Date**

**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-201801.11

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change to the course prerequisite for PHYS 406-3 Subatomic Physics on page 283 in PDF version of the 2017/2018 undergraduate calendar be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The purpose of the motion is to remove the prerequisite of PHYS 302-3 to this course. This course is offered on a two-year rotation and based on past practices and course material in PHYS 406, PHYS 206 is sufficient for students to have for taking PHYS 406.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**PHYS 406-3 Subatomic Physics** Properties and structure of subatomic particles, symmetries and conservation laws, electromagnetic, weak, and hadronic interactions, beta decay, alpha decay, gamma decay, models of nuclear structure, nuclear reactions, fission, fusion, quarks and hadron spectroscopy.

*Prerequisites:* PHYS 206-4, PHYS 302-3

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

**PHYS 406-3 Subatomic Physics** This course covers ~~P~~properties and structure of subatomic particles, symmetries and conservation laws, electromagnetic, weak, and hadronic interactions, beta decay, alpha decay, gamma decay, models of nuclear structure, nuclear reactions, fission, fusion, quarks and hadron spectroscopy.

*Prerequisites:* PHYS 206-4, ~~PHYS 302-3~~

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

**Program / Academic / Administrative Unit:** Department of Physics Motion 091417.03

**College:** College of Science and Management

**College Council Motion Number:** **College:** College of Science and Management

**College Council Motion Number:** CSAMCC Consent Motion 2017:11:09:05

**College Council Approval Date:** NOVEMBER 9, 2017

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** n/a

7. **Other Information**

Attachment Pages:   0   pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.07

**Moved by:** G. Payne

**Seconded by:** R. Foo

**Committee Decision:** CARRIED, with editorial revisions as recommended by the SCCC.

**Approved by SCAAF:**   January 3, 2018    
**Date**



**Chair's Signature**

For recommendation to   ✓  , or information of            Senate.

Motion Number (assigned by  
Steering Committee of Senate): S-201801.12

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change to the course prerequisite for PHYS 407-3 Statistical Mechanics on page 283 in PDF version of the 2017/2018 undergraduate calendar be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The purpose of the motion is to remove the prerequisite of PHYS 302-3 to this course. This course is offered on a two-year rotation and based on past practices and course material in PHYS 407, PHYS 200 is sufficient for students to have for taking PHYS 407.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

**PHYS 407-3 Statistical Mechanics** Kinetic theory of gases, laws of thermodynamics, probability theory, probability distributions, equilibrium statistical ensembles, ideal gases, phase transitions, critical phenomena, quantum statistics.

Prerequisites: PHYS 200-3, PHYS 302-3

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

**PHYS 407-3 Statistical Mechanics** ~~This course covers~~ kinetic theory of gases, laws of thermodynamics, probability theory, probability distributions, equilibrium statistical ensembles, ideal gases, phase transitions, critical phenomena, and quantum statistics.

Prerequisites: PHYS 200-3, ~~PHYS 302-3~~

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

**Program / Academic / Administrative Unit:** Department of Physics Motion

**College:** College of Science and Management

**College Council Motion Number:** ~~College:~~ College of Science and Management

**College Council Motion Number:** CSAMCC Consent Motion 2017:11:09:06

**College Council Approval Date:** NOVEMBER 9, 2017

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** n/a

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: n/a

7. **Other Information**

Attachment Pages:   0   pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201801.08

**Moved by:** G. Payne

**Seconded by:** R. Foo

**Committee Decision:** CARRIED, with editorial revisions as recommended by the SCCC.

**Approved by SCAAF:**   January 3, 2018    
**Date**



**Chair's Signature**

For recommendation to   ✓  , or information of            Senate.



Motion Number (assigned by  
Steering Committee of Senate): S-201801.13

**SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the change(s) to the course requirements for the FNST Graduate program on page 67 of the 2017/2018 PDF calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The current description of the course requirements for the FNST MA program was not consistent with courses that were offered to the 2016 MA cohort. The proposed changes are required for the next cohort to start the program in September 2018.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Requirements

The 30 credit hours that make up the MA in First Nations Studies are normally completed within 36 months of entry into the program. The first year and a half are devoted to course work and the development of a research proposal. The second year and a half are dedicated to completing a thesis or project. All students must take FNST 600-3 Foundations of First Nations Studies, FNST 602-3 The Practice of Research, two FNST 650 Special Topics courses, and FNST 795 Research Seminar. Students must also register in either the thesis (FNST 799-12) or project (FNST 797-12).

All the students in the cohort take the same required courses, focusing their individual course work and their research on their own particular area of interest. The FNST 650 Special Topics courses are developed relative to the research interests of the students within the cohort, the expertise of the faculty, and the parameters of the discipline. Students have the option to take other elective courses in addition to what the program requires.

The classroom segment of the FNST Masters program is delivered to a cohort of students, face-to-face, in a block format over a two-year period. The program intends to offer three-day sessions spanning one weekend once a month, from September to April. In-person attendance is mandatory.

Students are expected to demonstrate a general knowledge of the Aboriginal Peoples of Canada. At a minimum, this knowledge must be comparable in scope and depth to the material covered in FNST 100-3 The Aboriginal Peoples of Canada. Students lacking such knowledge on entering the program are required to make up the deficiency through suitable course work, normally during their first semester. Such course work does not count toward the course requirements for the program.

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

Students normally complete the 30 credit hours that make up of the MA in First Nations Studies are normally completed within 36 months of entry into the program. The first year and a half 20 months of the program are devoted to course work and the development of a research proposal for a thesis or a project. Students spend the last 16 months of the program The second year and a half are dedicated to completing a their thesis theses or projects. In the first year of the program, All students must take the following courses:

- FNST 600-3 Foundations of First Nations Studies: Theory and Practice;
- FNST 602-3 The Practice of Research;
- FNST 605-3 The State of the Discipline; and
- ~~two~~ FNST 650-3 Special Topics, courses, and FNST 795

In the second year of the program students must take FNST 795-3 Research Seminar which extends over the September and January semesters. Research Seminar. Students must also register in either the thesis (FNST 799-42 15) Thesis or project (FNST 797-42 15) MA Project.

All the students in the cohort take the same required courses, focusing their individual course work and their research on their own particular area of interest. The FNST 650 Special Topics courses are developed relative to the research interests of the students within the cohort, the expertise of the faculty, and the parameters of the discipline. Students have the option to take other elective courses in addition to what the program requires. The classroom segment of the FNST Master's MA program is delivered to a cohort of students, face-to-face, in a block format over a two-year period. The program intends to offers three two-day sessions spanning one weekend once a month, from September to April. All the students in the cohort take the same required courses, and focus on their individual course work and their research on their own particular area of interest. In-person attendance is mandatory.

Students are expected to demonstrate a general knowledge of the Aboriginal Peoples of Canada. At a minimum, this knowledge must be comparable in scope and depth to the material covered in FNST 100-3 The Aboriginal Peoples of Canada. Students lacking such knowledge on entering the program are required to make up the deficiency through suitable course work, normally during their first semester. Such course work does not count toward the course requirements for the program.

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

**Program / Academic / Administrative Unit:** Department of First Nations Studies

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** CASHSCC.2017.11.16.03

**College Council Approval Date:** November 16, 2017

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:**

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

7. **Other Information**

**Attachment Pages:**   0   pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCFNAP201711.03

**Moved by:** M. Dale

**Seconded by:** G. Wilson

**Committee Decision:** CARRIED

The motion was reviewed by the SCCC on January 2, 2018. There were several editorial recommendations made.

**Approved by SCFNAP:** November 24, 2018

**Date**



**Chair's Signature**

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



Motion Number (assigned by SCS): S-201801.14

**SENATE COMMITTEE ON HONORARY DEGREES AND OTHER FORMS OF SPECIAL RECOGNITION (SCHDSR)**

**PROPOSED MOTION**

**Motion:** That the changes to the Honorary Degree policy be approved as proposed.

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

**Proposed by:** Ms. Heather Sanford, University Secretary

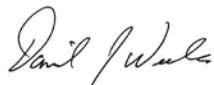
**College/Academic Department:** Office of the University Secretariat


**Implications for Other Programs/Faculties:** N/A

**Rationale:** The policy and procedures were revised based on feedback and discussion at the SCHDSR meeting in October 11, 2017 after the revision and selection of the 2018 Honorary Doctor of Laws Degree candidates.

**Faculty Council/Committee Motion:** N/A

**Date:** N/A

<b>TO BE COMPLETED AFTER SCHDSR MEETING</b>	
<b>Brief Summary of Committee Debate:</b>	
<b>Motion No.:</b> SCHDSR201801.04	
<b>Moved by:</b> T. Whitcombe	<b>Seconded by:</b> G. Payne
<b>Committee Decision:</b> CARRIED as amended.	<b>Attachments:</b> 7 pages
<b>Approved by SCHDSR:</b> <u>January 12, 2018</u>	
<b>Date</b>	<b>Chair's Signature</b>
<b>For recommendation to</b> <u>✓</u> <b>, or information of</b> _____ <b>Senate.</b>	

 <p style="text-align: center;"><b>POLICY &amp; Procedures</b></p>	<b>Policy No:</b>  <b>Approval Date:</b>  <b>Most Recent Revision:</b>
	<b>Approving Authority:</b> Senate  <b>Responsible Executive:</b> President  <b>Responsible Administrator:</b> University Registrar - Secretary to Senate
<b>Title:</b>  <h2 style="text-align: center;">Honorary Degrees</h2>	

## Policy

**Commented [s1]:** Current version combines "Policy & Procedures" This version separate **Policy** (Principles which are to be followed unless Senate approves a deviation) and **Procedures** (that are subject to reasonable interpretation and variation – at the discretion of the President to address circumstances year to year)

### 1.0 Scope and Interpretation

The *University Act of British Columbia* gives Senate the authority to grant degrees, including Honorary Degrees. This Policy, enacted by Senate, outlines the criteria and principles by which nominees are evaluated for the award of an Honorary Degree.

### 2.0 Definitions

**2.1 Committee** – Committee means the *Senate Committee on Honorary Degrees and Other Forms of Special Recognition*, or the Committee tasked by Senate with responsibility for recommendations for, and matters related to, Honorary Degrees.

**Commented [s2]:** Broader definition to survive any Committee re-structuring

### 3.0 Policy Statement

**3.1 Criteria** - An Honorary Degree Recipient is selected for excellence, eminence and accomplishment in scholarship, research, teaching, the creative arts, business or other fields of service to the public, and:

**Commented [s3]:** Similar to s. 2.0 current policy \* "achievement in scholarship, research, teaching, the creative arts, business or other fields of service to the public"

- i) Has established a regional, provincial, national or international reputation for excellence in their field of endeavor;
- ii) Has made a notable contribution in the service of humanity, and;
- iii) Is a role model exemplifying the vision and mission of the University.

**Commented [s4]:** Current 2.1.2 & 2.1.3

**3.2** Nominations may be made by members of the Committee, the University Community or the public.

**Commented [s5]:** Current s.2.2.4

**3.3** Normally, two Honorary Degrees will be conferred at the regular convocation. In exceptional circumstances, the Committee may recommend that Senate approve the awarding of up to three

**Commented [s6]:** current s.2.1.3

Honorary Degrees at a single regular convocation. All Honorary Degree recipients should be afforded the opportunity to address graduates.

Commented [s7]: Current s.2.5.1

Commented [s8]: New language

3.4 To the extent possible, the Committee will strive to ensure that over any two to three year period, recommended recipients reflect a diversity of backgrounds and contributions.

Commented [s9]: New language

3.5 Honorary Degrees must be explicitly accepted by a nominee and therefore may not be conferred on those who, because of incapacity or death, are unable to accept the honour.

Commented [s10]: Current 2.6.3

3.6 Except in unusual circumstances, and with the approval of Senate, Honorary Degrees must be received in person at a convocation ceremony. Should a person become incapacitated or die after acceptance of an Honorary Degree but before conferral, the President as Chair of Senate will have the discretion to determine whether and how the Honorary Degree may be conferred.

Commented [s11]: Current s.2.6.3

3.7 **Special Convocations** – in the event of a Special Convocation, the Committee will be convened and may draw from the pool of Senate approved candidates from the most recent nomination and selection cycle, may draw from the historical pool of candidates approved by Senate within the previous two years or, may determine that a separate call for nominations is needed.

Commented [s12]: Similar to s.2.7.1 – but would include a call for nominations if there is a decision to not go with a candidate already in the approved pool

3.8 In exceptional circumstances, Senate may entertain a motion to rescind an Honorary Degree. Such a motion would require two thirds support of Senate to be passed.

#### 4.0 Roles and Responsibilities

4.1 Senate is the approving authority for this Policy and for the Procedures enacted under this Policy.

4.2 The President, as Chair of Senate will have the discretion to make reasonable interpretations and non-substantive amendments to the Procedures, to address unique circumstances and in the interests of giving effect to the timely and appropriate application of the Policy.

Commented [s13]: new

4.3 The Registrar, as Secretary to Senate, will oversee the confidential nomination process. In order to ensure alignment of the Honorary Degree process with convocation planning and protocols, the Ceremonies and Protocol Officer, or designated representative from the Office of Advancement, will act as Recording Secretary for the Committee and for the Honorary Degree selection process.

Commented [s14]: new

4.4 All Committee deliberations are to be held in closed sessions and members and committee participants are required to maintain strict confidentiality through the nomination and selection process.

Commented [s15]: current s.2.8.1

## Procedures

1.0 **Call for Nominations** – An annual call for nominations will be made each fall for nominees to be awarded Honorary Degrees at the next regular spring convocation.

Commented [s16]: current s.2.2.3

- i) The call for nominations shall be prepared by the Recording Secretary and issued by the Office of the Secretary of Senate. The notice is to be forwarded to Senate, the

Board, Undergraduate and Graduate Student Societies, the Alumni Council and the University Community, and is to be made publically available on the University website.

Commented [s17]: new

- ii) Nominations may be submitted at any time to the Secretary of Senate, but nominators should be informed that their nomination may not be considered for the next upcoming convocation if the Committee has already convened or Senate has already approved recipients for that convocation.

Commented [s18]: new

2.0 **Nominations in Writing** - All nominations must be in writing and must provide the following information:

Commented [s19]: current s. 2.2.2.

- i) Name and current contact information for the nominee
- ii) Curriculum vitae or similar biographical and professional information that provides information such as reference articles, lists of publications, awards and accomplishments
- iii) A brief statement outlining why the nominee should be considered and how the nominee meets the criteria outlined in the Policy
- iv) Name and contact information of the nominator

3.0 **Acknowledgement of Nominations** – The Recording Secretary shall ensure that all nominations are acknowledged in writing, by the President.

Commented [s20]: current s.2.3.1

4.0 The Recording Secretary shall prepare and distribute confidential meeting packages to the Committee. The Secretary of Senate shall convene the Committee, and the Committee shall:

Commented [s21]: current s. 2.4

- i) Review and evaluate the nominations against the criteria outlined in the Policy
- ii) Generate a ranked list of no more than six (6) nominees to be recommend to Senate for approval

5.0 The Recording Secretary shall prepare DRAFT citations for each of the recommended nominees and the Secretary of Senate shall present the ranked list and citations to Senate at the next regular Senate meeting.

Commented [s22]: new

6.0 Each nominee requires the majority support of Senate, and so each must be presented for approval in a separate motion according to the ranked order.

7.0 Once nominees are approved, the Recording Secretary will arrange for the President to speak with the approved nominees in ranked order to determine willingness to receive an honorary degree. The President will continue to contact and offer the honor in accordance with the approved ranked list until the approved number of recipients, as per s. 3.3 of the Policy, -have confirmed acceptance and attendance. The Recording Secretary will prepare correspondence and ensure that the offer and acceptance are confirmed in writing by the President.

Commented [s23]: new

8.0 The Recording Secretary, or the University Ceremonies and Protocol Officer, if not acting as the Recording Secretary, will make all arrangements with the Honorary Degree Recipients up to and including the recipients' attendance at and participation in convocation.

Commented [s24]: new

9.0 Each Nominee approved by Senate, who is not awarded an honorary degree in the next convocation, shall be added to a list of approved nominees from which the Committee may draw in making recommendations to the Senate in subsequent years. Such nominees remain on the list of approved candidates for three years. If not awarded an honorary degree in that three year period the nominee's name will be removed from the list.

Commented [s25]: new

10.0 Nominees whose names are not recommended to Senate by the Committee or are recommended but are not approved by Senate, shall not be kept on an active or approved list from year to year.

Commented [s26]: new



**SUBJECT: HONORARY DEGREE RECIPIENTS**

## **1.0 PREAMBLE**

The following provides the general principles, policies and procedures relating to the nomination of recipients for Honorary Degrees.

The Policy for Honorary Degree Recipients fulfils two functions, namely:

- i) Provides the criteria by which nominations are evaluated for the award of an Honorary Degree.
- ii) Provides guidelines for the nomination process used in the consideration and granting of Honorary Degrees.

In this policy "Committee" means the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR).

## **2.0 POLICIES AND PROCEDURES**

### **2.1 Evaluation Criteria for Honorary Degrees**

2.1.1 The award of an Honorary Degree is recognition by the University of Northern British Columbia of distinguished achievement in scholarship, research, teaching, the creative arts, business, or other fields of service to the public.

2.1.2 Nominees are selected for excellence, eminence, and accomplishment according to the following criteria:

- i) have established a national or international reputation for excellence in their field of endeavour
- ii) have made a notable contribution in the service of humanity (through scholarships, the arts, social service, etc.)
- iii) is a role model and displays the characteristics that the University strives to cultivate

2.1.3 Nominees are sought encompassing international, national, provincial or regional contributions and, normally, two Honorary Degrees will be conferred at each regular convocation.

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## **2.2 Nominations**

2.2.1 All nominations of prospective candidates for Honorary Degrees shall be made in writing to the attention of the Chair of the Committee and be submitted to the Committee Secretary.

2.2.2 Nominations should provide the following written information:

- i) the name and current address of the candidate
- ii) a curriculum vitae and other such documentation that may be helpful to the Committee
- iii) pertinent reference articles/names
- iv) a brief statement outlining why the nominees should be considered for award of an Honorary Degree
- v) name and contact address of nominator(s)

2.2.3 Nominations shall be received by the Committee in the Fall for consideration for the Annual Convocation Ceremony the following year.

2.2.4 Nominations may be made by members of the Committee, the University Community or the public.

## **2.3 Acknowledgement of Nominations**

2.3.1 The President shall acknowledge, in writing, the receipt of each nomination.

## **2.4 Evaluation and Recommendation Procedures**

2.4.1 The deliberations of the Committee shall take place *in camera*.

2.4.2 The Committee shall evaluate the proposed nominations and select names deemed acceptable in compliance with the criteria adopted (Section 2.1 herein) as approved by Senate.

2.4.3 The Committee shall generate a list of recommended candidates each year that will consist of no more than six (6) candidates.

2.4.4 The Committee shall forward to the Senate, through the Chair, for approval *in camera*, the list of names of recommended nominees with supporting documentation including the nominator(s) statement.

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## **2.5 Approval of Recommendations**

- 2.5.1 It is intended that not less than one (1) and not more than three (3) Honorary Degrees shall be awarded at each Convocation.
- 2.5.2 Approval of any nominee requires a majority vote of the Senate members present.
- 2.5.3 In instances where approved nominees are unable to accept the award, they shall at the discretion of the Committee be placed in a "pool" for three years with the possibility of reconfirmation for a further three years.
- 2.5.4 The approved pool of candidates will automatically be reconsidered by the Committee for the following Convocation.

## **2.6 Acceptance and Receipt of Honorary Degree**

- 2.6.1 A letter of consideration shall be presented to the selected candidate by the University President (Chair of the Senate) for acceptance or rejection.
- 2.6.2 Should one or more of the selected candidates decline the award, alternates are to be chosen from the pool by the Committee.
- 2.6.3 Except in unusual circumstances and only at the discretion of the Senate, Honorary Degrees must be received in person at the Annual Convocation ceremony. However, if after having indicated a willingness to accept an Honorary Degree a candidate becomes incapacitated or dies, the Degree may be awarded at the discretion of the President (Chair of the Senate). Under no circumstances are Honorary Degrees conferred upon persons who, because of incapacity or death, are unable explicitly to accept the honour.

## **2.7 Special Convocations**

- 2.7.1 The nominees for Honorary Degrees for a special Convocation may be selected from the pool and/or other nominees presented by the Committee and ratified in accordance with these policies and procedures.

## **2.8 Confidentiality**

- 2.8.1 Strict confidentiality will be maintained at all times.

## **Valedictorian Nomination and Selection Prince George Convocation**

### **1. Purpose**

1.1. To coordinate the nomination and selection process for UNBC Valedictorian(s).

### **2. Valedictorian Process Coordination**

2.1. The coordination of the process for nominating and selecting Valedictorian(s) shall be through the Convocation Office, specifically through the Ceremonies and Protocol Officer.

2.2. The Ceremonies and Protocol Officer shall:

2.2.1. Advertise the nomination period

2.2.2. Ensure the nomination package is refreshed and completed prior to the opening of nominations

2.2.3. Open and close nominations

2.2.4. Ensure that each selection committee members' names and contact information are recorded and filed for reference purposes

2.2.5. Maintain open dialogue with selection committee members to ensure that necessary guidelines and procedures are being met

2.2.6. Ensure that the names of the successful nominees are received by the Office of the Registrar no later than April 1<sup>st</sup> for the Spring Convocation

### **3. Advertising**

3.1. The methods of advertising shall include but are not limited to:

3.1.1. An email to all graduating students requesting nominations

3.1.2. A Facstaff sent to all subscribers requesting nominations

3.1.3. Information and Nomination Package posted on the Convocation website

3.1.4. Information and Nomination Package posted on the Alumni Relations website

### **4. Valedictorians**

4.1. One Valedictorian will be selected from each academic college, the College of Arts, Social and Health Sciences (CASHS) and the College of Science and Management (CSAM). These individuals will represent all graduating students from their college and give a final address at their respective Spring Convocation Ceremony.

### **5. Nomination Period**

5.1. The nomination period and all related dates for Valedictorians shall be determined by the Convocation Office with assistance from the Office of the Registrar.

5.2. The Selection committee for Valedictorians shall:

- 5.2.1. Hold nomination reviews and interviews by the date determined by the Ceremonies and Protocol Officer
- 5.2.2. Determine who the Valedictorians will be by the date determined by the Ceremonies and Protocol Officer

5.3. Please refer to Section 7 for information on the extension of deadlines.

## **6. Valedictorian Information & Nomination Packages**

6.1. The Valedictorian Information & Nomination Packages shall include:

- 6.1.1. General guidelines
- 6.1.2. Timeline
- 6.1.3. Definition of eligible nominators
- 6.1.4. Nomination package requirements
- 6.1.5. Structure of selection committee
- 6.1.6. Selection process
- 6.1.7. Nomination form
- 6.1.8. The location(s) to submit completed nomination packages

## **7. Nomination applications**

7.1. Nomination forms shall be available at the following locations:

- 7.1.1. The University Advancement Office
- 7.1.2. The Convocation Office
- 7.1.3. The Office of Registrar
- 7.1.4. The Northern Undergraduate Student Society (NUGSS) Office
- 7.1.5. The Northern BC Graduate Student Society (NBCGSS) Office
- 7.1.6. The Alumni Relations website at [www.unbc.ca/alumni](http://www.unbc.ca/alumni)
- 7.1.7. The Convocation website at [www.unbc.ca/convocation](http://www.unbc.ca/convocation)

7.2. Students being nominated for Valedictorian will be required to submit the following, which will be granted the status of complete nomination:

- 7.2.1. Nomination form
- 7.2.2. One page letter (maximum 500 words) from the primary nominator outlining why they chose to nominate this individual to serve as Valedictorian
- 7.2.3. One page letter (maximum 500 words) from the nominee outlining their:
  - 7.2.3.1. Participation at UNBC
  - 7.2.3.2. Participation in the Community
  - 7.2.3.3. Practical Experience in Field of Study
  - 7.2.3.4. Leadership Roles
  - 7.2.3.5. Connection to Northern BC
- 7.2.4. Curriculum vitae or resume
- 7.2.5. Two letters of reference: one must be from an academic source and one must be from a work or volunteer based source
- 7.2.6. Should any of the above requirements not be met, the nomination for Valedictorian will be deemed invalid and will not be forwarded to the selection committee for consideration.

7.2.7. Nominees are advised not to include any other materials, as they will be removed from the nomination package.

7.3. Selection committee members are unable to nominate students for Valedictorian.

7.4. Should only one nomination be received for an academic college, that nominee must be invited to an interview and should the selection committee be unsatisfied with the nominee, nominations will be re-opened for an additional two weeks, allowing deadlines to be extended.

7.5. Should no nominations for an academic college be received, the nomination period will re-open for an additional two weeks.

7.6. Nominations will only be accepted by the Convocation Office.

## **8. Selection Committee Structure**

8.1. The Ceremonies and Protocol Officer is not a voting member of the selection committee, rather he/she is to facilitate meetings and provide administrative support to the committee.

8.2. The selection committee shall be composed of the following:

8.2.1. Two undergraduate students appointed by the Northern Undergraduate Student Society (NUGSS); one from CASHS and one from CSAM

8.2.2. Two graduate students appointed by the Northern BC Graduate Student Society (GSS); one from CASHS and one from CSAM

8.2.3. One alumni representative appointed by the Alumni Council of UNBC, from either CASHS or CSAM

## **9. Selection Process**

9.1. Nominees are required to have a minimum cumulative grade point average of 3.33 (B+), be in good academic standing and have no outstanding fees, in order to be considered eligible for Valedictorian. The grades will only be considered in the result of a tie between the candidates. In this case, the nominee with the highest average will be named Valedictorian. The Ceremonies and Protocol Officer is required to verify that all nominees meet these requirements. Note that Nominee grades and GPAs will not be shared with the committee, but simply assist in breaking ties.

9.2. Selection committee members will be guided to focus first on personal merit followed by peer and referee comments. Selection committee members will be instructed to evaluate candidates according to the criteria below.

9.3. Personal Merit (Total Value 50 points): This focus area can be broken into five (5) sections. Selection committee members are asked to consider all of them and the contributions that the nominee has made to one or more of these sections:

9.3.1.1. Service at UNBC (Value 10 points)

- Involvement with internal organizations (i.e. Academic Success Centre, First Nations Centre, etc.)
- Involvement with student organizations (i.e. PGPIRG, Clubs, etc.)
- Participation in UNBC programs/initiatives (i.e. Orientation, Green Day, etc.)

- Work on other UNBC projects
  - 9.3.1.2. Service in the Community (Value 10 points)
    - Volunteering/employment for the benefit of the community
    - Participation in local clubs, non-for-profit or athletic organizations
    - Fundraising for local causes
  - 9.3.1.3. Practical Experience in Field of Study (Value 10 points)
    - Research
    - Teaching
    - Work term, Assistantship, Practicum, Field school, etc.
  - 9.3.1.4. Leadership Roles (Value 10 points)
    - UNBC Leadership (i.e. Board of Governors, Senate, Student Government, Societies or Clubs, etc.)
    - Professional Leadership (i.e. boards, associations, etc.)
    - Other interest or activism groups
  - 9.3.1.5. Connection to Northern BC (Value 10 points)
    - Hometown
    - High School
    - Academic Focus
    - Summer Employment
    - Employment After Graduation
- 9.4. Referee Comments (Total Value 10 points): Selection committee members are asked to consider the comments of the nominees' referees.
- 9.5. Interview/Presentation: The two nominees in each college (four total) with the highest scores in personal merit and referee comments combined will be invited to an interview with the selection committee. The selection committee sets questions for the interview in collaboration with the Ceremonies and Protocol Officer and each nominee will be asked the same questions. The committee will be advised to ask questions that will focus on the nominees' experiences at UNBC and their contribution to the University. During the interview, candidates will be required to present a rough outline of the topics they will speak about in their address at Convocation. Nominees will be assessed on their tone and their ability to answer the questions of the committee in a clear and concise manner.
- 9.6. The selection committee will then discuss the nominees and make their decision for Valedictorians. The names will be forwarded to the Ceremonies and Protocol Officer, who will forward names to the Office of the Registrar and the Office of University Advancement for preparatory communications and validation. The Office of the President, the Office of Alumni Relations, GSS, NUGSS and other appropriate campus offices will be notified once the selection has been confirmed (i.e. final audit completed with graduation status being approved and GPA requirements met). Selection committee members will not notify the nominees on their selection; this will be done by the Ceremonies and Protocol Officer.
- 9.7. The decision of the committee will be communicated through email to both the successful and unsuccessful candidates. The decision should be communicated within ten (10) business days of the decision of the committee being submitted to the Ceremonies and Protocol Officer.

## CONVOCATION

### VALEDICTORIAN

#### Roles and Responsibilities

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As Valedictorian you are representing the entire graduating class at the Convocation ceremony, and will communicate to students, family, and friends in a formal farewell address. This is a position of honour and esteem. Your speech should attempt to reflect the memories and feelings of your peers, as well as highlight some of the achievements of your class and/or UNBC. Try not to focus exclusively on your level of study (e.g. undergraduate or graduate). Connecting with your fellow students and sharing the excitement of Convocation is key to enacting your role as Valedictorian.

#### **Expectations:**

##### *Speech*

- Draft a personalized speech for approval by the Office of the Registrar
- The draft speech will be due in late April
- The draft speech should be no longer than 600 words, or 5 minutes in length, whichever is shorter
- The address should be appropriate to the dignity of the occasion
- You will be asked to include an update on the current tally of Class Gift donations
  - Inclusion to your address is not mandatory, but consideration is respectfully requested (the update will not be included in your time limit)

##### *Involvement*

- Presence at the Platform Party rehearsal is required
- Presence at the Alumni Awards Reception, held the night of Convocation, is desired
- Check in and pre-ceremony presence is required in the Platform Party room at the Northern Sport Centre (NSC) approximately 1 hour before your ceremony start time
- Presence at the College Class Photo held on the ceremonial stairs in the Agora (before or after your ceremony) is expected
  - For Valedictorian of ceremony 2, this may mean an immediate transport to the NSC after the Class Photo
- Group photography with the Platform Party is required



## **2018 Valedictorian Information Package**

The information and nomination form included within this package is for the 2018 Spring Convocation only. Please follow the information carefully.

### **This Valedictorian Package includes:**

- General Guidelines
- Timeline
- Definitions of Eligible Nominators and Secondary Nominators
- Application Package Requirements
- Structure of Selection Committee
- Selection Components
- Nomination Form

### **General Guidelines:**

1. Full and part-time undergraduate and graduate students, who have a minimum cumulative grade point average of 3.33 (B+), are in good academic standing, and have no outstanding fees, are eligible to become the Valedictorian of their graduating class.
2. One Valedictorian will be selected from each academic college, the College of Arts, Social and Health Sciences (CASHS) and the College of Science and Management (CSAM).
3. Valedictorians will represent all graduating students from their college and give an address at their respective Convocation Ceremony.
4. For questions about this Information Package and Nomination Form contact, Ceremonies and Protocol Officer (Convocation Office) at [convocation@unbc.ca](mailto:convocation@unbc.ca) or 250-960-6304.
5. Only one nomination package accepted per nominated student.

**ALL NOMINATIONS ARE DUE BY:**

**FRIDAY FEBRUARY 23, 2018 AT 4:00PM**

**CONVOCATION OFFICE – AGORA 7-154 PRINCE GEORGE CAMPUS**

## Timeline:

Friday January 19, 2018	Nomination Period Opens. Information Packages and Nomination Forms are available from: the Convocation Office and online at <a href="http://www.unbc.ca/convocation">www.unbc.ca/convocation</a>
Friday February 23, 2018	Completed Nomination Packages must be submitted by 4:00pm to the Convocation Office – Room 7-154 in the Agora Building of the Prince George Campus. <b>Late nominations will not be accepted.</b>
Thursday, March 29, 2018	Following the closure of the nomination period, review of nominations and interviews with candidates will commence for four weeks up until this date. All final decisions will be forwarded to the Ceremonies and Protocol Officer, who will forward names to the Office of the Registrar, the Office of University Advancement, NUGSS, NBCGSS, and other appropriate campus offices. All candidates will be contacted with the results on or before April 3, 2018. <b>Note: Successful candidates are notified on a provisional basis and formally approved once final grades are confirmed.</b>

## Eligible Primary Nominators (1 Total):

Any student graduating during the 2018 Convocation Ceremony is eligible to nominate a fellow student who is also graduating during the 2018 Convocation Ceremony.

## Eligible Secondary Nominators (2 Total):

- a) Any graduating student
- b) Dean, Associate Dean, or Chair of a program
- c) Any Faculty member
- d) Any Staff member

**SELECTION COMMITTEE MEMBERS ARE UNABLE TO NOMINATE STUDENTS FOR VALEDICTORIAN**

## Nomination Package Requirements:

Nominees must submit the following with their nomination:

- Nomination form (last page of this information package)
- One page letter in a sealed envelope (maximum 500 words) from the primary nominator outlining why they chose to nominate this individual to serve as Valedictorian
- One page letter (maximum 500 words) from the nominee outlining their:
  - Participation at UNBC
  - Participation in the Community
  - Practical Experience in Field of Study

- Leadership Roles
- Connection to Northern BC
- Curriculum vitae or resume
- Two letters of reference in sealed envelopes: one must be from an academic source and one must be from a work or volunteer based source. If applicable, these letters may be written by a secondary nominator.

Candidates are advised not to include any other materials, as they will be removed from the nomination package. Students are not required to submit a copy of their transcript. The Office of the Registrar will complete verification of the nominee's cumulative grade point average.

**Structure of the Selection Committee:**

The Selection Committee shall be comprised of:

- Two undergraduate students appointed by the Northern Undergraduate Student Society (NUGSS), one from CASHS and one from CSAM
- Two graduate students appointed by the Northern BC Graduate Student Society (GSS), one from CASHS and one from CSAM
- One alumni representative appointed by the Alumni Council of UNBC, from either CASHS or CSAM

**Weighting of Selection Components:**

The Selection Committee will focus on the following three areas:

Personal Merit (as shown in the nominee's resume, nomination letter and any letters of support) This focus area is broken into five (5) sections.

1. Service at UNBC
2. Service in the Community
3. Practical Experience in Field of Study
4. Leadership Roles
5. Connection to Northern BC (hometown, high school, academic focus, summer employment, employment after graduation)

Referee Comments: Selection committee members are asked to consider the comments of the nominees' referees.

Interview/Presentation: The two nominees in each college (four total) with the highest scores in personal merit and referee comments combined will be invited to an interview with the selection committee. The selection committee sets questions for the interview in collaboration with the Ceremonies and Protocol Officer and each nominee will be asked the same questions. The committee will be advised to ask questions that will focus on the nominees' experiences at UNBC and their contribution to the University. During the interview, candidates will be required to present a rough outline of the topics they will speak about in their address at Convocation. Nominees will be assessed on their tone and their ability to answer the questions of the committee in a clear and concise manner.

**Contact:**

Please email [convocation@unbc.ca](mailto:convocation@unbc.ca) or call 250-960-6304 for all inquiries about nomination process.

## 2018 Valedictorian Nomination Form

### Eligible Primary Nominators (1 Total):

Any student graduating during the 2018 Convocation Ceremony is eligible to nominate a fellow student who is also graduating during the 2018 Convocation Ceremony.

### Eligible Secondary Nominators (2 Total):

- a) Any graduating student
- b) Dean, Associate Dean, or Chair of a program
- c) Any Faculty member
- d) Any Staff member

**SELECTION COMMITTEE MEMBERS ARE UNABLE TO NOMINATE STUDENTS FOR VALEDICTORIAN**

### Nomination Package Requirements Checklist:

- Completed nomination form
- One page letter (max. 500 words) from primary nominator outlining the reasons for nomination
- One page letter (max. 500 words) from nominee outlining areas of participation, study, and leadership
- Curriculum vitae or resume
- Two letters of reference: one from an academic source; one from a work or volunteer source

### Important notes:

- View the Valedictorian Information sheet for more details on submission requirements above.
- Candidates are advised not to include any other materials, as they will be removed from the nomination package.
- Students are not required to submit a copy of their transcript. The Office of the Registrar will complete verification of the nominee's cumulative grade point average.
- Only one nomination package accepted per nominated student.

## 2018 UNBC Valedictorian Nomination Form

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I hereby nominate \_\_\_\_\_ to be considered for the Valedictorian of \_\_\_\_\_ (Please print college name).

**Primary Nominator** (must be eligible nominator as defined in the information package):

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Degree & Major: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Secondary Nominators** (must be eligible nominator as defined in the information package):

Name: \_\_\_\_\_

Student # (if applicable): \_\_\_\_\_

Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Student # (if applicable): \_\_\_\_\_

Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**By signing his/her name below, the nominee indicates his/her acceptance of the nomination.**

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Degree & Major: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**ALL NOMINATIONS ARE DUE BY FRIDAY FEBRUARY 23, 2017 AT 4:00PM  
CONVOCATION OFFICE – AGORA 7-154 PRINCE GEORGE CAMPUS**

**2018 Valedictorian Evaluation Form**  
**(Submitted materials)**

	Completed nomination form
	One page letter from nominator (max. 500 words)
	One page letter from the nominee (max. 500 words)
	Curriculum vitae or resume
	Letter of reference from an academic source
	Letter of reference from a work or volunteer base source

**Valedictorian Nominee**

College:

Program:

**Selection Committee Member**

College:

Affiliation:

**Evaluation Metrics**

Please use the nomination letter, the nominee’s letter and resume, and any letters of support to evaluate each candidate. You will complete Part 1 & 2 here, and complete Part 3 at the Interview stage.

Part 1 - Personal Merit - (Total Value 50 points):

Committee members are asked evaluate personal merit based on five (5) sections.

1. Service at UNBC (Value 10 points)

- Involvement with internal organizations (i.e. Academic Success Centre, First Nations Centre, etc.)
- Involvement with student organizations (i.e. PGPIRG, Clubs, etc.)
- Participation in UNBC programs/initiatives (i.e. Orientation, Green Day, etc.)
- Work on other UNBC projects

**Score**            /10

**Comments:**

2. Service in the Community (Value 10 points)

- Volunteering/employment for the benefit of the community
- Participation in local clubs, non-for-profit or athletic organizations
- Fundraising for local causes

**Score**        /10

**Comments:**

3. Practical Experience in Field of Study (Value 10 points)

- Research
- Teaching
- Work term, Assistantship, Practicum, Fieldschool, etc.

**Score**        /10

**Comments:**

4. Leadership Roles (Value 10 points)

- UNBC Leadership (i.e. Board of Governors, Senate, Student Government, Societies or Clubs, etc.)
- Professional Leadership (i.e. boards, associations, etc.)
- Other interest or activism groups

**Score**        /10

**Comments:**

5. Connection to Northern BC (Value 10 points)

- Hometown
- High School
- Academic Focus
- Summer Employment
- Employment After Graduation

**Score**        /10

**Comments:**

Part 2 - Referee Comments - (Total Value 10 points): Selection committee members are asked to consider the comments of the nominees' referees.

**Score**            /10

**Comments:**

**Total Score:**            /60



**2018 Valedictorian Interview Questions and Evaluation**

**(In person)**

**Valedictorian Nominee:**

College:

Program:

**Selection Committee Member:**

College:

Affiliation:

1. How has your time at UNBC shaped or influenced your life?
2. Going forward, how do you plan to stay connected with your classmates and UNBC after graduation?
3. Why do you feel you should represent your graduating class at Convocation?
4. What is one thing about UNBC you would change and why?
5. What would your Convocation speech include?

6. Can you explain what the UNBC Class Gift is?

7. Do you have any questions for us?

Part 3 - Interview/Presentation: Candidates will be required to present a rough outline of the topics they will speak about in their address at Convocation. Nominees will be assessed on their tone and their ability to answer the questions of the committee in a clear and concise manner.

**Score**            /60  
**Comments:**



Motion Number (assigned by SCS): S-201801.15

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

**PROPOSED MOTION**

**Motion:** That the revised Awards Guide Description for the Doctoral Dissertation Completion Award be approved as amended by feedback from Senate.

**Effective Date:** 2017/2018 Academic Year

**Rationale:** To ensure that all active Doctoral students are eligible for this award whether they are working or not; and as per feedback from Senate, to clarify the value and disbursement details. (Original motion: SCSB20171025.04)

**Proposed By:** Jill Mitchell Nielsen, Manager of Graduate Programs  
Dr. Geoffrey Payne, Interim Vice President Research and Graduate Programs

**Contact:** Jill Mitchell Nielsen, Manager of Graduate Programs

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

**Date:** December 6, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee considered and implemented the feedback from Senate within the revised motion.

**Motion No.:** SCSB20171213.03

**Moved by:** Dale

**Seconded by:** Horianopoulos

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** December 13, 2017  
**Date**

  
**Chair's Signature**

**For approval of Senate.**

## UNBC Doctoral Dissertation Completion Award

<b>Goal</b>	To support UNBC doctoral students in completion of their dissertation.
<b>Award Amount:</b>	\$6,000.00 per competition, plus tuition waiver (if necessary in year 5).  <i>Successful applicants will receive \$4,000 divided over four consecutive monthly installments. The remaining \$2,000 will be paid in one lump sum upon the successful dissertation completion and defense IF that defense takes place during the semester for which the award is granted or the semester immediately following the semester for which the award is granted. The remaining \$2,000 will not be paid if the dissertation is not successfully completed and defended during the semester for which the award is granted or the semester immediately following the semester for which the award has been granted. As indicated above, no award (or award monies) will be carried into or allocated in year 6.</i>
<b>Number of Awards</b>	Varies.
<b>Award Period:</b>	Within two semesters prior to completing all degree requirements, including successful dissertation defense.
<b>Disbursement of Funds</b>	<del>The funds will be disbursed in up to two installments through the Awards and Financial Aid Office.</del> <u>Successful applicants will receive \$4,000 divided over four consecutive monthly installments. The remaining \$2,000 will be paid in one lump sum upon the successful dissertation completion and defense IF that defense takes place during the semester for which the award is granted or the semester immediately following the semester for which the award is granted. No award (or award monies) will be carried into or allocated in year 6.</u>
<b>Conditions of Award:</b>	This award is the last financial support a student can receive from UNBC.
<b>Application Deadlines</b>	March 1st, July 1st, October 1 <sup>st</sup> Please submit complete application packages to the Office of Graduate Programs before 4:00 pm on the deadline.
<b>Questions? Email us!</b>	<a href="mailto:grad-scholarships@unbc.ca">grad-scholarships@unbc.ca</a> ;

### Eligibility

A student must meet the following eligibility criteria:

- Full-time doctoral student in good standing with the University.
- Expect to meet all degree requirements within 2 semesters.
- All course work has been completed.
- Comprehensive/Qualifying/Candidacy exams completed.
- Dissertation proposal has been approved.
- Research work complete.
- In year 4 or 5 of the doctoral program. *No award will be allowed to be carried into year 6.*

**Note: Preference will be given to students who do not hold major fellowships from other sources.**



Motion Number (assigned by SCS): SCSB 20171122.03

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Community Arts Council Award be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To activate the Community Arts Council Award commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**External Relations Contact:** Tara Mayes, Development Officer – Donor Relations

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

**Date:** November 6, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20171122.03

**Moved by:** Schorcht

**Seconded by:** Oguntola

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** November 22, 2017  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Community Arts Council Award

**Awards Guide Description/Intent:** The Community Arts Council has been a vital component of the Prince George district for almost 50 years. Their artists, performers, ensembles, artisan guilds and cultural organizations represent city residents from all walks of life. The Council would like to support a local student who is choosing to remain in Prince George for their post-secondary studies.

**Donor:** The Community Arts Council of Prince George & District

**Value:** \$500

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full or part time undergraduate student from School District 57 entering their first year of post-secondary education. First preference will be given to a student with demonstrated interest/career goals in creative writing.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Established 2017

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



Motion Number (assigned by SCS): SCSB20171122.04

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the William Dow Ferry Graduate Fellowship In Political Science be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To revise the William Dow Ferry Graduate Fellowship In Political Science commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**External Relations Contact:** Tara Mayes, Development Officer – Donor Relations

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

**Date:** November 6, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20171122.04

**Moved by:** Beeler

**Seconded by:** Horianopoulos

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** November 22, 2017  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** William Dow Ferry Graduate Fellowship in Political Science

**Awards Guide Description/Intent:** William Ferry, whose family moved to Prince George when he was six, was the Founding President, in 1938, of Prince George's Junior Chamber of Commerce. He served on the Hospital Board from 1949 to 1961, and was elected to City Council four times between 1950 and 1955, at the head of the poll. Judge Ferry practiced law in Prince George from 1949 - he was junior council to John Diefenbaker in a celebrated 1951 trial - until 1961, when he was appointed Judge of the County Court of Cariboo, requiring a move to Williams Lake. In 1983 he retired in north Vancouver with his wife, Geraldine.

**Donor:** The Estate of William Dow Ferry

**Value:** \$4,000

**Number:** One

**Award Type:** Fellowship

**Eligibility:** Available to a full-time graduate student enrolled in the Political Science Program or the MA Interdisciplinary Studies Program (Specializing in Political Science). The student must have who has graduated from an appropriate undergraduate degree program with academic proficiency a cumulative GPA of 3.33 or better. Preference will be given to a recipient who is a resident of northern British Columbia and who demonstrates an intention to remain in this region.

**Criteria:** Academic ~~excellence~~ proficiency and community involvement. Final selection will be made on the basis of superior academic achievement.

**Note:** ~~Should more than one student satisfy the above criteria; final selection will be made on the basis of superior academic achievement.~~

**Application Instructions:** Complete the Community Involvement and Residency sections of the online Awards Application.

**Effective Date:** Endowed 1997

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





Motion Number (assigned by SCS): SCSB 20171213.04

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Northern Transitions Student Success Award be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To activate the Northern Transitions Student Success Award commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**External Relations Contact:** Tara Mayes, Development Officer – Donor Relations

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

**Date:** December 4, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20171213.04

**Moved by:** Dale

**Seconded by:** Murphy

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** December 13, 2017  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Northern Transitions Student Success Award

**Awards Guide Description/Intent:** UNBC's Northern Transitions Program (NTP) is a holistic and supportive program that helps First Nations, rural and remote 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. This award has been created to financially support students through their transition to post-secondary education in the first year of the NTP and the following year of their studies at UNBC.

**Donor:** Anonymous

**Value:** \$3,000

**Number:** One in 2018/19, Two in 2019/20 onwards

**Award Type:** Award

**Eligibility:** Available to a student enrolled in the Northern Transition Program.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Note:** This award is renewable for up to one additional year subject to the recipient enrolling in full-time course work at the University of Northern British Columbia and maintaining satisfactory academic standing.

**Effective Date:** Established 2017

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



Motion Number (assigned by SCS): SCSB 20171213.05

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Costco Wholesale Canada Ltd. Bursary be approved.

**Effective Date:** 2019-2020 Academic Year

**Rationale:** To activate the Costco Wholesale Canada Ltd. Bursary commencing the 2019-2020 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**External Relations Contact:** Tara Mayes, Development Officer – Donor Relations

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

**Date:** December 4, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20171213.05

**Moved by:** Dale

**Seconded by:** Mitchell Nielsen

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** December 13, 2017  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**CALENDAR INFORMATION:**

**Award Category:** Entrance

**Award Name:** Costco Wholesale Canada Ltd. Bursary

**Calendar Description/Intent:** Costco Wholesale Canada Ltd. has been a long standing supporter of post-secondary students across Canada. Since 2011 they have created over 35 bursaries to enable students in business programs to pursue their education at regional post-secondary institutions.

**Donor:** Costco Wholesale Canada Ltd.

**Value:** \$1,750

**Number:** One

**Placement in which Calendar:** Undergraduate

**Award Type:** Bursary

**Eligibility:** Available to a full time undergraduate student enrolled in the Bachelor of Commerce Program. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Note:** This award will provide support to one student for up to five (5) consecutive years subject to the recipient maintaining satisfactory academic standing and demonstrated financial need. If the recipient discontinues their studies at UNBC or becomes ineligible to receive the bursary, the award may be provided to another eligible applicant.

**Effective Date:** Endowed 2017

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



Motion Number (assigned by SCS): SCSB 20171213.06

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Jack and Mary Wiggin Aboriginal Health Award be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To activate the Jack and Mary Wiggin Aboriginal Health Award commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**External Relations Contact:** Tara Mayes, Development Officer – Donor Relations

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

**Date:** December 7, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20171213.06

**Moved by:** Murphy

**Seconded by:** Dale

**Committee Decision:** CARRIED

**Attachments:** 2 Pages

**Approved by SCSB:** December 13, 2017  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**CALENDAR INFORMATION:****Award Category:** In-course**Award Name:** Jack and Mary Wiggin Aboriginal Health Award

**Award Intent:** In the spirit of reconciliation as set out in the work of the Truth and Reconciliation Commission of Canada (TRC) and TRC Calls to Action to expand the supply of Aboriginal health professionals, the purpose of this award is to contribute toward improved outcomes in the health of Aboriginal peoples and communities in Canada by investing in the training of talented and committed Aboriginal students in health-care fields. For the terms of this award, Aboriginal includes people of First Nations, Inuit and Metis heritage.

**Calendar Description/Intent:** This award is established in the name of Jack and Mary Wiggin by their five adult children, with funding from Jack and Mary's estate. Through dedication and resilience and the support of mentors at key points, Jack overcame the socio-economic challenges of his birth family to receive an MSC and MD from Queen's University at Kingston. After practicing family medicine in a small Ontario town, he earned a PhD from Cambridge University and went on to a distinguished and varied career in medicine and health sciences. Daughter of a medical doctor, Mary trained as a nurse and applied those skills well in raising their family. Jack and Mary spent their last three decades in British Columbia to be near family, including ten grandchildren and three great grandchildren. Both Jack and Mary were involved in programs that supported students who faced challenges in continuing their education. Before she passed away, Mary had intended to establish an award in Jack's name to assist in the training of medical doctors. After reading all reports of the Truth and Reconciliation Commission (TRC), she expressed particular concern about the impacts of colonialism and residential schools on Aboriginal peoples in Canada and her heartfelt desire for reconciliation efforts and initiatives to succeed. Jack and Mary's children feel this award will serve a student population both parents would wish to support.

**Donor:** The Wiggin Family**Value:** \$3,500**Number:** One**Award Type:** Award

**Eligibility:** Available to a full-time Aboriginal student who has completed at least 60 hours of their undergraduate program in a health field. Applicants must intend to apply to the Northern Medical Program (NMP), the Family Nurse Practitioner Program (MScN FNP), other post-graduate health sciences program that is specifically related to health in rural and remote Aboriginal communities, or further their education through graduate research in a subject area that will support the development and delivery of improved health outcomes for Aboriginal people in rural and remote communities. In light of both a pressing need for family nurse practitioners as community-based primary care providers serving the needs of Aboriginal populations, and the current under-representation of Aboriginal

students in nursing, first preference will be given to a student intending to develop a career as a Family Nurse Practitioner serving rural and/or remote Aboriginal communities.

Eligible applicants should demonstrate resilience in the face of challenges, highlights of any community engagement (e.g. volunteer or other community ties/involvement), creativity and potential for leadership and innovation.

**Criteria:** Demonstrated financial need, academic proficiency with a minimum of 3.5 GPA

**Application Instructions:** Applicants must complete the on-line in-course awards application and submit supporting documentation to the Awards Office. Such documentation must include a one to two page submission on how they meet the eligibility criteria. The submission is to touch on a) what motivated them to pursue health-focused studies; and b) key health and service delivery challenges they see in their own community and/or in rural/remote Aboriginal communities more broadly. The submission may take essay or other form to allow inclusion of original creative voice - e.g. poem, or artistic work (with commentary, as they wish, on what the work seeks to convey). Applicants may also include a letter of recommendation. A student may receive the award more than once.

**Effective Date:** Endowed 2017

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by a selection committee comprised of the Coordinator of the FNP Program, the Associate VP of the Northern Medical Program, the Senior Advisor to the President on Aboriginal Relations, or their delegates. The Committee must include an Elder or other Aboriginal representative. The selection committee will evaluate the candidates based on the criteria and donor's intent defined in Eligibility. One member of the donor's family may participate in the selection as an observer to offer clarification on donor intent and will not choose the recipient.



Motion Number (assigned by SCS): SCSB20171213.07

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Energy Services BC Bursary (Formerly - Northern Society of Oilfield Contractors and Service Firms Bursary) be approved.

**Effective Date:** 2018-2019 Academic Year

**Rationale:** To revise the Energy Services BC Bursary (Formerly - Northern Society of Oilfield Contractors and Service Firms Bursary) commencing the 2018-2019 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**External Relations Contact:** Tara Mayes, Development Officer – Donor Relations

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

**Date:** December 4, 2017

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20171213.07

**Moved by:** Murphy

**Seconded by:** Jensen

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** December 13, 2017  
**Date**

  
**Chair's Signature**

**For information of Senate.**



**CALENDAR INFORMATION:****Award Category:** In-course**Award Name:** ~~Northern Society of Oilfield Contractors and Service Firms Bursary~~ Energy Services BC Bursary**Calendar Description/Intent:** ~~The Northern Society of Oilfield Contractors and Service Firms is an association of member individuals, firms or corporations who maintain high standards of operations in the oilfield contracting and service businesses. Energy Services BC has been a key advocate for oil, gas and energy services throughout North-eastern BC for the past 30 years. It evolved from the former Northern Society of Oilfield Contractors & Service Firms, an organization that had been a regional advocate for companies who provided services in the oil and gas industry.~~**Donor:** ~~Northern Society of Oilfield Contractors and Service Firms~~ Energy Services BC**Value:** \$1,000 \$1250**Number:** One**Placement in which Calendar:** Undergraduate**Award Type:** Bursary**Eligibility:** ~~The student recipient must meet UNBC admission and enrolment requirements, as well as full-time attendance at the Fort St. John campus. Recipient must be enrolled in the Bachelor of Science in Environmental Planning with an Energy Specialization program. The student will have completed at least 60 credit hours towards this degree. In the event that no third or fourth student meet the criteria, preference should be given to a second year student, then a first year student. Special consideration will be given for mature students. Student must be from the following geographic area by virtue of birth or continuous residence for four years prior to enrolment: First preference will be given to a student residing in northeastern British Columbia, as defined by the geographic height of land of the Rocky Mountains and the Yukon, NWT and Alberta borders. Second preference will be given to a student residing in BC or Alberta north of the 54th parallel. Available to a full time undergraduate student who has completed a minimum of 60 credit hours. First preference will be given to a resident of Fort St. John. Second preference will be given to a resident of Northern British Columbia.~~**Criteria:** ~~Demonstrated financial need and academic proficiency~~ satisfactory academic standing

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**Conditions:** ~~Student is unable to receive this award more than once. An exception may be made during the establishment years of the program (2001 to 2002): if there are no eligible candidates for this award, a previous recipient may apply if s/he has maintained a satisfactory academic standing.~~**Application Instructions:** Fill out all sections of the Awards Application form.**Effective Date:** Established 1999 & Revised 2017**Recipient Selection:** ~~UNBC Awards Committee~~ Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

## Senate Committee Vacancies (January 5, 2018)

### Senate Committee Acronyms:

SCS	Steering Committee of Senate
SCN	Senate Committee on Nominations
SCAA	Senate Committee on Academic Appeals
SCAD	Senate Committee on Admissions and Degrees
SCAAF	Senate Committee on Academic Affairs
SAAS	SCAAF Art Acquisition Subcommittee
SCCC	SCAAF Subcommittee on Curriculum and Calendar
CSCC	SCAAF Continuing Studies Credit Committee
SSAS	SCAAF Subcommittee on Academic Scheduling
REB	SCAAF Research Ethics Board
ACUC	SCAAF Subcommittee on Animal Care and Use
SCFNAP	Senate Committee on First Nations and Aboriginal Peoples
SCHDSR	Senate Committee on Honorary Degrees and Other Forms of Special Recognition
SCRPIIR	Senate Committee on Regional Policy and Inter-Institutional Relations
SCSB	Senate Committee on Scholarships and Bursaries
SCUB	Senate Committee on the University Budget
SCSDA	Senate Committee on Student Discipline Appeals

### Vacancies sorted by committee:

COMMITTEE	POSITION	TERM EXPIRY DATE
SCS	Student Senator †	03/31/2018
SCAD	Faculty Member — CSAM	03/31/2018
SCAAF	Faculty Senator	03/31/2019
	Lay Senator	03/31/2018
	Regional Senator	03/31/2020
CSCC	Faculty Member — CASHS	03/31/2020
	Faculty Member — CSAM	03/31/2020
	Undergraduate Senator	03/31/2017
	Graduate Student	03/31/2017
SCFNAP	Faculty Senator	03/31/2020
	Aboriginal Lay Senator or Aboriginal Regional Senator	03/31/2020
SCSB	Faculty Senator — CSAM	03/31/2018
SCSDA	First Nations Student	03/31/2018
	Graduate Student	03/31/2018
	Faculty Senator — CASHS	03/31/2018

**Note:** The symbol "†" denotes that an appointment by Senate is pending.

Motion Number (assigned by  
Steering Committee of Senate): S-201801.17

**STEERING COMMITTEE OF SENATE**

**PROPOSED MOTION**

**Motion:** That the membership of the SCAAF Subcommittee on Academic Scheduling be adjusted as proposed.

**Effective Date:** January 25, 2017

**Rationale:** The SCAAF Subcommittee on Academic Scheduling proposed the changes to the committee membership to SCAAF. SCAAF approved the changes on November 1, 2017.

**Motion proposed by:** SCAAF Subcommittee on Academic Scheduling

**Academic Program:** Not applicable

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

**College:** Not applicable

**College Council / Committee Motion Number:** N/A

**College Council / Committee Approval Date:** N/A

**Attachment Pages (if applicable):** 1 pages

**SSAS Motion Number:** SSAS201709.02

**SCAAF Motion Number:** SCAAF201710.28 (approved November 1, 2017)

**INFORMATION TO BE COMPLETED AFTER STEERING COMMITTEE OF SENATE MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCS201712.03

**Moved by:** M. Mandy

**Seconded by:** E. Searle

**Committee Decision:** CARRIED

**Approved by SCS:** December 6, 2017  
**Date**

  
**Chair's Signature**

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

## SCAAF SUBCOMMITTEE ON ACADEMIC SCHEDULING (SSAS)

### Terms of Reference

- To consider and make recommendations to SCAAF on the Terms of Reference for this committee.
- To consider and make recommendations to SCAAF on academic policy and procedures related to academic scheduling.
- To consider and make recommendations to SCAAF on Key Performance Indicators of academic scheduling effectiveness.
- To monitor scheduling effectiveness through the use of the Key Performance indicators, and making recommendations to SCAAF on changes to policy and procedures to improve scheduling effectiveness.
- To liaise with appropriate committees and personnel to provide for ongoing feedback and dialogue.
- Other duties as may be expressly assigned by SCAAF.

### Membership

Provost or delegate (ex-officio)

~~Vice Provost Student Recruitment or delegate~~

Dean, College of Arts, Social and Health Sciences

Dean, College of Science and Management

~~Vice President, Research and Graduate Programs~~

Dean, Regional Programs

Registrar

Faculty

- a) CSAM Rep (appointed by Dean of CSAM)
- b) CASHS Rep (appointed by Dean of CASHS)
- c) Professional Program Rep (appointed by Provost)
- ~~d) Regional Member (appointed by Dean of Regional Programs)~~
- e) Faculty Senator (appointed by Senate) (Chair)

Students

- a) Undergraduate student
- b) Graduate student

Assistant Registrar, Records and Operations (non-voting)

Director of Facilities or delegate (non-voting)

**Chair:** Faculty Senator

**Committee Secretary:** Registrar

**Recording Secretary:** Executive Assistant, Vice Provost Student Recruitment and Registrar

**Quorum:** Majority of the total number of faculty and student committee members



Motion Number (assigned by SCS): S-201801.18

**STEERING COMMITTEE OF SENATE**

**PROPOSED MOTION**

**Motion:** That the terms of reference for the SCAAF Subcommittee on Curriculum and Calendar be approved as proposed.

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

**Proposed by:** Heather Sanford, University Secretary

**Faculty / Academic Department:** Office of the University Secretariat

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

**Rationale:** The SCCC meetings be moved from the middle of the approval process to the beginning. Faculty/Programs Chairs and program administrative assistants would be invited to the SCCC meetings to talk about the motions and ensure the language of calendar entries is consistent.

**Attachments:** The proposed terms of reference and the current terms of reference for SCCC are attached.

SCAAF Motion Number: SCAAF201801.15

SCAAF Approval Date: January 3, 2018

**TO BE COMPLETED AFTER SCS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCS201801.03

**Moved by:** M. Mandy

**Seconded by:** S. Barton

**Committee Decision:** CARRIED

**Attachments:** 2 pages

**Approved by SCS:** January 17, 2018  
Date

  
Chair's Signature

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

# SENATE COMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

**Purpose:** The SCCC works closely with the Office of the Registrar to ensure the internal consistency, clarity and integrity of both the Undergraduate and Graduate Calendars.

## Terms of Reference

1. The SCCC serves as a working group to support Academic Programs and academic administrative departments in the preparation and presentation of Calendar revisions that are clear, appropriate and concise and that are consistent with the current language, style and Regulations in the Calendar(s).
2. The SCCC will review, and advise or make recommendations to Programs, academic administrative departments and to Senate, with respect to the presentation and language of proposed revisions to the Calendar(s).
3. For the purpose of understanding the scope of work of SCCC, *the Calendar* is defined as those elements of the UNBC Undergraduate and Graduate Calendars that fall within Senate's authority under the *University Act* including: Academic Regulations, admissions requirements, academic program and course descriptions and academic dates, but not including University Policies and general University administrative or staff information.
4. Proponents of revisions will provide draft language to the SCCC Recording Secretary, who will schedule a time for the Proponent(s) to meet with the SCCC. Revisions are not to be taken forward for approvals through Academic Programs, College Councils or academic administrative departments, until feedback from SCCC has been received and incorporated.

## Membership:

President (ex officio)

Three Faculty Members:

- 1 appointed by the Dean of CSAM
  - 1 appointed by the Dean of CASHS
  - 1 appointed by the Vice-President of Research & Graduate Programs
- \*two of the faculty members must be Faculty Senators

University Librarian or designate

Registrar - Secretary of Senate (non-voting)

Registrar Services Officer (Curriculum, Calendar & Credentials) (non-voting)

<b>Chair:</b>	Committee Member elected annually by and from the membership
<b>Recording Secretary:</b>	Registrar Services Officer – or administrative support position assigned by the Office of the Registrar
<b>Committee Secretary:</b>	Secretary of Senate
<b>Quorum:</b>	Majority
<b>Reporting Month:</b>	

## SCAAF SUBCOMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

### Terms of Reference

- To consider and make recommendations to SCAAF on amendments to the Academic Regulations of the University.
- To consider and make recommendations to SCAAF on the detailed Calendar entries relating to new or substantially revised Academic programs.
- To consider and make recommendations to SCAAF on all proposed changes to established academic programs, including course deletions and additions, course re-titling and renumbering, and revisions to Calendar Course Descriptions.
- To consider and make recommendations to SCAAF, annually, on the sessional dates for inclusion in the Calendar.
- To consider and make recommendations to SCAAF on all Calendar changes other than academic.

### Membership

President (*ex officio*)

Provost (*ex officio*)

Three Faculty Members\*, including:

- a) Designate of the Dean of CASHS
- b) Designate of the Dean of CSAM
- c) Designate of the Vice President, Research and Graduate Programs

\*two faculty members must be Faculty Senators

University Librarian or designate

Secretary of Senate (non-voting)

**Note:** The Secretary of Senate, each year at the September meeting of Senate, reports the membership.

**Chair:** A Faculty representative, elected annually by and from the membership.

**Committee Secretary:** Secretary of Senate

**Recording Secretary:** Governance Officer

**Quorum:** Majority

**STEERING COMMITTEE OF SENATE**

**PROPOSED REVISIONS TO THE SENATE HANDBOOK**

**Motion:** *That the Senate Handbook be amended as follows:*

***By amending s. 3(u), which outlines the normal order of the agenda for the Open Session, by striking out “Removal of Motions from the Consent Agenda” and by moving “Approval of the Consent Agenda” so that it falls immediately after “Question Period” and before “Reports of Committees.”***

**3 (u) Order of Agenda**

(i) Open sessions of Senate shall normally follow this order:

Approval of the agenda  
Approval of the minutes of the previous meeting(s)  
Business arising from the minutes  
Report of the President  
Report of the Provost  
Report of the Registrar  
Question Period  
~~Removal of Motions from the Consent Agenda~~  
Approval of the Consent Agenda  
Reports of Committees  
~~Approval of the Consent Agenda~~  
Information  
Other business

**Effective Date:** On approval of Senate

**Rationale:** This amendment is intended to ensure that motions identified by a Committee of Senate as routine and appropriate for placement on the “Consent Agenda” are approved in a timely manner and are less likely to be subject to postponement as a result of a loss of quorum later in a meeting.

**Background:**

The *Senate Handbook* provides at s. 3(bb) (vii):

*The Senate may use a Consent Agenda to expedite the routine business of Senate. The Consent Agenda is an omnibus motion to approve motions that have been identified as being routine, either by Senate Committees on their own behalf, or by the Steering Committee of Senate.*

*The intent of using a Consent Agenda is to approve rapidly items of a routine nature, while still protecting the rights of individual Senators to engage in debate on any matter that a Senator feels to be of importance.*

*When a motion to adopt the Consent Agenda is on the floor the following rules apply:*



- (a) As the purpose of the motion is to expedite business, the motion is undebatable.
- (b) At the request of any voting Senator, the Consent Agenda shall be amended to remove from the omnibus any motion that the Senator wishes to discuss.
- (c) Adoption of the Consent Agenda requires a simple majority vote.
- (d) After the consent agenda is adopted, the items on it are considered adopted, and are consequently ignored when encountered in the normal course of business.

**Motion proposed by:** University Secretary


**Academic Program:** N/A


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

**College Council / Committee Motion Number:** N/A

**College Council / Committee Approval Date:** N/A

**Attachment Pages (if applicable):**  0  pages

<b>INFORMATION TO BE COMPLETED AFTER STEERING COMMITTEE OF SENATE MEETING</b>	
<b>Brief Summary of Committee Debate:</b>	
<b>Motion No.:</b> SCS20101.04	
<b>Moved by:</b> E. Jensen	<b>Seconded by:</b> M. Mandy
<b>Committee Decision:</b> CARRIED	
<b>Approved by SCAAF:</b>	
<u> January 17, 2018 </u> <b>Date</b>	<u> _____ </u> <b>Chair's Signature</b>
<b>For recommendation to</b> <u> ✓ </u> <b>, or information of</b> <u> _____ </u> <b>Senate.</b>	

  <b>PROCEDURES</b>	<b>Policy No:</b>	<b>Approval Date:</b>
	<b>Approving Authority:</b> <i>Board of Governors and Senate</i>	
<b>Responsible Executive:</b> <i>President</i>		
<b>Title:</b>  <i><b>Search Committees for Academic Vice-Presidents and other Senior Academic Administrators</b></i>		

*S. 27(2)(f) of the University Act [RSBC 1996] c. 468, grants the Board the power: with the approval of senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;*

1. **Scope** – These Procedures apply to Search Committees for Senior Academic Administrators, including: Academic Vice-Presidents, Assistant or Associate Academic Vice-Presidents, Vice-Provosts, Deans, Senior Academic Directors, the Registrar and the University Librarian. The Search Committee for the President, and for the Associate Vice-President Medicine are addressed in separate Procedures.
2. **Role of Search Committees** – Search Committees are advisory to the President and are tasked with generating ranked short lists of candidates for positions. Each Committee will:
  - review the position and desired qualifications and qualities of candidates, in consultation with appropriate constituents and constituency groups
  - review and advise on advertising
  - review the *General Search Process Rules* outlined below, and recommend reasonable modifications to the Chair, as appropriate for specific searches or positions
  - oversee the fair and equitable application of the *General Search Process Rules*, with the advice of Human Resources professionals, and external search consultants if applicable
  - Ensure best practices are followed with respect to confidentiality and declarations of conflict of interest and bias
3. **General Search Process Rules**
  - a. A new search committee will be assembled for each Senior Academic Administrator search
  - b. The Chair and Search Committee will consider current best practices and the advice of Human Resources professionals, and search consultants where applicable, in determining the appropriate level of openness of each search, and in the interests of ensuring the broadest and most qualified applicant pool.
  - c. Senior Administrators and Chairs will have an opportunity to meet short-listed candidates in informal sessions at the appropriate stage of the search process. Others may be included for specific searches, at the recommendation of the Committee or the Chair.

- d. In the case of hiring of an Academic Vice-President, the President's recommendation shall be directed to the Human Resources (or equivalent) Committee of the Board of Governors, which will in turn present the case for appointment to the full Board of Governors for approval. For all other hiring, the Provost's recommendation will be presented to the President for approval.

**4. Committee Composition - (11 - 14) + 2 discretionary**

<p><b><u>President</u> (or designate) for Academic Vice-Presidents (Provost, Research)</b></p> <p><b><u>Provost and Vice-President Academic</u> (or designate) for all other senior academic positions covered by these Procedures</b></p>	<p><b>Chair</b></p>	<p><b>1</b></p>
<p><b><u>Board Chair or Designate</u> for Academic Vice-President searches only</b></p>	<p><b>Designate must be an external (Order in Council) Board Member</b></p>	<p><b>0- 1</b></p>
<p><b><u>Two Vice-Presidents or AVPs</u> for Academic Vice-President searches</b></p> <p><b><u>One Vice-President or AVP</u> for all other searches</b></p>	<p><b>Appointed by the Committee Chair (Academic &amp; Administrative VPs and AVPs eligible)</b></p>	<p><b>1-2</b></p>
<p><b><u>Two Deans</u> (for Academic Vice-Presidents and Deans)</b></p> <p><b><u>One Dean</u> for all other searches</b></p>	<p><b>Appointed by the Chair in consultation with the Deans</b></p>	<p><b>1- 2</b></p>
<p><b><u>One Senior Academic Director</u></b></p>	<p><b>Appointed by the Chair</b></p>	<p><b>1</b></p>

<p><b>Four Faculty Members with tenure or tenure-track appointments</b></p> <p><b>+ One Research Chair (for Vice-President Research &amp; Graduate Programs)</b></p>	<p><b>Elected by Faculty Members in a manner that ensures representation from both Colleges – or representation from different Colleges in the event that there are more than two Colleges</b></p> <p><b>*in the case of a search for a University Librarian, at least one faculty librarian</b></p>	<p><b>4</b></p>
<p><b>One Staff Representative</b></p>	<p><b>One staff member appointed by the Chair from among all non-faculty employees who are not senior administrators</b></p>	<p><b>1</b></p>
<p><b>Two students</b></p>	<p><b>Appointed or elected by the Undergraduate and Graduate Student Societies</b></p>	<p><b>2</b></p>
<p><b>Up to two additional members to address diversity, gender balance, aboriginal or regional representation, and / or to address any other key areas of responsibility (for the position being recruited to) not otherwise covered by the Committee members appointed or selected above</b></p>	<p><b>Appointed by the Committee Chair in consultation with the Committee Members. Appointees under this section may be from <u>any</u> UNBC employee, governance or stakeholder group.</b></p>	<p><b>0 – 2</b></p>
<p><b>Director or Manager of Human Resources (or designate) +appropriate Human Resources support personnel</b></p>	<p><b>Determined by the AVP People or Director of Human Resources</b></p>	