

**SENATE MEETING
PUBLIC SESSION
AGENDA**

January 23, 2019
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 Acknowledgement of Territory

2.0 S-201901.01

Approval of the Agenda †

Page 1

That the agenda for the January 23, 2019 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-201901.02

Approval of Senate Minutes

Page 5

That the minutes of the November 28, 2018 Public Session of Senate be approved as presented.

4.0 Business Arising from Previous Minutes of Senate

4.1 Notice of Motion from November Senate

Casperson

That Senate strike a Students' as Partners Ad Hoc Senate Committee.

5.0 President's Report (*none*)

6.0 Report of the Provost (*10 minutes*)

Dr. Ryan

- **Academic Re-Structuring Update**

7.0 Report of the Registrar (*3 minutes*)

Mr. Annear

8.0 Question Period (*10 minutes*)

8.1 Written questions submitted in advance

8.2 Questions from the floor

9.0 S-201901.03

Approval of Motions on the Consent Agenda

Ms. Hirsh-Pearson

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

10.0 Committee Reports

“For Approval” Items:

- Regular **S-201901.04**
Change(s) to Calendar – Auditing Courses
 That, on the recommendation of the Senate Committee on Academic Affairs the addition of an Auditing Courses paragraph, to be placed after the Part-time Studies paragraph in the nursing pages on page 164 of the 2018/2019 PDF undergraduate calendar, be approved as proposed.
 Effective date: September 2019
 Page 23
- Regular **S-201901.05**
Change(s) to Calendar – Clinical Practica
 That, on the recommendation of the Senate Committee on Academic Affairs the changes to the Time Lapse Between Clinical Practica paragraph, on page 164 of the 2018/2019 PDF undergraduate calendar, be approved as proposed.
 Effective date: September 2019
 Page 25
- Regular **S-201901.06**
New Course Approval – NURS 493-(1-6)
 That, on the recommendation of the Senate Committee on Academic Affairs the new course NURS 493-(1-6) Field School be approved as proposed.
 Proposed semester of first offering: January 2019
 Page 27
- Regular **S-201901.07**
New Course Approval – NURS 763-(1-6)
 That, on the recommendation of the Senate Committee on Academic Affairs the new course NURS 763-(1-6) Field School be approved as proposed.
 Proposed semester of first offering: January 2019
 Page 32
- Regular **S-201901.08**
Change(s) to Calendar – SOCW 632-9
 That, on the recommendation of the Senate Committee on Academic Affairs the change to the required field practicum hours for SOCW 632-9 on page 141 of the 2018/2019 graduate calendar, be approved as proposed.
 Effective date: September 2018
 Page 37
- Regular **S-201901.09**
Change(s) to Program Description – ORTM
 That, on the recommendation of the Senate Committee on Academic Affairs the change to the description of the Outdoor Recreation and Tourism Management Program on page 169 in the 2018-2019 undergraduate PDF calendar be approved as proposed.
 Effective date: January 2019
 Page 39
- Regular **S-201901.10**
Change(s) to Program Requirements – ORTM
 That, on the recommendation of the Senate Committee on Academic Affairs the change to the requirements for the Bachelor of Arts, Major in Nature Based Tourism management on page 156 of the 2018-2019 undergraduate PDF calendar be approved as proposed.
 Effective date: January 2019
 Page 39
- Page 42 Executive Summary – Bachelor of Commerce major in Management Information Systems Motions
- Regular **S-201901.11**
New Academic Program – Commerce
 That, on the recommendation of the Senate Committee on Academic Affairs the new Bachelor of Commerce major in Management Information Systems, be approved as proposed.
 Proposed semester of first offering: September 2019
 Page 43
- Regular **S-201901.12**

New Course Approval – COMM 360-3

That, on the recommendation of the Senate Committee on Academic Affairs the new course COMM 360-3 Business Process Management be approved as proposed.

Page 50

Proposed semester of first offering: September 2019

Regular

S-201901.13

New Course Approval – COMM 461-3

That, on the recommendation of the Senate Committee on Academic Affairs the new course COMM 461-3 Information System Analysis and Design be approved as proposed.

Page 56

Proposed semester of first offering: September 2019

S-201901.14

Change(s) to Certificate Requirements – TEK

That, on the recommendation of the Senate Committee on Academic Affairs, the change(s) to the Certificate Requirements for the Certificate in Traditional Ecological Knowledge (TEK) in First Nations Studies on page 128 (in the print or PDF calendar accessible on the UNBC web page) of the 2018/2019 undergraduate calendar, be approved as proposed.

Page 62

Effective date: September 2018

S-201901.15

Change(s) to Calendar – Aboriginal Jay Treaty

That, on the recommendation of the Senate Committee on Academic Affairs, the expression of recognition of aboriginal rights as presented below for our admission processes, to be added on page 21 of the 2018/2019 graduate and page 20 of the 2018/2019 undergraduate calendar, be approved as proposed.

Page 65

Effective date: September 2019

10.2 Senate Committee on Admissions and Degrees (none)

10.3 Senate Committee on Nominations (none)

10.4 Senate Committee on Scholarships and Bursaries (5 minutes)

Mr. Annear

“For Approval” Items:

Regular

S-201901.16

Graduate Entrance Research Scholarship

That, on the recommendation of the Senate Committee on Scholarships and Bursaries the new Terms and Conditions for the Graduate Entrance Research Scholarship (GERS) be approved.

Page 68

Effective Date: 2019-2020 Academic Year

Regular

S-201901.17

Dissolution Terms and Conditions for GES & GERA

That, on the recommendation of the Senate Committee on Scholarships and Bursaries to dissolve the Graduate Entrance Scholarship (GES) and Graduate Entrance Research Award (GERA).

Page 70

Effective Date: 2019-2020 Academic Year

“For Information” Items:

SCSB 20181128.05 (approved)

Revised IWAU Award (Quesnel Campus)

That the revised Terms and Conditions for the IWAU Award (Quesnel Campus) be approved.

Page 73

Effective Date: 2019-2020 Academic Year

SCSB 20181128.06 (approved)

Revised Northern Pathways to Medicine Bursary

That the revised Terms and Conditions for the Northern Pathways to Medicine Bursary be approved.

Page 75

Effective Date: 2019-2020 Academic Year

SCSB 20181212.03 (approved)

Tom Dielissen Memorial Award

That the new Terms and Conditions for the Tom Dielissen Memorial Award be approved.

Page 78

Effective Date: 2018-2019 Academic Year

10.5 Steering Committee of Senate (5 minutes)

Regular

S-201901.18

Procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators

That, on the recommendation of the Steering Committee of Senate, the procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators be approved as proposed.

Page 80

Effective Date: Upon Approval of Senate

11.0 Information

12.0 Other Business

12.1 Students As Partners

13.0 S-201901.19 (10 minutes)

Move to In Camera Session

That the meeting move In Camera.

14.0 S-201901.23

Adjournment

That the Senate meeting be adjourned.

Motion Number (assigned by
Steering Committee of Senate): S-201901.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the addition of an Auditing Courses paragraph, to be placed after the Part-time Studies paragraph in the nursing pages on page 164 of the 2018/2019 PDF undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**
Lab and Clinical based courses cannot be audited due to liability issues.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Part-time Studies

With prior approval by the Nursing Advisor at the institution the student is applying to or currently attending, and subject to course availability, undergraduate Nursing programs may be taken on a part-time basis; however, students may be required to enroll full-time during a portion of their program.

Leave of Absence

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

Part-time Studies

With prior approval by the Nursing Advisor at the institution the student is applying to or currently attending, and subject to course availability, undergraduate Nursing programs may be taken on a part-time basis; however, students may be required to enroll full-time during a portion of their program.

Auditing Courses

Under certain circumstances, students may be able to audit an NURS (or equivalent)* course. Courses with lab or clinical components cannot be audited.

Students wishing to audit an NURS (or equivalent) course must obtain approval from the Instructor as well as the Undergraduate Nursing Programs Coordinator. Forms for audit approval are available from the Office of the Registrar. Priority for registration will be given to students taking the course for credit. Approval from the Instructor in no way guarantees that an audit student will be able to register in the course.

Audit courses do not meet prerequisites or course/program requirements, but will be recorded on a student's transcript.

The degree of participation in a course for an audit student is at the discretion of the instructor. Audit students are not entitled to write the final exam or be granted credit for the course. Students may need to pay an auditing fee.

*Students should consult with an Advisor regarding equivalency.

Leave of Absence

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

Program / Academic / Administrative Unit: School of Nursing

College: College of Arts, Social and Health Sciences

College Council Motion Number: CASHSCC.2018.11.15.06

College Council Approval Date: November 15, 2018

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 ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.03

Moved by: E. Jensen

Seconded by: S. Wagner

Committee Decision: CARRIED

Approved by SCAAF: December 5, 2018

Date

Chair's Signature



For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201901.05

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the changes to the Time Lapse Between Clinical Practica paragraph, on page 164 of the 2018/2019 PDF undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2019
2. **Rationale for the proposed revisions:**
Students are challenging whether they need to repeat the theory portion of a combined theory/clinical course since the current wording only says 'clinical courses'. However, students may need to repeat all components of a combined theory/clinical course, a clinical-only course, a theory-only course, or a course with labs. When the 18 months starts will be determined by the student's individual circumstances (e.g. reason for withdrawal, course failure, etc), as well as policies at each institution.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

Time Lapse Between Clinical Practica

Students who are out of clinical practice in a Nursing education program for more than 18 months will be reassessed to determine what clinical practice remediation is needed. This may include repeating clinical courses taken previously, regardless of whether the student successfully completed the course.

Students reapplying to the program after a leave of over 18 months will need to be re-evaluated as to the level at which they will need to re-enter the program.

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

Time Lapse Between Clinical Practica

Students who are out of clinical practice in a Nursing education program for more than 18 months are reassessed to determine what clinical practice remediation is needed. This may include repeating all components of clinical courses taken previously, regardless of whether the student successfully completed the course.

Students are assessed on an individual basis as to when the 18 months is initiated and which courses are to be repeated.

Students reapplying to the program after a leave of over 18 months are re-evaluated as to the level at which they will need to re-enter the program.

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

Program / Academic / Administrative Unit: School of Nursing

College: College of Arts, Social and Health Sciences

College Council Motion Number: CASHSCC.2018.11.15.05

College Council Approval Date: November 15, 2018

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 ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.04

Moved by: E. Jensen

Seconded by: S. Wagner

Committee Decision: CARRIED



Approved by SCAAF: December 5, 2018

Date

Chair's Signature

For recommendation to ✓ , or information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201901.06

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course NURS 493-(1-6) Field School be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** January 2019
2. **Academic Program:** Northern Collaborative Baccalaureate Nursing Program (BScN), Post-Diploma BScN
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** NURS 493-(1-6)
4. **Course Title:** Field School
5. **Goal(s) of Course:**

To provide students with experiential learning opportunities that focus on participation, reflection, and the application of learning from interactions with people and communities from other cultures; in ways that positively transform and influence their global health perspectives and future actions.

6. Calendar Course Description:

In this experiential learning course, students are immersed in a specific global health context where they actively engage in developing and applying global health knowledge related to health promotion, social capital and community sustainability. The field school provides opportunities to develop new knowledge, skills, attitudes, reflective approaches, and perspectives through interaction with people and communities from other cultures. It is open to students from all disciplines. This course may be repeated to a maximum of 6 credit hours if the material is substantially different.

7. **Credit Hours:** 1-6 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 #

Laboratory #

Seminar #

Other (please specify) Pre-departure sessions & minimum 2 weeks in a specific global context. Completion of a paper assignment following the student's return.

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: NURS 793-(1-6)

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:

Selected readings such as World Health Organization reports/documents and peer-reviewed journal articles

B. Significance Within Academic Program

1. Anticipated enrolment 5-10

2. If there is a proposed enrolment limit, state the limit and explain: 10 due to the nature of experiential learning in a global context

3. Required for: Major: Minor: Other:

4. Elective in: Major: X 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?** Elective for any undergraduate program such as Nursing, Health Sciences, Social Work, Education
8. **What other courses are being proposed within the Program this year?** None
9. **What courses are being deleted from the Program this year?** None

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:** N/A
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:** N/A
 - ii. **Space (classroom, laboratory, storage, etc.):** N/A
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** N/A

E. Additional Attached Materials

N/A

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:** None
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):** Arts, Social and Health Sciences
2. **College Council Motion Number(s):** Omnibus Motion: CASHSCC.2018.11.15.07
3. **College Council Approval Date(s):** November 15, 2018
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.05

Moved by: E. Jensen

Seconded by: S. Wagner

Committee Decision: CARRIED



Approved by SCAAF: December 5, 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: NURS 493-(1-6) Nursing Field School

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

a) Are current library holdings adequate? Yes 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
Health Sciences Librarian

Oct 19/18

Date

Motion Number (assigned by
Steering Committee of Senate): S-201901.07

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course NURS 763-(1-6) Field School be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** January 2019
2. **Academic Program:** MScN, MScN (FNP)
3. **Course Subject, Number*, and Credit hours (e.g. CHEM 210-3):** NURS 763-(1-6)
4. **Course Title:** Field School
5. **Goal(s) of Course:**

To provide students with experiential learning opportunities that focus on participation, reflection, and the application of learning from interactions with people and communities from other cultures; in ways that positively transform and influence their global health perspectives and future actions.

6. Calendar Course Description:

In this experiential learning course, students are immersed in a specific global health context where they actively engage in developing and applying global health knowledge related to health promotion, social capital and community sustainability. The field school provides opportunities to develop new knowledge, skills, attitudes, reflective approaches, and perspectives through interaction with people and communities from other cultures. It is open to students from all disciplines. This course may be repeated to a maximum of 6 credit hours if the material is substantially different.

7. **Credit Hours:** 1-6 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 _____

Laboratory _____

Seminar _____

Other (please specify Pre-departure sessions & minimum 2 weeks in a specific global context. Completion of a paper assignment following the student's return.

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: NURS 493-(1-6)

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:

Selected readings such as World Health Organization reports/documents and peer-reviewed journal articles

B. Significance Within Academic Program

1. Anticipated enrolment 5-10

2. If there is a proposed enrolment limit, state the limit and explain: 10 due to the nature of experiential learning in a global context

3. Required for: Major: _____ Minor: _____ Other: _____

4. Elective in: Major: 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?** Elective for any graduate program such as Nursing, Health Sciences, Social Work
8. **What other courses are being proposed within the Program this year?** None
9. **What courses are being deleted from the Program this year?** NURS 652-3, NURS 653-3, NURS 656-3, NURS 702-3

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:** N/A
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:** N/A
 - ii. **Space (classroom, laboratory, storage, etc.):** N/A
 - iii. **Library Holdings:** See attached form
 - iv. **Computer (time, hardware, software):** N/A

E. Additional Attached Materials

N/A

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:** None
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):** Arts, Social and Health Sciences
2. **College Council Motion Number(s):** Omnibus Motion: CASHSCC.2018.11.15.07
3. **College Council Approval Date(s):** November 15, 2018
4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:**
5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:**

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.06

Moved by: E. Jensen

Seconded by: S. Wagner

Committee Decision: CARRIED



Approved by SCAAF: December 5, 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: NURS 763-(1-6) Nursing Field School

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

a) Are current library holdings adequate? Yes _____ 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
Health Sciences Librarian

Oct 19, 2018

Date

Motion Number (assigned by
Steering Committee of Senate): S-201901.08

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change to the required field practicum hours for SOCW 632-9 on page 141 of the 2018/2019 graduate calendar, be approved as proposed.

1. **Effective date:** September 2018
2. **Rationale for the proposed revisions:** The current requirement of 546 hours exceeds the accreditation standard of 450 hours. A reduction to 450 hours will reduce pressure on scarce field placement resources.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

SOCW 632-9 MSW Practicum I This field placement introduces MSW students who do not have a BSW to the social work role and organizational settings. The field placement consists of 546 hours and provides students with an opportunity to enhance and refine their generalist social work skills. The focus of the placement is on the development of generalist skills, however, where possible, students are matched to a placement that broadly meets their area of interest.

Prerequisites: Admission to the MSW Program Foundation Year
Co-requisites: SOCW 637-3

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

SOCW 632-9 MSW Practicum I This field placement introduces MSW students who do not have a BSW to the social work role and organizational settings. The field placement consists of ~~546~~ 450 hours and provides students with an opportunity to enhance and refine their generalist social work skills. While the focus of the placement is on the development of generalist skills, where possible, students are matched to a placement that broadly meets their area of interest.

Prerequisites: Admission to the MSW Program Foundation Year
Co-requisites: SOCW 637-3

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

Program / Academic / Administrative Unit: School of Social Work

College: Arts, Social and Health Sciences

College Council Motion Number: CASHCC.2018.11.15.03

College Council Approval Date: November 15, 2018

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: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201812.07

Moved by: S. Wagner

Seconded by: E. Jensen

Committee Decision: CARRIED



Approved by SCAAF: December 5, 2018
Date

Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201901.09/S-201901.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motions:

“That the change to the description of the Outdoor Recreation and Tourism Management Program on page 169 in the 2018-2019 undergraduate PDF calendar be approved as proposed.”

And

“That the change to the requirements for the Bachelor of Arts, Major in Nature Based Tourism management on page 156 of the 2018-2019 undergraduate PDF calendar be approved as proposed.”

1. **Effective date:** January 2019

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

The proposed revisions have been done in order to correct typographical errors, and in response to changes in the Geography program course offerings that impacted the ORM curricula.

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

Done in response to request and consultation from GEOG.

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

p. 169: “Outdoor recreation and nature-based tourism are pare to British Columbia’s lifestyle and are now considered to be part of the world’s fastest growing industry.”

p. 156 (BA Nature-Based Tourism):

“Lower-Division Requirement

100 Level

BIOL 110-3 Introductory Ecology

COMM 100-3 Introduction to Canadian Business

ECON 100-3 Microeconomics

ENPL 104-3 Introduction to Planning

GEOG 101-3 Planet Earth

or FNST 100-3 The Aboriginal Peoples of Canada

or ENVS 101-3 Introduction to Environmental Citizenship”

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

p. 169 (program description): Outdoor recreation and nature-based tourism are ~~part of~~ part of British Columbia's lifestyle and ~~are now considered to be part of~~ one of the world's fastest growing industries.

P. 156 (BA Nature-Based Tourism):

Lower-Division Requirement

100 Level

BIOL 110-3 Introductory Ecology

COMM 100-3 Introduction to Canadian Business

ECON 100-3 Microeconomics

ENPL 104-3 Introduction to Planning

~~GEOG 101-3 Planet Earth~~

or FNST 100-3 The Aboriginal Peoples of Canada

or ENVS 101-3 Introduction to Environmental Citizenship

One of the following:

ENVS 101-3 Introduction to Environmental Citizenship

FNST 100-3 The Aboriginal Peoples of Canada

GEOG 101-3 Planet Earth

GEOG 102-3 Earth from Above

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

Program / Academic / Administrative Unit: ORTM

College: CSAM

SCCC Reviewed: October 29, 2018

College Council Motion Number: CSAMCC 2018: 11:08:04

College Council Approval Date: November 8, 2018

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: # pages (fill in number of pages, or indicate "0" if there are no attachments)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.08/SCAAF201812.09

Moved by: G. Jacob

Seconded by: E. Jensen

Committee Decision: CARRIED



Approved by SCAAF: December 5, 2018
Date

Chair's Signature

For recommendation to ✓, or information of _____ Senate.

Executive Summary

Motion: That the new Bachelor of Commerce major in Management Information Systems, be approved as proposed

A. General Information

Program Title: Bachelor of Commerce (Major: Management Information Systems)

Program Objectives: The management information systems major will be added as an additional major to the Bachelor of Commerce at the School of Business. The major will train business students in the management of information systems, the management and optimization of business processes, the analysis of business, and data science. Graduates with this major will be able to meet the growing demand for information systems professionals in the North and beyond. This major is needed to ensure that our students are equipped to succeed in new and growing areas of business management.

Those graduating with this major will learn to better operate businesses, analyse data and information, manage the various technologies in the company and incorporate new technologies in organizations. Almost all organizations have need of these skills; however, large companies/projects need graduates who can understand their business processes and how technology can help; these companies also have a large amount of data and do not have the expertise to understand how to use it.

The major provides a basis for recruiting more people to UNBC, especially non-traditional students. Those in the work force looking to increase their skills in technology management would find the courses offered by this degree useful. In addition, local students interested in computer science and business will be able to get their education in the North. Currently, other than in Southern BC there are no institutions offering management information systems or comparable programs as a major in the province. UNBC would be a local destination school for those looking to pair technology and business.

Due to the need for this program, Northern Health has provided us with resources to run the major for four years. As students enter into the program, the resources should be available to continue the program. The program is also aligned with the School of Business strategic vision from 2015, which stated that business informatics (data science and business process innovation) would be a key part of the School in 2020.

The major will require 2 new courses which will be taught by existing faculty. The MIS minor will continue, as it is attractive to students in computer science.

Motion Number (assigned by
Steering Committee of Senate): S-201901.11

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the new Bachelor of Commerce major in Management Information Systems, be approved as proposed.

A. General Information

Program Title: Bachelor of Commerce (Major: Management Information Systems)

Program Objectives: The management information systems major will be added as an additional major to the Bachelor of Commerce at the School of Business. The major will train business students in the management of information systems, the management and optimization of business processes, the analysis of business, and data science. Graduates with this major will be able to meet the growing demand for information systems professionals in the North and beyond. This major is needed to ensure that our students are equipped to succeed in new and growing areas of business management.

Those graduating with this major will learn to better operate businesses, analyse data and information, manage the various technologies in the company and incorporate new technologies in organizations. Almost all organizations have need of these skills; however, large companies/projects need graduates who can understand their business processes and how technology can help; these companies also have a large amount of data and do not have the expertise to understand how to use it.

The major provides a basis for recruiting more people to UNBC, especially non-traditional students. Those in the work force looking to increase their skills in technology management would find the courses offered by this degree useful. In addition, local students interested in computer science and business will be able to get their education in the North. Currently, other than in Southern BC there are no institutions offering management information systems or comparable programs as a major in the province. UNBC would be a local destination school for those looking to pair technology and business.

Due to the need for this program, Northern Health has provided us with resources to run the major for four years. As students enter into the program, the resources should be available to continue the program. The program is also aligned with the School of Business strategic vision from 2015, which stated that business informatics (data science and business process innovation) would be a key part of the School in 2020.

Credential upon Completion of the Program: B.COMM (Management Information Systems)

Program Offering the Degree: School of Business

Proposed Start Date: September 2019

Suggested Institutional Priority: High

This major ensures our students are able to handle the business problems of the future. There are dozens of companies and organizations that have stated their need for graduates with these skills.

We also believe that the major will attract non-traditional students who are already in the job market but are looking to upgrade their skills, or older students looking to get a Business degree. UNBC is uniquely placed to help these students since we would be the only educational institution in the area to have this major. Also, as stated previously, this program is a focus of the Business School's strategic vision which is in line with the University's vision of the future.

For marketing purposes, we propose a two-year stream that students with an existing 4 year Business or Commerce Degree can take. This increases the pool of recruits for the program.

Relationship of Proposed Program to the Mandate of the Institution: The vision of UNBC is "to be a student-centered, research-intensive University" that is responsive to the Northern community. This program provides an important area of teaching that is needed for the North and Beyond. Information technology makes it possible for distributed organizations to better deal with their clients and communities. This program will provide Northern students the skills to use, analyse, manage, and design the information systems that can best bring value to important Northern businesses and organizations. The proposal also aligns with the Strategic Vision of the Business School.

Implications for the Cooperative Education Option: Management Information Systems is an applied field that changes rapidly. We propose that MIS students will be encouraged to join the Co-op program. The career office has received several inquiries from Northern Health, Canfor and other organizations for students that have MIS skills. The co-op office is also working closely with computer science so there is a need for students who can bridge the business and computer science disciplines. We have also found that students who do co-op have an appreciation for the material afterwards. We suggest that students would be encouraged in their second year to consider co-op, and the faculty would work with industry partners to create as many co-op positions as needed.

Specialities with Program: NA

Related Programs at Other Institutions:

There are several MIS majors in British Columbia. Most of the major research-intensive universities have a similar degree. However, as stated previously there are no similar programs in the North or Central regions of the province. Below are the universities in BC that have an MIS, or similar, major.

University	Program Name	Major Name
University of British Columbia	B.Comm	Business Technology Management
Simon Fraser University	BBA	Management Information System
Capilano University	BBA	Business Computing
Kwantlen Polytechnic University	BTech	Information Technology

Relation to Existing Programs: Currently there are no majors at UNBC that are similar the proposed major. Though we have a minor, several students have suggested that they would be more inclined towards taking an MIS major since they feel they would gain the skills needed to go forward in this area as a career. Computer Science concepts are a part of Management Information Systems but the proposed major focuses on the integration of business and computing, which is not the focus of the computer science program.

Articulation Arrangement: None

Consultations with Other Institutions: We have consulted with the University of British Columbia.

B. Program Description

General Calendar Description:

Major in Management Information Systems

Management Information Systems is about using information systems to provide value to organizations. Students in this field have the opportunity to acquire the skills to use, analyse, and manage information systems to succeed in the business world. A major in Management Information Systems provides skills that include: designing information systems for businesses; using data to find lucrative opportunities for firms; and determining users' computing needs. People with these skills find opportunities in a diverse set of organizations from large government organizations to local companies. Concepts in Management Information Systems are particularly important for those who have a passion for using technology to help organizations reach their goals.

Curriculum:

New Courses bolded

Lower-Division Requirement

100 Level

COMM 100-3*	Introduction to Canadian Business
ECON 100-3	Microeconomics
ECON 101-3	Macroeconomics
FNST 100-3	The Aboriginal Peoples of Canada
MATH 150-3**	Finite Mathematics for Business and Economics
or MATH 220-3	Linear Algebra
MATH 152-3**	Calculus for Non-majors
or MATH 100-3	Calculus I

*Students transferring with 30 or more credit hours of courses required for the Commerce degree are exempt from this requirement.

**Students wishing to pursue additional Math courses as electives are advised to choose MATH 100-3 (Calculus I) and MATH 220-3 (Linear Algebra).

Students must ensure that all pre-requisites are fulfilled prior to registering in any course. Students who do not have the appropriate prerequisites for any courses must consult with the Business Advisor.

200 Level

COMM 200-3	Business Communications
COMM 210-3	Financial Accounting
COMM 211-3	Managerial Accounting

COMM 220-3	Financial Management I
COMM 230-3	Organizational Behaviour
COMM 240-3	Introduction to Marketing
COMM 251-3	Introduction to Management Science
CPSC 250-3	Applied Business Computing
ECON 205-3	Statistics for Business and the Social Sciences
or STAT 240-3	Basic Statistics

Upper-Division Requirements

300 and 400 Level

COMM 300-3	Introduction to Business Law
COMM 330-3	Human Resource Management
COMM 332-3	Business and Professional Ethics
COMM 350-3	Production and Operations Management
COMM 351-3	Management Information Systems
COMM 352-3	e-business
COMM 353-3	Business Data Communication and Networking
COMM 354-3	Introduction to Business Intelligence
COMM 360-3	Business Process Management
COMM 461-3	Information Systems Analysis
COMM 400-3	Strategic Management
ECON 350-3	Managerial Economics

Elective and Academic Breadth Requirement

Elective credit hours as necessary to ensure completion of a minimum of 120 credit hours, including any additional credits necessary to meet the Academic Breadth requirement of the University (see Academic Regulation 15).

C. Need for Program

Enrolment Projections: We project initial enrolment will be 10 - 20 people in the first year. Using projections from similar majors, such as Marketing, and inquiries made to the academic program advisor, we project that in five years the number of students in the program will be between 30 and 50.

Cultural, Social and Economic Needs: There are several economic reasons for an MIS program at UNBC. First, an MIS program would create graduates that could act as engines for the entrepreneurship in the region. Many companies have been created in Prince George specifically using information technology. For instance, Timber Tracks provides data analytics and visualization services for logging companies in the area. As a web based company, the work is done in Prince George but service a global client base. Another company is using this idea, Spark Geo is providing services to people throughout the world in location based services and digital mapping and is based in Prince George. By providing an MIS major, graduates

will be able to create and work in these type of businesses and base themselves in the area, rather than move to find jobs.

The other benefit is to the community as a whole. Many of the services and administration in the North of BC need MIS majors to provide more efficient and effective services. For instance, in the Northern Health Authority, the administration of health informatics and data can lead to improved services for people in Prince George and in the North in general. This is also true in service and employment outside of the Authority itself. For instance, the Applied Informatics for Health Society is a non-profit organization that helps clinicians and health officials to obtain useful software that can help them better understand their patients and processes. Graduates could work with this group to help understand data used in clinical operations and implement these findings into state-of-the-art software and tools. This would not only reduce costs but also lead to better healthcare for all.

Labour Market Demands: To gather information on possible job opportunities for graduates of this program we contacted three employers in the area, Northern Health Authority, All North and Canfor. Northern Health has two areas where our graduates could be useful, the “planning and performance” area and the “information technology informatics” area. In the planning area, a new team is currently identifying and analysing the key performance indicators in the Authority. As mentioned by senior management, they can see positions opening for two or three graduates every year. In the technology and services area, they are looking for more people in their field; these include system analysts. They currently have five people in the data analysis area and may need up to five more. At AllNorth the company is looking to hire MIS majors. As mentioned by the head of the firm, as a consulting firm, the company needs people who can understand both the business of the client and the technology that can help the client. This also includes being able to explain to business people, “in their own language”, the impact the technology will have on the important parts of their business. The company head also mentioned that they would be interested in hiring three people and that their clients are interested in hiring students with these skills. Canfor also mentioned that they need system analysts and data analytics professionals in their company. Specifically, they need students who can understand the mill business but also determine what data can lead to operations that are more efficient. Also, as mentioned previously, there are many employers who are looking for these skills in co-op students.

Other Benefits: As noted in the above sections.

D. Faculty

Faculty list:

The proposed major uses many existing courses that are taught by the current faculty. However, Dr. Waqar Haque (COMM 360-3) and Dr. Kafui Monu (COMM 461-3) will teach the new proposed courses.

Expected Teaching Loads: No change in current teaching loads

Research Funding: This field is growing meaning that there are more opportunities to receive funding.

E. Program Delivery

Distance Learning Components: None

Class Size and Structure: Most classes will be lecture based. Class size is expected to be between 20 – 30 for the new courses.

Experiential Learning: In the business system analysis class (COMM461), the students will be using cases

from real situations and will conduct a term-long project, working with real companies and identifying organizational and technological issues.

F. Program Resources

Administrative Requirements: None

Operating Requirements: None

Capital Requirements: None

Start-up Costs: None

Special Resource Requirements: None

G. Library Resource Requirements (See attached forms)

H. Evaluation

Academic Quality of Program: Used the curriculum guide from the Association of Information System (AIS)

Methods of Internal Institutional Review: The proposal has been submitted for review by the following UNBC academic programs:

Economics
Math and Statistics
First Nations

Relevant External Program Experts:

Carson Woo
Associate Professor
Sauder School of Business
University of British Columbia

I. Miscellaneous

II.

Special Features: None

Attachment Pages (in addition to required Library Form): 8 pages

J. Authorization

College: CSAM

SCCC Review Date: October 29, 2018

College Council Motion Number: CSAM 2018:11:08:05

College Council Approval Date: November 8, 2018

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201812.10

Moved by: E. Jensen

Seconded by: R. Foo

Committee Decision: CARRIED



Approved by SCAAF: December 5, 2018 _____

Date

Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201901.12

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course *COMM 360-3 Business Process Management* be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2019
2. **Academic Program:** School of Business
3. **Course Subject, Number*, and Credit hours:** COMM 360-3
4. **Course Title:** Business Process Management
5. **Goal(s) of Course:**

An ever increasing number of organizations are moving towards adopting business process management tools and techniques to take advantage of improvement opportunities such as reducing costs, execution times or error rates, and eliminating redundancies. This course will provide students with an understanding of basic principles underlying business process optimization in order to enhance organizational efficiencies.

6. Calendar Course Description:

This course provides a basic understanding of the business process management (BPM) lifecycle. Students begin with learning systematic identification and prioritization of business processes within an organization. A process discovery phase then follows which leads to the development of an *as-is* process model. Qualitative and quantitative techniques are used to analyze the performance and assess the impact of changes. Other components of the BPM lifecycle which are introduced include redesign, implementation and monitoring. The course also includes a lab component for documenting and simulating business processes at various levels of detail using business process management notation (BPMN) and modelling techniques.

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?**

Yes* 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?** Yes _____ No X

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): COMM 100 and CPSC 250

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:

The Complete Business Process Handbook, 1st ed
 Body of Knowledge from Process Modeling to BPM, Volume I
 by Mark von Rosing, August-Wilhelm Scheer, Henrik von Scheel
 Morgan Kaufmann (Elsevier) - 2014
 ISBN 978-0-127-99959-3

BPM CBOK Version 3.0: Guide to the Business Process Management Common Body of Knowledge
 by Tony Benedict, Nancy Bilodeau et al.
 CreateSpace Independent Publishing Platform - 2013
 ISBN 978-1490516592

B. Significance Within Academic Program

- 1. Anticipated enrolment 15-20
 - 2. If there is a proposed enrolment limit, state the limit and explain: none
 - 3. Required for: Major: No Minor: No Other: _____
 - 4. Elective in: Major: Yes Minor: Yes (MIS) 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? Bachelor of Commerce
- 8. What other courses are being proposed within the Program this year? COMM 461
- 9. What courses are being deleted from the Program this year? NA

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:
- 2. Is a preclusion required? Yes _____ No X
- 3. If there is an overlap, and no preclusion is required, please explain why not: na
- 4. Has this overlap been discussed with the Program concerned? Yes _____ No X
- 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: 3 SCH / year
- ii. Space (classroom, laboratory, storage, etc.): Existing space is adequate
- iii. Library Holdings: See attached form
- iv. Computer (time, hardware, software): Computer lab with BPM modelling software such as iGrafx

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: none

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. SCCC Review Date: October 29, 2018

3. College Council Motion Number(s): CSAM 2018:11:08:06

4. College Council Approval Date(s): November 8, 2018

5. Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

6. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.11

Moved by: R. Foo

Seconded by: E. Jensen

Committee Decision: CARRIED



Approved by SCAAF: December 5, 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: *COMM 360-3 Business Process Management*

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

a) Are current library holdings adequate? Yes _____ No X

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

The Complete Business Process Handbook, 1st ed
Body of Knowledge from Process Modeling to BPM, Volume I
by Mark von Rosing, August-Wilhelm Scheer, Henrik von Scheel
Morgan Kaufmann (Elsevier) - 2014
ISBN 978-0-127-99959-3

BPM CBOK Version 3.0: Guide to the Business Process Management Common Body of Knowledge
by Tony Benedict, Nancy Bilodeau et al.
CreateSpace Independent Publishing Platform - 2013
ISBN 978-1490516592

Handbook of Business Process Management – Vol 1 & 2
J. V. Brocke, Springer 2015
ISBN: 9783642451003 (Vol 1)
ISBN: 9783642451034 (Vol 2)

At least two more current monographs in Business Process Management

Estimated cost: \$750.

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

Funding from Northern Health/UNBC EA Partnership



University Librarian (or designate) signature

15 Oct. 2018

Date

Motion Number (assigned by
Steering Committee of Senate): S-201901.13

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW COURSE APPROVAL MOTION FORM

Motion: That the new course *COMM 461-3 Information System Analysis and Design* be approved as follows:

A. Description of the Course

1. **Proposed semester of first offering:** September 2019
2. **Academic Program:** School of Business
3. **Course Subject, Number*, and Credit hours:** COMM 461-3
4. **Course Title:** Information System Analysis
5. **Goal(s) of Course:**

As more organizations use information technology to enhance or create new business processes these firms are in need of business professionals who can determine the best information systems that can bring value to the company. The main goal of this course is to provide students with the basic tools to analyze a business, using different perspectives, to determine the features of an information system that can help the business. Students should be able to:

Describe the process of analysis, design, and implementation of information systems.
Identify how an information system can improve organizational work issues
Perform a feasibility study and cost/benefit analysis
Gather requirements and document them using several conceptual modeling languages.
Recommend and justify a recommendation.

6. Calendar Course Description:

This course gives students the conceptual tools and analytical skills to identify problems in an organization and design information systems that can solve these problems. The knowledge and skills that students receive can help them become useful designers and users of information technology and is suited to students looking to further careers in business analysis, management and IT consulting. This course is a continuation of COMM 360 and some initial work will be similar to that class. However, in this course we focus on the information system as a solution to BPM issues.

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?**

Yes* _____ No X

* 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? Yes _____ No X

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): COMM 351

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:

Systems Analysis and Design, 10/E by Kenneth E. Kendall, Julie E Kendall, Pearson, ISBN-10: 013478555X
ISBN-13: 9780134785554

B. Significance Within Academic Program

- 1. Anticipated enrolment 15-20
 - 2. If there is a proposed enrolment limit, state the limit and explain: none
 - 3. Required for: Major: No Minor: No Other: _____
 - 4. Elective in: Major: Yes Minor: Yes (MIS) 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? Bachelor of Commerce
- 8. What other courses are being proposed within the Program this year? COMM 360
- 9. What courses are being deleted from the Program this year? None

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:
- 2. Is a preclusion required? Yes _____ No X
- 3. If there is an overlap, and no preclusion is required, please explain why not: na
- 4. Has this overlap been discussed with the Program concerned? Yes _____ No X
- 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: 3 SCH / year

ii. Space (classroom, laboratory, storage, etc.): Existing space is adequate

iii. Library Holdings: See attached form

iv. Computer (time, hardware, software): Computer lab with modelling software such as iGrafx or Microsoft Visio

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: none

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. SCCC Review Date: October 29, 2018

3. College Council Motion Number(s): CSAM 2018:11:08:07

4. College Council Approval Date(s): November 8, 2018

5. Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

6. Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: Omnibus Motion SCAAF201812.12

Moved by: R. Foo

Seconded by: E. Jensen

Committee Decision: CARRIED



Approved by SCAAF: December 5, 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: *COMM 461-3 Information Systems Analysis*

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


- a) Are current library holdings adequate? Yes _____ No X
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

Designing the Requirements: Building Applications that the User Wants and Needs
Chris Britton
ISBN-10: 0134021215 ISBN-13: 9780134021218

Systems Analysis and Design, 10/E
Kenneth E. Kendall
Julie E Kendall
ISBN-10: 013478555X * ISBN-13: 9780134785554

Estimated cost: \$200.

- c) If no to a), what is the proposed funding source?
Funding from Northern Health/UNBC EA Partnership



University Librarian (or designate) signature

15 Oct 2018

Date

Motion Number (assigned by
Steering Committee of Senate): S-201901.14

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the Certificate Requirements for the Certificate in Traditional Ecological Knowledge (TEK) in First Nations Studies on page 128 (in the print or PDF calendar accessible on the UNBC web page) of the 2018/2019 undergraduate calendar, be approved as proposed.

1. **Effective date:**

September 2018

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

GEOG 100-3: Environments and People: The Geography of Natural Hazards was included in the Certificate Requirements in the 2017/2018 calendar. GEOG 100-3 has now been discontinued and replaced with a new course (GEOG 211-3: Natural Hazards: Human and Environmental Dimensions) with similar contents.

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

None

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

Certificate Requirements

FNST 100-3 The Aboriginal Peoples of Canada
FNST 203-3 Introduction to Traditional Ecological Knowledge
FNST 304-3 Indigenous Environmental Philosophy

Any First Nations Culture course or any First Nations Language Level 1 course.

Two of:

FNST 206-3	First Nations Oral Literatures
FNST 217-3	Contemporary Challenges Facing Aboriginal Communities
FNST 302-3	First Nations Health and Healing
FNST 303-3	First Nations Religions and Philosophy

One of:

ARTS 102-3	Research Writing
ENGL 170-3	Writing & Communication Skills
FNST 200-3	Perspectives in First Nations Studies

Three courses (at least 9 credit hours) from:

BIOL 103-3	Introductory Biology I
BIOL 104-3	Introductory Biology II
BIOL 201-3	Ecology
CHEM 100-3	General Chemistry I
CHEM 101-3	General Chemistry II
ENPL 104-3	Introduction to Planning
ENSC 201-3	Introduction to Atmospheric Science
GEOG 200-3	British Columbia: People and Places
NREM 100-3	Field Skills
NREM 204-3	Introduction to Wildlife and Fisheries
NREM 210-4	Integrated Resources Management
PHYS 100-3	Introduction to Physics I
PHYS 101-3	Introduction to Physics II

PHYS 110-3	Introduction to Physics I: Mechanics
PHYS 111-3	Introduction to Physics II: Waves and Electricity
PHYS 115-3	General Introduction to Physics

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

Certificate Requirements

FNST 100-3	The Aboriginal Peoples of Canada
FNST 203-3	Introduction to Traditional Ecological Knowledge
FNST 304-3	Indigenous Environmental Philosophy

Any First Nations Culture course or any First Nations Language Level 1 course.

Two of the following:

FNST 206-3	First Nations Oral Literatures
FNST 217-3	Contemporary Challenges Facing Aboriginal Communities
FNST 302-3	First Nations Health and Healing
FNST 303-3	First Nations Religions and Philosophy

One of the following:

ARTS 102-3	Research Writing
ENGL 170-3	Writing & Communication Skills
FNST 200-3	Perspectives in First Nations Studies

Three of the following:

BIOL 103-3	Introductory Biology I
BIOL 104-3	Introductory Biology II
BIOL 201-3	Ecology
CHEM 100-3	General Chemistry I
CHEM 101-3	General Chemistry II
ENPL 104-3	Introduction to Planning
ENSC 201-3	Introduction to Atmospheric Science <u>Weather and Climate</u>
GEOG 200-3	British Columbia: People and Places
GEOG 211-3	Natural Hazards: Human and Environmental Dimensions
NREM 100-3	Field Skills
NREM 204-3	Introduction to Wildlife and Fisheries
NREM 210-4	Integrated Resources Management
PHYS 100-3	Introduction to Physics I
PHYS 101-3	Introduction to Physics II
PHYS 110-3	Introduction to Physics I: Mechanics
PHYS 111-3	Introduction to Physics II: Waves and Electricity
PHYS 115-3	General Introduction to Physics

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

Program / Academic / Administrative Unit: First Nation's Studies

SCCC Review Date: August 29, 2018

College: Arts, Social and Health Sciences

College Council Motion Number: CASHSCC.2018.10.18.03

College Council Approval Date: October 18, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: SCFNAP201901.03

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: January 3, 2019

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.: SCAAF201901.03

Moved by: H. Empey

Seconded by: E. Jensen

Committee Decision: CARRIED



Approved by SCAAF: January 9, 2019
Date

Chair's Signature

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

Motion Number (assigned by
Steering Committee of Senate): S-201901.15

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the expression of recognition of Aboriginal rights as presented below for our admission processes, to be added on page 21 of the 2018/2019 graduate and page 20 of the 2018/2019 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2019

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

The new approach will allow any Indigenous peoples whose ancestral lands were arbitrarily divided by the creation of the Canada US border to be considered domestic students rather than international students.

The Treaty of Amity, Commerce and Navigation (Jay's Treaty) secured the rights of Indigenous peoples to continue to move freely cross the US-Canada border, by land or water, in order to carry on trade or commerce with each other as they had done before the border was established.

This policy addresses some of the issues presented in the Truth and Reconciliation Commission's recommendation to recognize Aboriginal rights and the effects of colonialization on Aboriginal peoples.

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

Consultation has included discussion at Senate and sub committees prior to this submission, The First Nations Centre representatives have been given an opportunity to provide feedback. The motion will be brought to SCFNAP as well as part of normal Senate review processes.

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

Graduate Calendar

1.0 General Admission Application information is available from the website, at [www.unbc.ca/ apply/graduate](http://www.unbc.ca/apply/graduate) or from the Office of the Registrar. The requirements for admissibility include, but are not limited to, an acceptable academic standing (see 1.3.2), acceptable letters of reference, the availability of a supervisor within the program concerned, and the availability of adequate space and facilities.

Undergraduate Calendar

The University of Northern British Columbia is committed to providing the best possible educational experience to its students. While some areas of academic study are available to new students without restriction, to ensure the highest quality learning environment others must be limited in enrolment by the availability of suitable space and instruction. Except for first-entry professional programs, first-year first-entry students are admitted to UNBC by their degree outcome of interest, and must indicate at least their first choice of Degree Group (for example Bachelor of Arts or Bachelor of Science) on their application form. Until such time as students declare a major, they will be assigned either of the two College Deans based upon their declared degree group. Once admitted, if the Major selected would require a transfer between Degree Groups, the approval of the College Dean for the Academic Program including the desired major is required. Transfer from a first-entry professional program to one of the Degree Groups is permitted only by approval of the College Dean for the Academic Program including the desired major.

Transfer students are considered for admission only in the context of a Declaration of Major, and will be admitted, on the basis of space availability and eligibility, by established criteria in the Major of choice.

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

Graduate Calendar

1.0 General Admission Application information is available from the website, at [www.unbc.ca/ apply/graduate](http://www.unbc.ca/apply/graduate) or from the Office of the Registrar. The requirements for admissibility include, but are not limited to, an acceptable academic standing (see 1.3.2), acceptable letters of reference, the availability of a supervisor within the program concerned, and the availability of adequate space and facilities.

In support of the UN Declaration on the Rights of Indigenous Peoples and the Treaty of Amity, Commerce and Navigation (Jay’s Treaty) of 1794 and with respect and recognition of Indigenous citizenship and territories regardless of borders, UNBC will recognize all Indigenous students within Canada and the United States as domestic for the purposes of application processing and the application and tuition fees.

Undergraduate Calendar

Admissions

The University of Northern British Columbia is committed to providing the best possible educational experience to its students. While some areas of academic study are available to new students without restriction, to ensure the highest quality learning environment others must be limited in enrolment by the availability of suitable space and instruction. Except for first-entry professional programs, first-year first-entry students are admitted to UNBC by their degree outcome of interest, and must indicate at least their first choice of Degree Group (for example Bachelor of Arts or Bachelor of Science) on their application form. Until such time as students declare a major, they will be assigned either of the two College Deans based upon their declared degree group. Once admitted, if the Major selected would require a transfer between Degree Groups, the approval of the College Dean for the Academic Program including the desired major is required. Transfer from a first-entry professional program to one of the Degree Groups is permitted only by approval of the College Dean for the Academic Program including the desired major.

In support of the UN Declaration on the Rights of Indigenous Peoples and the Treaty of Amity, Commerce and Navigation (Jay’s Treaty) of 1794 and with respect and recognition of Indigenous citizenship and territories regardless of borders, UNBC will recognize all Indigenous students within Canada and the United States as domestic for the purposes of application processing and the application and tuition fees.

Transfer students are considered for admission only in the context of a Declaration of Major, and will be admitted, on the basis of space availability and eligibility, by established criteria in the Major of choice.

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

Program / Academic / Administrative Unit: Registrar’s Office

College:

SCCC Reviewed: 4 December 2018

College Council Motion Number:

College Council Approval Date: December 13, 2018

Senate Committee on First Nations and Aboriginal Peoples Motion Number: SCFNAP201901.05

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.: SCAAF201901.04

Moved by: M. Barnes

Seconded by: T. Klassen-Ross

Committee Decision: CARRIED



Approved by SCAAF: January 9, 2019
Date

Chair's Signature

For recommendation to ✓ , or information of Senate.



Motion Number (assigned by SCS): S-201901.16

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: The new terms and conditions for the Graduate Entrance Research Scholarship (GERS) be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To create the Graduate Entrance Research Scholarship (GERS), to replace the Graduate Entrance Scholarship and Graduate Entrance Research Award.

Proposed By: Amy Beyer, Graduate Enrolment and Scholarship Advisor

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: December 4, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion which was postponed from the November SCSB Meeting.

Motion No.: SCSB20181128.03

Moved by: Mayes

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: December 12, 2018

Date

Chair's Signature

For Approval of Senate.

Graduate Entrance Research Scholarship

Valued at \$15,000 each, these scholarships are available to full-time* students who are entering a Master's or Doctoral program at the University of Northern British Columbia for the first time who have not previously held an Entrance Award**. To be eligible for an award students must have the intention to enroll in a Thesis or Project based degree. Consideration is based on academic proficiency (Graduate Admission GPA of 3.67 or greater).

If applicants to a UNBC Master's or Doctoral Program meet the eligibility requirements they will automatically be considered for this award, there is no need to apply. Students will find out if they have received an award shortly after they receive notification of their admission decision.

**Applicants/students in the MBA Program are not eligible to apply for this scholarship as the MBA Program is offered on a weekend delivery basis and is not considered full-time for the purposes of this scholarship.*

*** A Graduate Entrance Scholarship, Graduate Entrance Research Award or a Graduate Entrance Research Scholarship.*

UNBC Scholarship, Bursary and Awards Guide Listing

Name: Graduate Entrance Research Scholarship

Type: Graduate Awards

Selection Process: Selection is made by the Office of Graduate Programs

Application Method: Eligible students will be assessed and nominated by the programs to which they have applied.

Apply to: No application required.

Award Criteria:

Value: \$15,000 over 1 year

Number: 27 per year

Eligibility: Available to full-time* students who are entering a Master's or Doctoral program at the University of Northern British Columbia for the first time who have not previously held an Entrance Award at the Graduate level**. To be eligible for an award students must have the intention to enroll in a Thesis or Project based degree.

**Applicants/students in the MBA Program are not eligible to apply for this scholarship as the MBA Program is offered on a weekend delivery basis and is not considered full-time for the purposes of this scholarship.*

*** A Graduate Entrance Scholarship, Graduate Entrance Research Award or a Graduate Entrance Research Scholarship.*

Criteria: Consideration is based on academic proficiency (Graduate Admission GPA of 3.67 or greater) and an alignment with UNBC's research priorities.



Motion Number (assigned by SCS): S-201901.17

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: To dissolve the Graduate Entrance Scholarship (GES) and the Graduate Entrance Research Award (GERA).

Effective Date: 2019-2020 Academic Year

Rationale: Entrance Awards are an important tool for student recruitment. The GES and GERA will be replaced by the Graduate Entrance Research Scholarship (GERS), to ensure greater fairness and increase recruitment of top students.

Proposed By: Amy Beyer, Graduate Enrolment and Scholarship Advisor

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: December 4, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion which was postponed from the November SCSB Meeting.

Motion No.: SCSB20181128.04

Moved by: Dale

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: December 12, 2018

Date

Chair's Signature

For Approval of Senate.

Award Detail Information

Name: Graduate Entrance Scholarship (GES)

Type: Graduate Awards

Selection Process: Selection is made by the Graduate Programs Office

Award Criteria: Value: \$10,000, renewable for one year
Number: Up to Twenty

Eligibility: Available to full-time students entering a Master's program at UNBC for the first time, and to full-time students entering a Doctoral Program for the first time and who have not previously held a Graduate Entrance Scholarship.

Criteria: Applications will be assessed based on a combination of academic excellence (based on an admission GPA of 4.00 or higher) and the excellence of the Research/Study Goals Statement, and the appropriateness of UNBC for meeting those goals, as outlined in the statement provided by the applicant.

Conditions: Past recipients of the Graduate Entrance Scholarship are not eligible to receive the Graduate Entrance Scholarship again.

Application Instructions: Applicants must submit a paper Graduate Entrance Scholarship (GES) Application and a Research/Study Goals Statement to be considered.

The deadline to submit a paper Graduate Entrance Scholarship Application and Research/Study Goals Statement to the UNBC Awards & Financial Aid Unit is December 15th for September/May entry and May 1 for January entry.

Note: Recipients will be selected by a committee chaired by a representative of the Office of Graduate Programs.

Renewal Criteria: Graduate Entrance Scholarships are renewable (1 year for Master's students and 2 years for PhD students). Students must obtain a cumulative GPA of 4.00 during their first year of graduate studies (first and 2nd year for PhD students) and must be judged to be making satisfactory progress in their program by submitting a Progress Report prior to renewal.

Canadian citizens and those with permanent residence status must also apply for a competitive provincial or national scholarship (NSERC, SSHRC, CIHR, PICS, Graduate Fellowships up to \$18,000, National Network for Aboriginal Mental Health Research, NSERC IPS) during their first year of study if not already holding one. Generally an award of greater than \$15,000 would qualify as a competitive award:

1. A Master's student must apply for a major competitive federal or provincial award by the end of the first year of his/her Master's degree program for an award that starts in the first or second year of his/her Master's degree program.
2. A PhD student must apply for a major competitive federal or provincial award by the end of the second year of his/her UNBC PhD program for an award that starts in the first, second, or third year of his/her PhD program.

Award Detail Information

Name: Graduate Entrance Research Award (GERA)

Type: Graduate Awards

Selection Process: Selection is made by the Graduate Programs Office

Award Criteria: Value: \$5,000, renewable for one year (three semesters);
PhD students may hold 2 (two) Graduate Entrance Research Awards per year for a total of \$10,000 annually.
Number: Up to twenty-five

Eligibility: Available to full-time students entering a Master's program at UNBC for the first time and to full-time students entering a Doctoral Program for the first time.

Criteria: Applications will be assessed based on a combination of admission GPA 3.67 (A-) admitted to a research/thesis based degree and the excellence of the Research/Study Goals Statement, and the appropriateness of UNBC for meeting those goals, as outlined in the statement provided by the applicant.

Conditions: Research must fall within the following priority areas:

Humanities and Social Sciences:

- Life Sciences and Health
- Asia-Pacific Gateway Strategy
- Technology
- First Nations Students

Sciences and Applied Sciences:

- Life Sciences
- Technology
- Natural Resources

Note: Recipients will be selected by a committee chaired by a representative of the Office of Graduate Programs.

Application Instructions: Applicants must submit a paper Graduate Entrance Research Award Application and a Research/Study Goals Statement to be considered. The deadlines to submit a paper Graduate Entrance Research Award Application and Research/Study Goals Statement are December 15th for September/May entry and May 1st for January entry.

Renewal Criteria: Graduate Entrance Research Awards are renewable for one year (three semesters). Students must maintain a minimum GPA of 3.50 and must be judged to be making satisfactory progress in their program by submitting a Progress Report prior to renewal.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the IWAW Award (Quesnel Campus) be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the IWAW Award (Quesnel Campus) commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: November 1, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20181128.05

Moved by: Hartley

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: November 28, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Inspiring Women Among Us (IWAU) Award – Quesnel Campus

Awards Guide Description/Intent: Education through UNBC has the power to change lives through the experiences that being a student provides. A better job, more self-confidence, financial independence, greater engagement in the community, a positive peer group – all are direct impacts of engaging with professors, students and the opportunities that campus life provides while achieving their goals. This award was established to assist women who are facing barriers in pursuing an education through UNBC.

Donor: Quesnel Campus Inspiring Women Among Us (IWAU) Committee and community donors

Value: ~~\$250~~500

Number: Variable (Pending fund availability)

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student who identifies as female and who is facing significant challenges and/or financial barriers, studying at the Quesnel Campus.

Criteria: Satisfactory academic standing ~~& demonstrated financial need.~~

Note: There is no application deadline, however; all applicants must provide a statement outlining why they feel they are eligible for this award.

Effective Date: Established 2017

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Northern Pathways to Medicine Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Northern Pathways to Medicine Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: November 16, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20181128.06

Moved by: Jensen

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: November 28, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Renewable General

Award Name: Northern Pathways to Medicine Bursary

Awards Guide Description/Intent: This bursary ~~has been established for high school graduates of schools within NMP Trust communities is open to residents of North Central Local Government Association (NCLGA) communities (<http://www.nclga.ca/>), whose long term goal is to attend medical school, but the pathway is not open to them because of financial challenges. In addition to financial support for undergraduate course work leading to admission to the Northern Medical Program offered at UNBC, award recipients will be enrolled in the NMP's Northern Pathways to Medicine Program (scheduled to begin in September 2018) or other health professions programs in Northern BC. This program will provide financial and enrichment support, intended to strengthen student applications. In addition to financial support for undergraduate course work, recipients will be joining the Northern Pathways to Medicine Program. For more information, refer to the Northern Pathways to Medicine website and [Application Manual](#).~~

Donor: Northern Medical Programs Trust

Value: Up to \$10,000

Number: ~~One~~Three

Award Type: Bursary

Eligibility: Available to a full-time student who has independently applied ~~to~~for and been accepted into ~~their~~a UNBC undergraduate degree program of ~~their~~choice for study at UNBC independently. Applicants must intend to apply for the UBC Northern Medical Program at UNBC or other health professions programs based in Northern BC. Applicants must ~~be graduates of a high school within a Northern Medical Programs Trust community~~ demonstrate residency in a NCLGA community and have demonstrated academic ability.

Criteria: ~~Students from low socioeconomic backgrounds are eligible. Applicants must complete the student loan application with Student Aid BC and show need above maximum student loan allocation. Academic record will also be taken into account.~~

This is a two-step process.

- Step 1: Apply through UNBC financial aid and awards office. Candidates will be selected and notified to move on to Step 2.
- Step 2: Completion of a secondary application with pre interview questions, a one page declaration of income, and two reference letters (one academic, one community) to be provided when an interview is scheduled.

————Bursary recipients will be notified by the awards office.

Conditions: This award is renewable for up to three (3) additional years based on the student maintaining good academic standing and a minimum ~~cumulative~~yearly GPA of 3.33 (~~B+~~B+; 77%~~+) throughout their undergraduate studies (at the discretion of the Selection Committee).~~

Recipients must ~~also continue to be enrolled in the NMP Northern Pathway to Medicine Program~~ participate fully in the Northern Pathways to Medicine Program.

~~**Note:** Applicants must complete the on-line UNBC awards application including the financial need and career goals sections. The career goals section must include: a stated intent to enter the Northern Medical Program at UNBC, why they are interested in that program and how they hope to achieve their goal, in 200 words or more. Applicants must submit high school and post-secondary transcripts, if applicable. Applicants must submit three (3) letters of reference and provide a copy of the previous three years' parental/personal income tax assessment(s).~~

Students with 30 credits or less of post-secondary may apply. If all bursaries are not awarded via the first round of applications, late applications will be accepted and reviewed according to the discretion of the Steering Committee

Effective Date: Established 2016, Revised 2017 & 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by a Committee comprised of: The Associate Vice-President, Northern Medical Program; a faculty member of the Northern Medical Program selected by the Associate Vice-President, Northern Medical Program; a faculty member of the College of Science and Management, selected by the College Dean; and a faculty member of the College of Arts, Social and Health Sciences, selected by the College Dean.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Tom Dielissen Memorial Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To activate the Tom Dielissen Memorial Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: November 30, 2018

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20181212.03

Moved by: Hartley

Seconded by: Chowdhury

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: December 12, 2018

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Tom Dielissen Memorial Award

Awards Guide Description/Intent: This award has been established to honour the memory of Tom Dielissen, a quiet champion, well-known for volunteering his time unselfishly.

Tom was a Registered Professional Forester and his career with B.C. Lands led him to Prince George in 1972, a city and community he quickly embraced. Tom devoted over 40 years of his life to volunteering and helped shape the community of Prince George through his remarkable commitment serving both its organizations and its citizens. Tom made a difference - the breadth and diversity of Tom's contributions touched and changed the areas of arts, culture, sports, science, history, government and the vulnerable. In May of 2016, Tom's extensive volunteer work was recognized with a BC Community Achievement Award. Later that year, then Governor-General David Johnston presented Tom with the Governor General's Sovereign's Medal for Volunteers in recognition of Tom's significant contributions to his community.

Tom was known for his generosity of spirit and taking a genuine interest in others. He truly believed that Prince George was a wonderful community to volunteer in and inspired others to volunteer. He felt others should look at the positives of volunteering. Among Tom's many joys was supporting the growth of student athletes at UNBC. To honour his passion for youth and his commitment to volunteerism, this award supports UNBC student athletes who exemplify the values of leadership and community service.

Donor: UNBC Athletics and Friends and Family of Tom Dielissen

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate UNBC Timberwolves athlete. First preference will be given to a resident of Northern British Columbia who plays on a varsity basketball team.

Criteria: Demonstrated financial need and academic proficiency.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries with nomination by the UNBC Athletics Department. Consultation prior to recipient selection may occur between the UNBC Athletics Department and Roberta Dielissen or her named designate.



Motion Number (assigned by Steering Committee of Senate): S-201901.18

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That the procedures for the Search Committees for Academic Vice-Presidents and other Senior Academic Administrators 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:

Rationale: In accordance with the University Act Section 27 (2)(f) and further to a Board of Governors Motion, the selection procedures require Senate approval.

Attachments: The proposed procedures are attached.

Board Motion Number: 2018BC11.23.04

SCHDSR Approval Date: March 13, 2018

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201901.03

Moved by: H. Massingham

Seconded by: D. Ryan

Committee Decision: CARRIED

Attachments: 1

Approved by SCS: January 16, 2019
Date


Chair's Signature

For recommendation to ✓, or information of _____ Senate.

PROCEDURES

Policy No:

Approval Date:

Board Motion #
2018BC11.23.04
Senate Motion #

Approving Authority:

Board of Governors and Senate

Responsible Executive:

President

Title:

Search Committees for Academic Vice-Presidents and other Senior Academic Administrators

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, Associate Academic Vice-Presidents, Vice-Provosts, Academic Deans, Senior Academic Directors, the Registrar, the University Librarian and any other senior academic administrator as the Board may designate. The Search Committees 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
 - Monitor and encourage the application of best practices in equity and diversity in the posting and advertising, in the search and interview process, and in the making of hiring recommendations.
3. **General Search Process Rules**
 - a. A new search committee will be assembled for each Senior Academic Administrator search.
 - b. The University will ensure that prior to the Committee commencing its work, Committee members are provided with training and orientation on best practices with respect to equity and diversity in recruitment and search processes.

- c. The Chair in consultation with the 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.
- d. Senior Administrators and Program 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 Search Committee Chair in consultation with the Search Committee.
- e. In making a recommendation, to the Board in the case of Vice-Presidential searches, and to the President for all other searches, the Search Committee Chair will provide a fulsome report on the search process, deliberations, and rationale for the recommendation.

4. Committee Composition

<p><u>President</u> (or designate) for Academic Vice-Presidents (Provost, Research)</p> <p><u>Provost and Vice-President Academic</u> (or designate) for all other senior academic positions covered by these Procedures</p>	<p>Chair</p>	<p>1</p>
<p><u>Board Chair or Designate</u> for Academic Vice-President searches only</p>	<p>Designate must be an external (Order in Council) Board Member</p>	<p>0-1</p>
<p>Two <u>One Two</u> Vice, or Associate-Vice, Presidents for Academic Vice-President searches</p> <p><u>One Vice, or Associate-Vice-President for all other searches</u></p>	<p>Appointed by the Committee Chair (Academic & Administrative Vice Presidents and Associate Vice-Presidents eligible)</p>	<p>1-2</p>
<p><u>Two Academic Deans</u> (for Academic Vice-Presidents and Academic Deans)</p> <p><u>One Academic Dean</u> for all other searches</p>	<p>Appointed by the Chair in consultation with the Academic Deans</p>	<p>1-2</p>
<p><u>One Senior Academic Director</u></p>	<p>Appointed by the Chair</p>	<p>1</p>

<p>Five Six Faculty Members with tenure or tenure-track appointments</p>	<p>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</p> <p>In a search for an Academic Vice-President at least one faculty member is to be a Research Chair or former Research Chair.</p> <p>*in the case of a search for a University Librarian, at least one member should be a faculty librarian</p>	<p>5 6</p>
<p>One Staff Representative</p>	<p>One staff member appointed by the Chair from among all non-faculty employees who are not senior administrators. When searching for a University Librarian or a University Registrar, the staff representative should be drawn from those offices respectively.</p>	<p>1</p>
<p>Two students</p>	<p>Appointed or elected by the Undergraduate and Graduate Student Societies</p>	<p>2</p>
<p>Up to two additional members to address equity, 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</p>	<p>Appointed by the Committee Chair in consultation with the Committee Members. If 1 additional member is added under this section, that appointee may be from <u>any</u> UNBC employee, governance or stakeholder group. If 2 additional members are added, at least 1 must be a faculty member.</p>	<p>0-2</p>
<p><u>One Equity and Access Officer (Faculty Member)</u></p>	<p><u>Appointed by Senate in consultation with the Equity Committee of the Faculty Association</u></p>	<p><u>1</u></p>
<p>NON-VOTING – RESOURCE MEMBERS: Director of Human Resources (or designate) +appropriate Human Resources support personnel and Search Consultants as applicable</p>	<p>Determined by the AVP People or by the Director of Human Resources</p>	

5. These Procedures are effective on approval of both the Board and Senate, and replace any previously approved Selection Procedures and Search Committee Terms of Reference for Senior Academic Administrators covered by these Procedures.